

Jackson-Madison County School Work Session
March 9, 2020 5:30 PM
Jackson-Madison County Board of Education

Attendance Taken at 5:30 PM.

Mr. Kevin Alexander: Present
Mr. Wayne Arnold: Present
Ms. Doris Black: Present
Jim Campbell: Present
Mrs. Janice Hampton: Present
Mr. James Johnson: Present
Mr. A. J. Massey: Present
Mrs. Shannon Stewart: Present
Doris Black by phone due to surgery

1. CALL TO ORDER

Discussion: James Johnson Board Chairman, called the March 9, 2020 Work Session to order with a moment of silence

A. MOMENT OF SILENCE

2. PUBLIC COMMENTS

A. PUBLIC COMMENTS

Discussion: There were no Public Comments at the March 9, 2020 Work Session

3. FINANCIAL REPORT

A. JMCSS FISCAL SERVICES DIRECTOR -BUDGET AMENDMENTS, MONTHLY FINANCIAL STATEMENT, QUARTERLY EXPENDITURE ANALYSIS

Discussion: Holly Kellar the Director of JMCSS Fiscal Services presented to the Board 11 Budget Amendments and these amendments were approved by the county Financial Management Committee. The General Purpose February Financial Statement has been posted, showing expenditures coming in at 2.3 million dollars ahead of last year. As of the end of February, 63.2 million dollars had been expensed with an additional 2.6 million dollars in outstanding encumbrances. This is 60.8% of the total budget as opposed to being at 60.5% of the total budget at the same time last year. Year-to-date revenues thru January total 55.6 million dollars. February revenues are yet to be posted but will total over 12 million dollars. The preliminary year-end estimates are included on the Financial Statement and show expenditures coming in at 96.7% for the year. This puts total expenditures at 3.3 million dollars over last year. For now, revenues are shown to come in as budgeted. With these estimates, the District would be using 1.2 million dollars of fund balance leaving a fund balance of 12.6 million dollars at the year-end. Our budget committee is meeting on a regular basis. We have reviewed all requests from principles and district administrative staff. There were a lot of maintenance and capital requests from the principals. Some of the request will be taken care of from the current budget and some will be included in the operating and capital budgets next year and the following years. Using projected enrollment numbers, we have worked though FY21 staffing projections for elementary and middle schools and will meet again at month-end to review high school staffing before scheduling to meet with principles to discuss all of their requests. After speaking with Commissioner Stephenson and County Finance Director Karen Bell, Mrs. Kellar will move the budget presentation from the April Board Meeting to May

which is consistent with our timeline for past years,, giving us much needed time to continue to work through the budget process. Mrs. Kellar mention the update with the Executime, which is the electronic timekeeping system that is currently being implemented. The Fiscal Services Department with the Human Capital, Finance and the County Human Resource Departments, have been working behind the scenes for several months with the budget. With using so many different departments gives a better representation for the budget. The following departments are in the test group and hopefully will go live by July 1st; the county, bus shop, maintenance, Community Montessori and three departments at Central Office.

B. MADISON COUNTY FINANCE DIRECTOR-FINANCIAL UPDATES

Discussion: Karen Bell the Finance Director for Madison County Finance Department, submitted to the Board the 141 School Fund report. The review in January expenditures shows \$55,548,52.02 expended with revenues in amount of \$55,626,850.52. The Sales tax was up for the month of January over the prior two months that showed a shortfall. There was an increase over the same prior yea period of \$191,325. Mrs. Bell gave an update with the Public/Private Partnership. The submissions on behalf of both the county and city have been sent to Comptroller's Office for review and approval. In the last seven days, there have been submitted 15 updates/changes are are now awaiting an approval letter that the state should be releasing and sent within the next two weeks.

4. MARCH AGENDA REVIEW

A. REVIEW AND ANY DISCUSSION CONCERNING MARCH BOARD MEETING AGENDA

Discussion: James Johnson mentioned that there would be three action items for the Board to approve on Thursday, March 12, 2020.

5. UPDATES/INFORMATION

A. BUS MONITOR REPORT

Discussion: Ray Washington and Bryan Chandler have assigned Bus Monitors to some buses in the system. The Bus Monitor will assist the Driver concerning students in order for the driver to be able to drive safely. Dr. Chandler mentioned that there is a need for other more monitors on buses and will be reviewing adding more in the next year.

B. SURPLUS ITEMS

Discussion: The Board will need to approve the sale of Surplus Items on Thursday, March 12, 2020. Ray Washington mentioned that there are several items for surplus and mentioned that most items have been sitting for over the years.

C. CERTIFICATION OF ADOPTION BY LOCAL BOARD OF EDUCATION (TEXTBOOK ADOPTION)

Discussion: The Board will need to approve the following Certification of Adoption by Local Board of Education (textbook adoption). The following will be adopted for the Jackson-Madison County School System; State and Waiver approved - K-2, Core Knowledge Listening and Learning Skills the company Amplify, State approved -3-5 Expeditionary Learning the company EL Education, State approved 6-8, Learn Zillion Guidebooks and Waiver approved - 9-12 Learn zillion Guidebooks.

D. 403 (b) PLAN DOCUMENT

Discussion: The Board will need to approve the 403(b) Plan Document on Thursday, March 12, 2020. The National Tax-Deferred Savings Association (NTSA) shared some information with us to help school district employers comply with an IRS requirement for those offering 403(b) plans by March 31, 2020.

E. SRO UPDATE

Discussion: Ray Washington mentioned that Attorneys have been making changes to the MOU with SRO's being used in schools. When the MOU is finalized, there will be meetings with Administrators and Faculty addressing the usage of SROs. The current MOU states that the Superintendent does not have authority on where the SRO is placed. When Mr. Washington found out of the SRO being placed back at Liberty, he notified the Board Members through an email. The SRO will not be moved until the MOU is finalized with the Sheriff Department and the District.

F. HEALTH UPDATE

Discussion: Ray Washington mentioned that a statement from the District will go out to the public and that the Board has received documents from him concerning the Coronavirus Virus. During Spring Break the cleaning of buses and schools will take place by the custodians. The Principals will have a meeting with Ray Washington on March 10 to review the procedures of trying not to spread this illness among the system.

G. FIELD TRIP REQUESTS

Discussion: The Madison Field Trip request will need to have an approval by the Board. Unfortunately the papers were not presented at the last meeting for the proper channel of approval. Ray Washington emailed the Board for the approval. The following Board Members gave approval of the trip by Madison; Kevin Alexander, Wayne Arnold, Doris Black, Jim Campbell, AJ Massey and Shannon Stewart.

The other Field Trip requests will be approved at the March 12, Board Meeting.

H. HUMAN CAPITAL REPORT AND RETENTION REPORT

Discussion: Dr. Tiffany Green mentioned that there has been a substitute training and revisions for Substitute list by the April Board meeting for Teachers to use. Dr. Green stated that the vacancies have been decreased by hiring for positions but that the Human Capital will continue to work hard to fill all positions. The Teacher Retention Committee is meeting and working hard to discuss issues and how to handle the matters with Teachers in the schools. The two items that the Committee are discussion at present are; the support with discipline and behavior of students and support with feedback of implementation with of the curriculum. The Committee stated several times during the meeting there must be consistency with both of these items. There was a survey given to the Teachers concerning having feedback on what they think with the working conditions and this survey was without a retaliation idea behind the survey. Dr. Green mentioned that the Board wanted data concerning the retention of Teachers. The Human Capital has been reviewing a system to assist them for a better understanding on hires for schools.

6. QUESTIONS

A. QUESTIONS UNRELATED TO BOARD AGENDA ITEMS FOR SUPERINTENDENT

Discussion: James Johnson mentioned, the second round of interviews for the top three Candidates will be on Thursday, March 12, 2020 at 9:00 am, 11:30 am and 2:00 PM. Ray Washington has been meeting with the Census people to assist the zones for schools and items have been brought to schools and the central office to be taken to Nashville for tornado relief.

7. APRIL AGENDAS

A. SUGGESTED AGENDA ITEMS FOR THE MONTH OF APRIL , SUBMIT TO BOARD CHAIR, SUPERINTENDENT AND BOARD SECRETARY BY MARCH MARCH 27, 2020

8. INFORMATION ITEMS

A. ANNUAL AGENDA CALENDAR

B. TSBA SCHOOL BOARD ACADEMIES

C. BOARD EXPENSES

9. **ADJOURNMENT**

Discussion: The March 9, 2020 Work Session adjourned at 6:35

Jackson-Madison County School System
Monthly Financial Statement
General Purpose Schools Fund 141
February 2020

Account Description	Amended Budget	Year to Date	Month to Date	Encumbrances	Remaining Budget	% Used	Prior YTD FY19	YTD FY20 over/(under) YTD FY19	Estimated Year-End	Estimated % Used
71100 Regular Ed Instruction	50,008,751	29,498,797	3,550,819	231,663	20,278,291	59.5%	28,340,818	1,157,979	48,949,969	97.9%
71200 Special Ed Instruction	10,333,970	5,715,807	755,256	318,147	4,300,016	58.4%	5,696,356	19,451	9,999,518	96.8%
71300 Vocational Ed Instruction	2,923,696	1,656,439	220,397	29,831	1,237,426	57.7%	1,633,059	23,380	2,829,160	96.8%
72110 Attendance	334,030	246,793	15,270	2,731	84,506	74.7%	234,178	12,615	328,481	98.3%
72120 Health Services	879,700	500,926	68,128	6,261	372,513	57.7%	484,503	16,423	867,372	98.6%
72130 Other Student Support	4,450,719	2,269,202	279,394	80,955	2,100,562	52.8%	2,144,982	124,220	4,226,774	95.0%
72210 Regular Instruction Support	4,117,140	2,368,588	281,884	20,509	1,728,043	58.0%	2,175,678	192,910	3,806,696	92.5%
72220 Special Education Support	1,099,330	606,984	77,738	15,548	476,798	56.6%	517,605	89,379	1,016,456	92.5%
72230 Vocational Education Support	108,765	35,277	305	470	73,018	32.9%	76,726	(41,449)	49,726	45.7%
72250 Technology	1,931,870	1,270,086	119,969	350,643	311,141	83.9%	1,176,457	93,629	1,894,708	98.1%
72310 Board of Education	2,143,200	1,381,417	39,110	256,377	505,406	76.4%	1,395,157	(13,740)	2,107,917	98.4%
72320 Director of Schools	882,500	341,535	34,157	58,796	482,169	45.4%	507,938	(166,403)	584,916	66.3%
72410 Office of the Principal	7,137,081	4,509,657	529,504	-	2,627,424	63.2%	4,474,302	35,355	7,069,995	99.1%
72510 Fiscal Services	984,500	285,245	29,679	6,070	693,185	29.6%	255,662	29,583	968,473	98.4%
72520 Human Capital	557,500	359,711	40,325	8,997	188,792	66.1%	332,151	27,560	552,780	99.2%
72610 Operation of Plant	6,360,000	4,516,859	592,147	519,979	1,323,162	79.2%	4,219,298	297,561	6,149,341	96.7%
72620 Maintenance of Plant	3,621,336	2,169,844	306,484	413,419	1,038,073	71.3%	2,137,841	32,003	3,408,383	94.1%
72710 Transportation	6,212,069	3,689,127	493,035	235,137	2,287,805	63.2%	3,672,633	16,494	6,061,123	97.6%
73300 Community Services	563,765	328,854	46,128	7,568	227,343	59.7%	329,811	(957)	514,762	91.3%
73400 Early Childhood Education	2,573,990	1,450,460	173,351	7,100	1,116,430	56.6%	1,105,590	344,870	2,427,962	94.3%
82330 Debt Service/Ameresco	1,001,187	-	-	-	1,001,187	0.0%	-	-	843,823	84.3%
Expenditures	108,225,099	63,201,608	7,653,080	2,570,201	42,453,290	60.8%	60,910,745	2,290,863	104,658,335	96.7%
Revenues	103,422,516	55,626,851	-	-	47,795,665	53.8%	71,654,531	(16,027,680)	103,422,516	100.0%
Revenues Over/(Under) Expenditures	(4,802,583)	(7,574,757)	(7,653,080)	(2,570,201)	5,342,375		10,743,786	(18,318,543)	(1,235,819)	

Jackson-Madison County Schools
Checks Greater Than \$14,999.99 (All Funds)
February 2020

VENDOR	CHECK DATE	CHECK NO	AMOUNT	INVOICE DESCRIPTION
ABM INDUSTRY GROUPS, LLC	2/6/20	64937	25,014	Monthly grounds care and maintenance
CURRICULUM ASSOCIATES	2/6/20	64973	17,490	Online instructional supplies- Andrew Jackson
JACKSON GENERAL HOSPITAL	2/6/20	65007	45,545	Therapy services- OT/PT
M. PALAZOLA PRODUCE COMPANY	2/6/20	65018	33,038	Bid #21- Fresh fruits and vegetables
MID-SOUTH BUS CENTER	2/6/20	65023	391,568	Bid #5: Four new buses and misc. vehicle parts
SOUTHERN MANAGEMENT SERVICES, LLC	2/6/20	65051	168,206	SMS monthly custodial services
SYSCO MEMPHIS, LLC.	2/6/20	65056	406,687	Bid #11- Food and non-food supplies
BLEACHERS & SEATS.COM	2/13/20	65489	31,071	Bleacher repairs- Northeast Middle School
CDW GOVERNMENT	2/13/20	65496	47,957	Active Directory network mgt system and add-ons; laptops and charging carts- East Elem.; supplies
PATHWAYS OF TN., INC.	2/13/20	65557	36,000	Clinical services- JCT, Lincoln, Andrew Jackson, Liberty, NPMS, Arlington, and Isaac Lane
TURNER HOLDINGS LLC	2/13/20	65590	81,658	Bid #28- Milk products
CDW GOVERNMENT	2/20/20	65784	15,122	Desktops- South Elementary, and supplies
ECONOMY SIDING & WINDOWS	2/20/20	65789	46,244	Bid #24- Sidewalk awnings at NEMS and Liberty
GREAT SOUTHERN RECREATION	2/27/20	66242	28,553	Playground equipment- Barker
ORCUTT WINSLOW, LLLP	2/27/20	66278	60,885	Architectural & engineering services for new K-8 school
PCS	2/27/20	66281	19,668	Promethean Activepanel whiteboards and installation- Barker, Alexander, and Liberty
RAINEY, KIZER, REVIERE & BELL	2/27/20	66284	23,504	Professional legal services and retainer
SOUTHERN MANAGEMENT SERVICES, LLC	2/27/20	66293	168,206	SMS monthly custodial services
TLM ASSOCIATES, INC	2/27/20	66302	217,450	Reroof and HVAC projects: Alexander; masonry and extra lot fencing: Lincoln; locker room additions: JCT and W. Bemis
TNTP, INC.	2/27/20	66303	15,470	Presenter fee for elementary school principal learning

Jackson-Madison County School System
March 2020
Budget Amendments Summary

Fund #141 General Purpose Schools

1. \$2,956
(new money) Insurance recovery- Funds received for bus repairs.
2. \$ 33,583 State Priority School Grant- This amendment aligns the general ledger to the Revision 1 budget approved by the state. Funds are being transferred within the grant to cover the salaries of five teachers for remedial summer school, purchasing additional ELA and math assessments, and purchasing technology items.
3. \$ 10,000
(new money) Toyota Grant- JMCSS was awarded a \$10,000 grant to be used by five schools for robotics kits and visiting manufacturing facilities.

Fund #142 School Federal Projects

4. \$242,897 District Priority School Improvement Grant- This amendment aligns the general ledger to the Revision 2 budget approved by the state. Funds are being transferred to purchase student desktops and laptops to meet the needs of each Priority school.
5. \$19,582 ATSI Grant 2019 Designation - This amendment aligns the general ledger to the Revision 1 budget approved by the state. Funds are being transferred within the grant to purchase additional laptops at two schools and they will be used to access online programs.
6. \$ 5,000 CTE Perkins Basic Grant- This amendment aligns the general ledger to the Revision 2 budget approved by the state. Funds are being transferred within the grant to purchase additional workforce certifications.
7. \$162,700 IDEA Part B Grant- This amendment aligns the general ledger to the Revision 3 budget approved by the state. Funds are being transferred within the grant to cover year-end projections for salaries and benefits.
8. \$ 4,500 IDEA Preschool Grant- This amendment aligns the general ledger to the Revision 3 budget approved by the state. Funds are being transferred within the grant to cover year-end projections for salaries and benefits.

Fund #143 Food Services

9. \$301,000 This amendment transfers funds between accounts for additional food supplies that needed due to the increased numbers in student meal preparation and due to delays in usable USDA commodities.

Fund #177 Education Capital

10. \$392,170
(new money) GIVE Grant- This amendment adds funding toward establishing a workforce development center that will allow students from all high schools to access programs in advanced manufacturing, welding, and health science.
11. \$520,266
(new money) This amendment will appropriate fund balance to use toward the following projects: Workforce Development Center at JCM-ECH and flooring at PLC.

Madison County
Budget Amendment Request

FUND: 142 Federal Programs

DEPARTMENT: District Priority School Improvement Grant 115

<i>Account Number or Org/Object</i>	<i>Account Title</i>	<i>(R)/(E)</i>	<i>Current Budget</i>	<i>Amendment Request</i>	<i>(D)/(C)</i>	<i>Amended Budget</i>
11511000 511600	Teachers	E	\$ 177,000.00	\$ 15,400.00	D	\$ 161,600.00
11511000 516300	Educational Assistants	E	\$ 90,000.00	\$ 10,850.00	D	\$ 79,150.00
11511000 520100	Social Security	E	\$ 52,258.00	\$ 2,445.00	D	\$ 49,813.00
11511000 520400	Pensions	E	\$ 74,898.00	\$ 11,300.00	D	\$ 63,598.00
1151100 520600	Life Insurance	E	\$ 750.00	\$ 155.00	D	\$ 595.00
11511000 520700	Medical Insurance	E	\$ 30,239.00	\$ 24,935.00	D	\$ 5,304.00
11511000 520800	Dental Insurance	E	\$ 2,508.00	\$ 1,570.00	D	\$ 938.00
11511000 521100	Local Retirement	E	\$ 1,000.00	\$ 1,160.00	C	\$ 2,160.00
11511100 572200	Regular Instruction Equipment	E	\$ -	\$ 236,830.00	C	\$ 236,830.00
11521300 518900	Other Salaries and Wages	E	\$ 72,000.00	\$ 35,000.00	D	\$ 37,000.00
11521300 520100	Social Security	E	\$ 1,044.00	\$ 500.00	D	\$ 544.00
11521300 539900	Other Contracted Services	E	\$ 120,000.00	\$ 17,225.00	D	\$ 102,775.00
11522100 516300	Educational Assistants	E	\$ 36,000.00	\$ 2,910.00	D	\$ 33,090.00
11522100 518900	Other Salaries and Wages	E	\$ 281,715.00	\$ 99,650.00	D	\$ 182,065.00
11522100 520100	Social Security	E	\$ 19,841.00	\$ 6,994.00	D	\$ 12,847.00
11522100 520400	Pensions	E	\$ 27,989.00	\$ 13,627.00	D	\$ 14,362.00
11522100 520600	Life Insurance	E	\$ 125.00	\$ 61.00	D	\$ 64.00
11522100 520700	Medical Insurance	E	\$ -	\$ 4,840.00	C	\$ 4,840.00
11522100 520800	Dental Insurance	E	\$ 300.00	\$ 45.00	D	\$ 255.00
11522100 521100	Local Retirement	E	\$ 1,000.00	\$ 67.00	C	\$ 1,067.00
11522100 552400	Inservice/Staff Development	E	\$ 107,395.00	\$ 230.00	D	\$ 107,165.00
				Total Debits		\$ 242,897.00
				Total Credits		\$ 242,897.00

Justification/Description (MUST BE THOROUGH):
This amendment aligns the general ledger to the Revision 2 budget approved by the state. Based on current needs and remaining funds left over in other lines, the excess funds are being moved to purchase student desktops and laptops to meet the needs of each Priority school.

Requested By: 

Date: 2/27/2020

This form should be sent to the Finance Office. All budget amendments must be signed and have County Commission approval (with the exception of Internal amendments which will have Finance approval) **PRIOR** to funds being expended.

Finance Director's Monthly Report

JANUARY 2020

Sales Taxes:

1-2019	\$4,811,811
1-2020	\$5,003,136

While sales tax was down for the previous two months, it is on the rise for January reporting with an increase of \$191,325 over this same time period prior year.

Trustee Trial Balance:

1-31-19	\$123,775,256.72
1-31-20	\$111,787,010.34

Reconciled Balances:

1-31-19	\$121,801,353.73
1-31-20	\$108,924,893.34

Summarized Revenue/Expenditures Summary:

Monthly expenditures for December exceeded revenues by \$9,582,866.23. This reflects 47.50% of expenditures has been expended or encumbered.

Jail Project:

The jail project with a contract budget of \$51,488,257 has expended \$20,941,863.49 with the remaining available balance of \$30,546,393.51.

Updates:

Executime is in testing phases with three county departments who will be completing parallel payrolls as of March 20 and school system also has three or four divisions that will also be completing parallel payrolls. We are excited to see how this goes!

We have completed one department fully on the fixed assets and will be training on March 25 with WASP as to how it should be rolled out to all departments county-wide. Progress had definitely been made.

Staff is set for cross-training/job swaps during the month of March.

Modified Summary Financial Statement

January 2020

Account	Description	<u>Current Year To Date</u>		<u>Remaining Year To Date</u>		<u>Estimated Year End Expenditures</u>	
		Revised Budget	YTD Actuals	3 Year Average + 2% Inflation	3 Year Average	YTD Actuals + 3 Year Average w/ 2% Inflation	YTD Actuals + 3 Year Average
Expenditures							
71100	Regular Instruction Program	50,008,751.00	25,947,977.94	24,550,130.88	24,068,755.76	50,498,108.82	50,016,733.70
71200	Special Education Program	10,333,970.00	4,960,551.50	5,051,375.19	4,952,328.62	10,011,926.69	9,912,880.12
71300	Vocational Education Program	2,923,696.00	1,436,041.60	1,538,077.80	1,507,919.41	2,974,119.40	2,943,961.01
72110	Attendance	334,030.00	231,523.08	108,979.06	106,842.21	340,502.14	338,365.29
72120	Health Services	879,700.00	432,797.90	312,725.53	306,593.65	745,523.43	739,391.55
72130	Other Student Support	4,450,719.00	1,989,807.36	2,065,716.19	2,025,211.95	4,055,523.55	4,015,019.31
72210	Regular Instruction Program	4,117,140.00	2,086,703.86	1,498,399.86	1,469,019.47	3,585,103.72	3,555,723.33
72220	Special Education Program	1,099,330.00	529,246.25	246,393.67	241,562.42	775,639.92	770,808.67
72230	Vocational Education Program	108,765.00	34,971.69	39,369.55	38,597.60	74,341.24	73,569.29
72250	Information Technology	1,931,870.00	1,150,116.93	0.00	0.00	1,150,116.93	1,150,116.93
72310	Board Of Education	2,143,200.00	1,342,306.81	725,216.85	710,996.91	2,067,523.66	2,053,303.72
72320	Office Of The Superintendent	882,500.00	307,378.11	468,042.46	458,865.16	775,420.57	766,243.27
72410	Office Of The Principal	7,137,081.00	3,980,153.21	3,192,984.97	3,130,377.42	7,173,138.18	7,110,530.63
72510	Fiscal Services	984,500.00	255,566.11	576,906.08	565,594.19	832,472.19	821,160.30
72520	Human Services/Personnel	557,500.00	319,385.93	218,005.44	213,730.82	537,391.37	533,116.75
72610	Operation Of Plant	6,360,000.00	3,924,711.89	2,155,389.42	2,113,126.88	6,080,101.31	6,037,838.77
72620	Maintenance Of Plant	3,621,336.00	1,863,361.05	1,124,081.06	1,102,040.25	2,987,442.11	2,965,401.30
72710	Transportation	6,207,494.00	3,196,091.79	2,357,457.89	2,311,233.23	5,553,549.68	5,507,325.02
72810	Central And Other	0.00	0.00	381,708.33	374,223.85	381,708.33	374,223.85
73100	Food Service	0.00	0.00	423.40	415.10	423.40	415.10
73300	Community Services	563,765.00	282,725.91	188,185.63	184,495.71	470,911.54	467,221.62
73400	Early Childhood Education	2,573,990.00	1,277,109.10	825,846.69	809,653.62	2,102,955.79	2,086,762.72
82330	Education	1,001,187.00	0.00	1,001,187.00	1,001,187.00	1,001,187.00	1,001,187.00
99100	Transfers	0.00	0.00	0.00	0.00	0.00	0.00
	Total Expenditures	108,220,524.00	55,548,528.02	48,626,602.94	47,692,771.25	104,175,130.96	103,241,299.27
Total	141 General Purpose School	108,220,524.00	55,548,528.02	48,626,602.94	47,692,771.25	104,175,130.96	103,241,299.27
Total	141 General Purpose School	108,220,524.00	55,548,528.02	48,626,602.94	47,692,771.25	104,175,130.96	103,241,299.27
						3.74%	4.60%
	Revenue	103,417,941.00	55,626,850.52			(4,045,393.04)	(4,979,224.73)
	Difference	4,802,583.00	78,322.50			(757,189.96)	176,641.73
	Budgeted Revenue less Estimated Expenditures					(757,189.96)	176,641.73

Surplus Vehicles for 2020

Make	Model	Year	Mileage	Vin #	Truck #	TAG #	
International	4900	1991	105,000	1HTSDNUN2MH386205	208	GU-7112	Bucket Truck
Dodge	2500	1999	110,000	3B6KC26ZXXM585084	302	GX-2783	Pickup
Dodge	2500	1999	120,000	3B6KC26Z7XM585107	411	GX-2906	Pickup
Dodge	2500	2002	150,000	2B7JB21Z62K127831	273	GU-7065	Van
Chevy	2500	1998	197,000	1GCFG25R7W1058232	262	GR-4378	Van
							Dump
Ford	F800	1993	86,000	1FDXK84E6PVA25295	252	GX-1254	Truck
Chevy	1500	2006	234,000	1GCEC14Z16E232260	319	5177-GB	Pickup
Ford	Crown Vic	2003	129,596	2FFP73W13X137880	299	GZ-8537	Car
							40,000
Trailer	Dynaweld Flat Bed			19K81AEX9E1X21254	GVRW	lbs	

Surplus Furniture/Computers/Mics. Equipment for 2020 (most of these items did not have barcodes so I could only provide a estimated amount of the quantity. Nevertheless, there are pictures added that gives an idea of how much surplus and damaged items we wish to aution of or discard.)

- 150 Old Tables and Desks
- 210 Old Chairs
- 7 Welding machines
- 3 Refrigerators
- Approx. 3 Lifts
- 1 Montegue Dual Oven
- 350 Mics. Kitchen equipment (old pots, pans, scoops, spoons, etc.)
- 30 Filing cabinets (mics.)
- 2 industrial mixers
- misc. industrial shop equipment
- 30 rolling carts
- 25 storage shelves
- 6 Old copy machines

(Reminder: *The numbers listed are not exact.*)

4 Exercise equipment pieces

50 Cafeteria Tables

120 Promethean Boards

20 laptops

200 Projectors

300 + mics. Items (mops, brooms, waste baskets, paper towel dispensers, etc.)

Asking for board approval for these items to be sold by way of auction/disposed, depending on the conditions or surplus guidelines.

Pictures of some Surplus Items

























December 20, 2019

Mr. Ray Washington
Jackson-Madison County School System
310 North Parkway
Jackson, TN 38305

Dear Mr. Ray Washington,

Pursuant to T.C.A. § 49-6-2206, the commissioner of education has the authority to approve waivers submitted by local boards of education to use or permit the use of textbooks or instructional materials other than those on the state list of textbooks and instructional materials approved by the State Board of Education.

Jackson-Madison County Schools submitted a waiver request for an ELA instructional materials that were not bid and reviewed by the state's textbook advisory panel. Your waiver application is approved for the following:

Core Knowledge for Grades K-2
LearnZillion 9-12

Sincerely,

A handwritten signature in black ink, appearing to read "PS", written over a light blue horizontal line.

Dr. Penny Schwinn
Tennessee Commissioner of Education

cc: Rachel Scott

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

For the School Year 2020 - 2021

Report for schools of JMCS County, City, or Special District.

Subject: ELA / Reading

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of ELA / Reading, recommend that the JMCS County or

City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of JMCS (County or

City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	K-2	Core Knowledge	Listening & Learning + Skills	Amplify
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3-5	Expeditionary Learning		EL Education
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6-8	LearnZillion	Guidebooks	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9-12	LearnZillion	Guidebooks	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



Return by May 15 to:
Director of Content
Andrew Johnson Tower, 11th floor
710 James Robertson Parkway Nashville, TN 37243-0379

**Certification of Adoption by
 Local Board of Education**

The Jackson-Madison County Schools Board of Education approved the City, County,
 or Special School District adoption of the textbooks as indicated on the attached Local Adoption Report Abstract
 during the meeting of the board on _____.

Month, Day, Year

If the LEA has chosen to adopt any materials not on contract, then we do hereby certify the following:

- The LEA's unique needs require adopting materials not on the state's official list.
- The materials adopted by this LEA were screened by a review committee, appointed in accordance with T.C.A. § 49-6-2207 and were determined to be aligned to the standards by evaluating the materials using the screening instrument approved by the Textbook and Instructional Materials Quality Commission.
- The adoption abstract, this certification of adoption, and the local panels' reviews will be posted to the LEA's website within 30 days of local board approval.
- All materials adopted by this LEA that are not on contract have been approved by waiver (if any waivers were granted, you must attach them to this form).
- The LEA agrees to furnish any materials requested by TDOE for review.

Date

Chairman, Board of Education

Date

Director of Schools

Certification of Compliance

Section 49-3-310(1) (A)

"The director of schools and the chair of the board of each LEA shall certify to the commissioner on or before October 15 of the current school year that all children enrolled in that LEA have been furnished all required textbooks, as determined by the commissioner."

In the conformity with TCA 49-3-310(4)(A), we the undersigned, hereby certify that all the children attending the schools of Jackson-Madison County school system have, or will be given, access to all textbooks and instructional materials.

Chairman, Board of Education

Superintendent/Director of Schools

Date

Return electronically to the department
by May 15:

Director of Content
Tennessee.Textbooks@tn.gov
State Department of Education
11th Floor, Andrew Johnson
Tower 710 James Robertson
Parkway Nashville, TN 37243-0379

RESOLUTION

**A RESOLUTION OF THE JACKSON-MADISON COUNTY BOARD OF
EDUCATION TO AMEND AND RESTATE 403(b) PLAN DOCUMENT**

WHEREAS, Jackson-Madison County School System (the "School") has established a retirement plan under Section 403(b) of the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, the Internal Revenue Service issued final regulations under Section 403(b) of the Code that would, in relevant part, require the School to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

WHEREAS, the School previously adopted the Jackson-Madison County School System 403(b) Plan (the "Plan"), a tax deferred annuity plan intended to meet the requirements of Section 403(b) of the Internal Revenue Code of 1986, as amended, the regulations thereunder, and the requirements of applicable state and/or local law effective on January 1, 2009;

WHEREAS, the School desires to adopt an IRS pre-approved 403(b) plan document in accordance with IRS Rev. Proc. 2013-22;

WHEREAS, the School desires to amend and restate the Plan to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan, an IRS pre-approved 403(b) plan document;

WHEREAS, the Board of the School (the "Board") authorizes and ratifies Superintendent Ray Washington to execute the amendment and restatement of the Plan on behalf of the School to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan;

BE IT RESOLVED THAT: the School shall amend and restate the Plan effective January 1, 2010 to the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan attached hereto as its amended and restated 403(b) plan document.

ADOPTED this the 12th day of March, 2020.

JACKSON-MADISON COUNTY BOARD OF EDUCATION

By: _____
James "Pete" Johnson, Chairman

ATTEST:

_____, Board Secretary

*Adopted by
Resolution
@Voya
1-16-20*

**ADOPTION AGREEMENT #001
EMPLOYER CONTRIBUTIONS AND ELECTIVE DEFERRALS
403(b) VOLUME SUBMITTER PLAN**

The undersigned Eligible Employer, by executing this Adoption Agreement, elects to establish a 403(b) plan ("Plan") under the Voya Retirement Insurance and Annuity Company 403(b) Volume Submitter Plan (basic plan document #20). The Employer, subject to the Employer's Adoption Agreement elections, adopts fully the Volume Submitter Plan provisions. This Adoption Agreement, the basic plan document, any incorporated Investment Arrangement Documentation, and any attached appendices, constitute the Employer's plan document. All "Election" references within this Adoption Agreement are Adoption Agreement Elections. All "Section" references are basic plan document references. Numbers in parenthesis which follow headings are references to basic plan document sections. Where an Adoption Agreement election calls for the Employer to supply text, the Employer may lengthen any space or line, or create additional tiers. When Employer-supplied text uses terms substantially similar to existing printed options, all clarifications and caveats applicable to the printed options apply to the Employer-supplied text unless the context requires otherwise. The Employer makes the following elections granted under the corresponding provisions of the basic plan document.

**ARTICLE 1
DEFINITIONS**

1. **EMPLOYER; PLAN; PLAN ADMINISTRATOR (1.29; 1.52; 1.53).** (A Plan amendment is not needed solely to change the information in (a) or (d) below.)

(a) Employer Information

Name of Adopting Employer: Jackson-Madison County School System
Address: 310 North Parkway
City Jackson State Tennessee Zip 38305
Telephone: (731) 664-2514
EIN: 62-6000732

(b) Plan Information

Plan name: Jackson-Madison County School System 403(b) Plan
Plan number (optional): _____ (3-digit number for Form 5500 reporting)

(c) Type of entity. (Choose one of (1) - (4)):

- (1) **Public School.** See 1.57.
- (2) **Other Governmental employer exempt under Code §501(c)(3).**
- (3) **Churches and Church-Related Organizations.** See 1.09. (Choose a. and/or b.):
 - a. **Church.** See 1.09. This would include a QCCO, but would not include a non-QCCO.
 - b. **Church-related organization, other than a Church.** See 1.09(A). This would include a non-QCCO.
- (4) **Other tax-exempt organization under Code §501(c)(3).**

(d) Plan Administrator Information (If no Plan Administrator is named, the Employer is the Plan Administrator)

Name: Jackson-Madison County School System
Address: 310 North Parkway
City Jackson State Tennessee Zip 38305
Telephone: (731) 664-2514

2. **PERMITTED INVESTMENTS (1.42).** The Plan permits Custodial Accounts invested in mutual funds under Code §403(b)(7) and Annuity Contracts under Code §403(b)(1).

3. **ERISA STATUS (1.34).** The Plan's ERISA status is [Note: Governmental Plans and non-electing Church Plans are exempt from ERISA. Other 403(b) plans which provide for employer contributions are not exempt from ERISA.] (Choose one of (a) - (c)):

- (a) **ERISA exempt.** The Plan is a Governmental Plan or a non-electing Church Plan. (This selection is valid only if (c)(1), (2) or (3) is selected in Election 1.)
- (b) **Intended to be ERISA exempt.** The Plan is a deferral only arrangement with limited Employer involvement which the Employer intends to be exempt from ERISA pursuant to the ERISA Safe Harbor Exemption. See Section 1.34(A).
- (c) **ERISA applies.** A Church Plan which has elected to be subject to ERISA as well as plans of other tax-exempt organizations not described in (a) or (b).

4. **PLAN YEAR (1.54).** Plan Year means the 12 consecutive month period (except for a short Plan Year) ending every:

[Note: Complete any applicable blanks under Election 4 with a specific date, e.g., June 30 OR the last day of February OR the first Tuesday in January. In the case of a Short Plan Year, include the year, e.g., May 1, 2016.]

Plan Year (Choose (a), (b) or (c).):

- (a) **December 31.**
- (b) **Fiscal Plan Year:** ending: _____.
- (c) **Other:** _____ (e.g., a 52/53 week year ending on the date nearest the last Friday in December).

Short Plan Year (Choose (d) if applicable.):

- (d) **Short Plan Year:** commencing: _____ and ending: _____.

5. **EFFECTIVE DATE (1.23).** The Employer's adoption of the Plan is a (Choose (a) or (b). Complete (c); complete (d) if an amendment and restatement. Choose (e) and (f) if applicable.):

- (a) **New Plan.**
- (b) **Restated Plan.**

Initial Effective Date of Plan (enter date)

- (c) January 1, 2009 (hereinafter called the "Effective Date" unless 5(d) is entered below)

Restatement Effective Date (If this is an amendment and restatement, enter effective date of the restatement.)

- (d) January 1, 2010 (enter month day, year; may enter a restatement date that is the first day of the current Plan Year) (hereinafter called the "Effective Date")

[Note: See Section 1.60 for the definition of Restated Plan. If this Plan is a Restatement under Rev. Proc. 2013-22, in order to have retroactive reliance, the Restatement Effective Date generally should be the later of January 1, 2010 or the Initial Effective Date. The Restatement Effective Date can be as early as January 1, 2009 but there is no retroactive reliance prior to January 1, 2010. If specific Plan provisions, as reflected in this Adoption Agreement and the basic plan document, do not have the Effective Date stated in this Election 5, indicate as such in the election where called for or in Appendix A.]

Additional Effective Dates (Choose if applicable)

- (e) **Restatement of surviving and merging plans.** The Plan restates two (or more) plans (Complete 5(c) and (d) above for this (surviving) Plan. Complete (1) below for the merging plan. Choose (2) if applicable.):

(1) **Merging plan.** The _____ Plan was or will be merged into this surviving Plan as of: _____. The merging plan's restated Effective Date is: _____. The merging plan's original Effective Date was: _____.

(2) **Additional merging plans.** The following additional plans were or will be merged into this surviving Plan (Optional to complete a. and b. if applicable. May attach an addendum to add additional plans.):

	<u>Name of merging plan</u>	<u>Merger date</u>	<u>Restated Effective Date</u>	<u>Original Effective Date</u>
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____

- (f) **Special Effective Date for Elective Deferral provisions:** _____

[Note: If Elective Deferral provision is not effective as of the Initial Effective Date or the Restatement Effective Date, enter the date as of which the Elective Deferral provision is effective. The Special Effective Date may not precede the date on which the Employer adopted the Plan.]

6. **CONTRIBUTION TYPES (1.12).** The Employer and/or Participants, in accordance with the Plan terms, make the following contributions to the Plan (Choose one or more of (a) through (g). If the Employer has made election 3(b) indicating that the ERISA Safe Harbor Exemption applies, the only valid elections are (b), (b)(1) or (g)):

- (a) **Mandatory Employee Contributions.** See Section 3.04(A)(3) and Election 18.
- (b) **Pre-Tax Elective Deferrals.** See Section 3.02 and Elections 19 – 21.
 - (1) **Roth Deferrals.** See Section 3.02(F) and Elections 19 – 21. [Note: The Employer may not limit Elective Deferrals to Roth Deferrals only.]
- (c) **Matching.** See Sections 1.36, 1.47, and 3.03 and Elections 22, 23, 27, 28 and 32. [Note: If the Plan is a safe harbor plan, choose 6(f) and do not choose 6(c).]
- (d) **Nonelective.** See Sections 1.48 and 3.04 and Elections 25 through 28. [Note: The Employer may make an Operational QNEC without electing 6(d). See Section 3.04(C)(1). If the only nonelective contributions are safe harbor contributions, choose 6(f) and do not choose 6(d).]
- (e) **Employee (after-tax).** See Section 3.09 and Election 32.
- (f) **Safe Harbor/Additional Matching.** The Plan is a safe harbor 403(b) Plan. The Employer will make Safe Harbor Contributions as it elects in Election 24. The Employer may or may not make Additional Matching Contributions as it elects in Election 24. See Section 3.05.
- (g) **None (frozen plan).** The Plan is/was frozen effective as of: _____, See Sections 3.01(F) and 9.04.
[Note: Elections 18 through 26 and Election 32 do not apply to any Plan Year in which the Plan is frozen.]

7. **EXCLUDED EMPLOYEES (1.35).** The following Employees are not Eligible Employees (either as to the overall Plan or the designated contribution type) (Choose (a), (b) or (c). See also Election 18(e).):

- (a) **No Excluded Employees.** All Employees are Eligible Employees as to all Contribution Types.
- (b) **Exclusions - same for all Contribution Types.** The following Employees are Excluded Employees for all Contribution Types (Choose one or more of (e) through (h) and/or (m). Choose column (1) for each exclusion elected at (e) through (h).):
- (c) **Exclusions.** The following Employees are Excluded Employees (either as to all Contribution Types or to the designated Contribution Type) (Choose one or more of (d) through (m)):

[Note: For this Election 7, unless described otherwise in Election 7(m), Elective Deferrals includes Pre-Tax Deferrals, Roth Deferrals and Safe Harbor Contributions; Matching includes all Matching Contributions (unless this is a safe harbor plan); Nonelective includes all Nonelective Contributions other than safe harbor nonelective contributions and Operational QNECs; Employee/Mandatory includes Mandatory Employee Contributions and Employee (after-tax) Contributions.]

	(1) All Contributions	(2) Elective Deferrals	(3) Matching	(4) Nonelective	(5) Employee/ Mandatory
(d) <input type="checkbox"/> No exclusions. No exclusions as to the designated Contribution Type.	N/A (See Election 7(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) <input type="checkbox"/> Non-Resident Aliens. See Section 1.35(B).	<input type="checkbox"/>	OR <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) <input type="checkbox"/> Employees who normally work less than 20 hours per week. See Section 1.35(E) (e.g., if any such excluded Employee actually completes a Year of Service).	<input type="checkbox"/>	OR <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) <input type="checkbox"/> Student Employees. See Section 1.35(C) (i.e., students enrolled in the entity sponsoring this Plan).	<input type="checkbox"/>	OR <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) <input type="checkbox"/> Other Employer plan. Employees who are eligible to participate in another plan of the Employer which is a (Choose one or more of a. through c.):	<input type="checkbox"/>	OR <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. <input type="checkbox"/> 401(k) plan					
b. <input type="checkbox"/> 403(b) plan					
c. <input type="checkbox"/> governmental 457(b) plan					

Employer Contributions and Elective Deferrals 403(b)

- (i) **Collective Bargaining (union) Employees.** N/A N/A
See Section 1.35(A).
- (j) **Highly Compensated Employees.** N/A N/A
See Section 1.39.
- (k) **Per Diem Employees.** N/A N/A
- (l) **Describe exclusion:** _____ N/A N/A
- (m) **Describe exclusion:** _____
(e.g., exclude hourly paid employees).

[Note: The Employer may not complete Election 7(m) in a manner which would violate the universal availability rule of Treas. Reg. §1.403(b)-5(b), after taking into consideration the entity rules of Treas. Reg. §1.403(b)-5(b)(3) and the transition rules of Treas. Reg. §1.403(b)-10(d). Accordingly, Election 7(m) may only be used to provide an exclusion for Elective Deferrals if the Employer is a Church or the excluded Employees are eligible to make elective deferrals under another 403(b), 401(k) or governmental 457(b) plan of the Employer.]

[Note: Unless the Employer is a Church, any exclusion under Election 7(l) or 7(m), except for Employees who normally work less than 20 hours per week, may not be based on age or Service. See Election 14 for eligibility conditions based on age or Service. See Election 24 regarding Safe Harbor Contributions.]

8. **COMPENSATION (1.11).** The following Compensation (as adjusted under Elections 9 and 10) applies in allocating Employer Contributions (or the designated contribution type) (Choose one or more of (a) through (e). Choose (f) if applicable.):

[Note: Unless described otherwise in Election 8(e), Elective Deferrals includes Pre-Tax Deferrals and Roth Deferrals; Matching includes all Matching Contributions; Nonelective includes all Nonelective Contributions; Employee/Mandatory includes Mandatory Employee Contributions and Employee (after-tax) Contributions. In applying any Plan definition which references Section 1.11 Compensation, where the Employer in this Election 8 elects more than one Compensation definition for allocation purposes, the Plan Administrator will use W-2 wages for such other Plan definitions if the Employer has elected W-2 wages for any Contribution Type or Participant group under Election 8. If the Employer has not elected W-2 wages, the Plan Administrator for such other Plan definitions will use 415 Compensation.]

- | | (1)
All
Contributions | (2)
Elective
Deferrals | (3)
Matching | (4)
Nonelective | (5)
Employee/
Mandatory |
|---|-------------------------------------|------------------------------|--------------------------|--------------------------|-------------------------------|
| (a) <input checked="" type="checkbox"/> <input type="checkbox"/> W-2 wages increased by Elective Deferrals. | <input checked="" type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) <input type="checkbox"/> <input type="checkbox"/> Code §3401 federal income tax withholding wages increased by Elective Deferrals. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) <input type="checkbox"/> <input type="checkbox"/> 415 Compensation. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) <input type="checkbox"/> <input type="checkbox"/> Describe Compensation by Contribution Type or by Participant Group: _____ | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) <input type="checkbox"/> <input type="checkbox"/> Describe Compensation by Contribution Type or by Participant Group: _____ | | | | | |

[Note: Under Election 8(d) or 8(e), the Employer may: (i) elect Compensation from the elections available under Elections 8(a), (b), (c) or (d), or a combination thereof as to a Participant group (e.g., W-2 Wages for Matching Contributions for Campus A Employees and 415 Compensation in all other cases); and/or (ii) define the Contribution Type column headings in a manner which differs from the "all-inclusive" description in the Note immediately preceding Election 8(a) (e.g., Compensation for Safe Harbor Matching Contributions means W-2 Wages and for Additional Matching Contributions means 415 Compensation).]

- (f) **Allocate based on specified 12-month period.** **OR**
The allocation of all Contribution Types (or specified Contribution Types) will be made based on Compensation within a specified 12-month period ending within the Plan Year as follows:

9. **PRE-ENTRY/POST-SEVERANCE COMPENSATION (1.11(H)/(I)).** Compensation under Election 8:

[Note: For this Election 9, unless described otherwise in Elections 9(c), 9(d), 9(n) or 9(o), Elective Deferrals includes Pre-Tax Deferrals and Roth Deferrals; Matching includes all Matching Contributions; Nonelective includes all Nonelective Contributions; Employee Mandatory includes Mandatory Employee Contributions and Employee (after-tax) Contributions. Election 9(c) or 9(d) below may cause allocation Compensation to fail to be nondiscriminatory under Treas. Reg. §1.414(s).]

Pre-Entry Compensation (Choose one or more of (a), (b) or (c). Choose Contribution Type as applicable.):	(1) All Contributions	(2) Elective Deferrals	(3) Matching	(4) Nonelective	(5) Employee/ Mandatory
(a) <input checked="" type="checkbox"/> Plan Year. Compensation for the entire Plan Year which includes the Participant's Entry Date. [Note: If the Employer under Election 8(f) elects to allocate some or all Contribution Types based on a specified 12-month period, Election 9(a) applies to that 12-month period in lieu of the Plan Year.]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) <input type="checkbox"/> Participating Compensation. Only Participating Compensation. See Section 1.11(H)(1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) <input type="checkbox"/> Describe Pre-Entry Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Note: Under a Participating Compensation election, in applying any Adoption Agreement elected contribution limit or formula, the Plan Administrator will count only the Participant's Participating Compensation. See Section 1.11(H)(1) as to plan disaggregation.]

(d) **Describe Pre-Entry Compensation by Contribution Type or by Participant group:**

[Note: Under Election 9(c) or 9(d), the Employer may: (i) elect Compensation from the elections available under Pre-Entry Compensation or a combination thereof as to a Participant group (e.g., Participating Compensation for all Contribution Types as to Campus A Employees, Plan Year Compensation for all Contribution Types to Campus B Employees) and/or (ii) define the Contribution Type column headings in a manner which differs from the "all-inclusive" description in the Note immediately preceding Pre-Entry Compensation (e.g., Compensation for Nonelective Contributions is Participating Compensation and for Safe Harbor Nonelective Contributions is Plan Year Compensation).]

Post-Severance Compensation. The following adjustments apply to Post-Severance Compensation paid within any applicable time period as may be required (Choose (e), (f) or (g).):

[Note: Under the basic plan document, if the Employer does not elect any adjustments, Post-Severance Compensation includes regular pay, leave cash-outs, and deferred compensation, and excludes disability continuation payments and does not count Deemed Includible Compensation.]

- (e) **None.** The Plan includes post-severance regular pay, leave cash-outs, and deferred compensation, and excludes post-severance disability continuation payments, and Deemed Includible Compensation as to any Contribution Type except as required under the basic plan document (skip to Election 10).
- (f) **Same for all Contribution Types.** The following adjustments to Post-Severance Compensation apply to all Contribution Types (Choose one or more of (i) through (o). Choose column (1) for each option elected at (i) through (n).):
- (g) **Adjustments - different conditions apply.** The following adjustments to Post-Severance Compensation apply to the designated Contribution Types (Choose one or more of (h) through (o). Choose Contribution Type as applicable.):

Post-Severance Compensation:	(1) All Contributions	(2) Elective Deferrals	(3) Matching	(4) Nonelective	(5) Employee/ Mandatory
(h) <input type="checkbox"/> None. The Plan takes into account Post-Severance Compensation as to the designated Contribution Types as specified under the basic plan document.	N/A (See Election 9(e))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) <input type="checkbox"/> Exclude All. Exclude all Post-Severance Compensation. [Note: 415 testing Compensation (versus allocation Compensation) must include Post-Severance Compensation composed of regular pay. See Section 4.05(D).]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(j) <input type="checkbox"/> Regular Pay. Exclude Post-Severance Compensation composed of regular pay. See Section 1.11(I)(1)(a). [Note: 415 testing Compensation (versus allocation Compensation) must include Post-Severance Compensation composed of regular pay. See Section 4.05(D).]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(k) <input type="checkbox"/> Leave cash-out. Exclude Post-Severance Compensation composed of leave cash-out. See Section 1.11(I)(1)(b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (l) **Deferred Compensation.** Exclude Post-Severance Compensation composed of deferred compensation. See Section 1.11(I)(1)(c). **OR**
- (m) **Salary continuation for disabled Participants.** Include Post-Severance Compensation composed of salary continuation for disabled Participants. See Section 1.11(I)(2). (Choose a. or b.): **OR**
- a. **For NHCEs only.** The salary continuation will continue for the following fixed or determinable period: _____ (specify period, e.g., "ten years" or "term of disability policy").
- b. **For all Participants.** The salary continuation will continue for the following fixed or determinable period: _____ (specify period; e.g., "ten years" or "term of disability policy").
- (n) **Describe Post-Severance Compensation by Contribution Type or by Participant group:** **OR**
- (o) **Describe Post-Severance Compensation by Contribution Type or by Participant group:** _____

[Note: Under Election 9(n) or 9(o), the Employer may: (i) elect Compensation from the elections available under Post-Severance Compensation or a combination thereof as to a Participant group (e.g., Include regular pay Post-Severance Compensation for all Contribution Types as to Campus A Employees, no Post-Severance Compensation for all Contribution Types to Campus B Employees) and/or (ii) define the Contribution Type column headings in a manner which differs from the "all-inclusive" description in the Note immediately preceding Pre-Entry Compensation (e.g., Compensation for Nonelective Contributions does not include any Post-Severance Compensation and for Safe Harbor Nonelective Contributions includes regular pay Post-Severance Compensation).]

10. EXCLUDED COMPENSATION (1.11(G)). Apply the following additional exclusions or other adjustments to Compensation Elections under 8 and 9 (Choose (a), (b) or (c).):

- (a) **No exclusions.** Compensation as to all Contribution Types means Compensation as elected in Elections 8 and 9 (skip to Election 11).
- (b) **Exclusions - same for all Contribution Types.** The following exclusions apply to all Contribution Types (Choose one or more of (f) through (n). Choose column (1) for each option elected at (f) through (m).):
- (c) **Exclusions - different conditions apply.** The following exclusions apply for the designated Contribution Types (Choose one or more of (d) through (n) below. Choose Contribution Type as applicable.):

[Note: In a safe harbor 403(b) plan, allocations qualifying for the ACP test safe harbor must be based on a nondiscriminatory definition of Compensation. If the Plan applies permitted disparity, allocations also must be based on a nondiscriminatory definition of Compensation if the Plan is to avoid more complex testing. Elections 10(g) through (n) below may cause allocation Compensation to fail to be nondiscriminatory under Treas. Reg. §1.414(s). In a non-safe harbor 403(b) plan, Elections 10(g) through (n) which result in Compensation failing to be nondiscriminatory may result in more complex nondiscrimination testing. For this Election 10, unless described otherwise in Election 10(n), Elective Deferrals includes Pre-Tax Deferrals and Roth Deferrals; Matching includes all Matching Contributions; Nonelective includes all Nonelective Contributions; Employee/Mandatory includes Mandatory Employee Contributions and Employee (after-tax) Contributions.]

Compensation Exclusions	(1) All Contributions	(2) Elective Deferrals	(3) Matching	(4) Nonelective	(5) Employee/ Mandatory
(d) <input type="checkbox"/> <input type="checkbox"/> No exclusions. No exclusion as to the designated Contribution Type(s). (See Election 10(a))	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) <input type="checkbox"/> <input type="checkbox"/> Elective Deferrals. See Section 1.24. (e.g., exclusions under Code §§ 401(k), 125, 132(f)(4), 403(b), 414(h)(2) pickup, & 457).	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) <input type="checkbox"/> <input type="checkbox"/> Fringe benefits. As described in Treas. Reg. §1.414(s)-1(c)(3) (e.g., reimbursements or other expense allowances, fringe benefits, moving expenses, deferred compensation and welfare benefits).	<input type="checkbox"/>	OR <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (g) Compensation exceeding \$_____. OR
 Apply this election to (Choose a. or b.):
- a. All Participants.
 [Note: If the Employer elects Safe Harbor Contributions under Election 6(f), the Employer may not elect 10(g)a. to limit the Safe Harbor Contribution allocation to the NHCEs.]
- b. HCE Participants only.
- (h) Bonus. OR
- (i) Commission. OR
- (j) Overtime. OR
- (k) Leave of Absence Pay. OR
- (l) Related Employers. See Section 1.29(B).
 (If there are Related Employers, choose one or both of a. and b.):
- a. Non-Participating. Compensation paid to Employees by a Related Employer that is not a Participating Employer. OR
- b. Participating. As to the Employees of any Participating Employer, Compensation paid by any other Participating Employer to its Employees. See Election 26(f). OR
- (m) Describe Compensation adjustment(s): OR
- (n) Describe Compensation adjustment(s): _____

[Note: Under Election 10(m) or 10(n), the Employer may: (i) describe Compensation from the elections available under Elections 10(d) through (l), or a combination thereof as to a Participant group (e.g., No exclusions as to Campus A Employees and exclude bonus as to Campus B Employees); (ii) define the Contribution Type column headings in a manner which differs from the "all-inclusive" description in the Note immediately following Election 10(c) (e.g., Elective Deferrals means §125 cafeteria deferrals only OR No exclusions as to Safe Harbor Contributions and exclude bonus as to Nonelective Contributions); and/or (iii) describe another exclusion (e.g., Exclude shift differential pay). Any adjustment must be definitely determinable.]

11. **HOURS OF SERVICE (1.40).** The Plan credits Hours of Service for the following purposes (and to the Employees) as follows (Hours of Service for Eligibility as defined below also applies to the application of the exclusion for Employees who normally work less than 20 hours per week (Election 7(f)).) (Choose one or more of (a) through (e)):

- | | (1)
All
Purposes | (2)
Eligibility | (3)
Vesting | (4)
Allocation
Conditions |
|---|-------------------------------------|-----------------------------|--------------------------|---------------------------------|
| (a) <input checked="" type="checkbox"/> Actual (hourly) Method. | <input checked="" type="checkbox"/> | OR <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) <input type="checkbox"/> Equivalency Method: _____ (e.g., daily, weekly, etc.) | <input type="checkbox"/> | OR <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) <input type="checkbox"/> Elapsed Time Method. See Section 1.40(D)(3). | <input type="checkbox"/> | OR <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) <input type="checkbox"/> Actual (hourly) and Equivalency other.
Equivalency Method: _____ (e.g., daily, weekly, etc.) for Employees for whom records or actual Hours of Service are not maintained or available (e.g., salaried Employees), and Actual Method for all other Employees. | <input type="checkbox"/> | OR <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) <input type="checkbox"/> Describe: _____ | | | | |

[Note: Under Election 11(e), the Employer may describe Hours of Service from the elections available under Elections 11(a) through (d), or a combination thereof as to a Participant group and/or Contribution Type (e.g., For all purposes, Actual Method applies to staff and Equivalency Method applies to faculty).]

12. **ELECTIVE SERVICE CREDITING (1.66).** The Plan must credit Related Employer Service under Section 1.29(B) and also must credit certain Predecessor Employer/Predecessor Employer Service under Section 1.66(A)/(B). If the Plan is a Multiple Employer Plan, the Plan also must credit Service as provided in Section 10.07. The Plan also elects under Section 1.66(C) to credit as Service the following Predecessor Employer Service (*Choose (a) OR (b).*):

- (a) **Not applicable.** No elective Predecessor Employer Service crediting applies.
- (b) **Predecessor Employer.** The Plan credits the specified service with the following designated Predecessor Employers as Service for the Employer for the purposes indicated (*Complete (1). Choose (2) and/or (3) if applicable*):

[*Note: Any elective Service crediting under this Election 12 must be nondiscriminatory if this is an ERISA Plan.*]

(1) Employer/Purposes. Credit as Service service with the following Predecessor Employer(s) for the designated purpose(s) (<i>Choose one or more</i>):	(1) All Purposes	(2) Eligibility	(3) Vesting	(4) Allocation Conditions
a. <input type="checkbox"/> Employer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. <input type="checkbox"/> Employer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. <input type="checkbox"/> Employer: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. <input type="checkbox"/> Type of Predecessor. Credit service with any Predecessor Employer which is (<i>Choose one or more of i. – vi.</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. <input type="checkbox"/> An Educational Organization.				
ii. <input type="checkbox"/> An Educational Organization providing post-secondary education.				
iii. <input type="checkbox"/> An Eligible Employer.				
iv. <input type="checkbox"/> A Church-Related Organization.				
v. <input type="checkbox"/> A nonprofit research institution.				
vi. <input type="checkbox"/> Other: _____ (<i>specify organization type</i>)				
(2) <input type="checkbox"/> Time period. Subject to any exceptions noted under Election 12(b)(3), the Plan credits as Service under Election 12(b)(1), all service regardless of when rendered unless a. and/or b. is elected below (<i>Choose a. and/or b. if applicable</i>):				
a. <input type="checkbox"/> Service after. All service, which is or was rendered after: _____ (<i>specify date</i>).				
b. <input type="checkbox"/> Service before. All service, which is or was rendered before: _____ (<i>specify date</i>).				
(3) <input type="checkbox"/> Describe elective Predecessor Employer Service crediting:				

[*Note: Under Election 12(b)(3), the Employer may describe service crediting from the elections available under Elections 12(b)(1) or (2), or a combination thereof as to a Participant group and/or Contribution Type (e.g., For all purposes credit all service with X, but credit service with Y only on/after 1/1/05 OR Credit all service for all purposes with entities the Employer acquires after 12/31/04 OR Service crediting for X Campus applies only for purposes of Nonelective Contributions and not for Matching Contributions).*]

**ARTICLE 2
ELIGIBILITY REQUIREMENTS**

13. **ELIGIBILITY/ELECTIVE DEFERRALS (Universal Availability) (2.01(A)).** Unless the Employer is a Church, an Employee (other than an Excluded Employee) generally becomes a Participant in the Elective Deferral portion of the Plan as soon as administratively feasible on or after the Employee's first day of employment with the Employer, as more fully described in Section 2.01(A). [*Note: Elections 14 - 17 do not apply to Elective Deferrals unless Election 14(l) is elected or the Employer is a Church.*]

14. **ELIGIBILITY NONELECTIVE/MATCHING/EMPLOYEE CONTRIBUTIONS (2.01(B)).** To become a Participant in all applicable contributions under the Plan, an Employee must satisfy the following eligibility condition(s). All applicable contributions under the Plan include the Matching, Nonelective and Employee Contributions. If the Employer is a Church, then all applicable contributions under the Plan also include the Elective Deferral portion of the Plan. (*Choose (a)(1) or choose one or more of (a) through (i) as applicable. Choose (j), (k) and/or (l) if applicable.*):

[*Note: For this Election 14, unless described otherwise in Election 14(i), or the context otherwise requires, Matching includes all Matching Contributions; Nonelective includes all Nonelective Contributions (except Operational QNECs); Employee/Mandatory includes Mandatory Employee Contributions and Employee (after-tax) Contributions unless otherwise elected at 14(k). This Election does not apply to Safe Harbor Contributions, but see Election 24(g). If the Plan is an ERISA Plan, eligibility conditions must comply with ERISA §202, which is similar to Code §410(a).*]

Employer Contributions and Elective Deferrals 403(b)

	(1) All Applicable Contributions		(2) Matching		(3) Nonelective		(4) Employee/ Mandatory
(a) <input type="checkbox"/> <input type="checkbox"/> None. Entry on Employment Commencement Date or if later, upon the next following Entry Date	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(b) <input type="checkbox"/> <input type="checkbox"/> Age: ____ (See the Minimum Age Note)	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(c) <input type="checkbox"/> <input type="checkbox"/> One Year of Service.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(d) <input type="checkbox"/> <input type="checkbox"/> Two Years of Service (without an intervening Break in Service.)	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(e) <input type="checkbox"/> <input type="checkbox"/> ____ Years of Service (without an intervening Break in Service. Do not use for an ERISA Plan.)	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(f) <input type="checkbox"/> <input type="checkbox"/> ____ months (not exceeding 12 months for Safe Harbor Contributions and if an ERISA Plan, not exceeding 24 months for other contributions). Service need not be continuous (mere passage of time).	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(g) <input type="checkbox"/> <input type="checkbox"/> ____ month period (not to exceed 12) from the Eligible Employee's employment commencement date and during which at least ____ Hours of Service are completed in each month. If the Employee does not complete the designated Hours of Service each month during the specified monthly time period, the Employee is subject to the one Year of Service (or two Years of Service if more than 12 months is elected) requirement as defined in Election 16. The months during which the Employee completes the specified Hours of Service (Choose one of (1) or (2).):	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(1) <input type="checkbox"/> <input type="checkbox"/> Consecutive. Must be consecutive.							
(2) <input type="checkbox"/> <input type="checkbox"/> Not consecutive. Need not be consecutive.							
(h) <input type="checkbox"/> <input type="checkbox"/> Describe eligibility conditions: _____	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(i) <input type="checkbox"/> <input type="checkbox"/> Describe eligibility conditions: _____							

[Note: The Employer may use Election 14(h) or 14(i) to describe different eligibility conditions (e.g., for all contributions, no eligibility requirements for faculty Employees and One Year of Service as to administrative staff Employees). If the Plan is not an ERISA Plan, this option may be used to specify age or service conditions which would exceed those ERISA permits.]

[Note: If the Plan is an ERISA Plan, the Employer must provide immediate 100% vesting if the Service condition under Election 14 exceeds one Year of Service or more than twelve months.]

[Minimum Age Note. If the Plan is an ERISA Plan, the minimum age cannot exceed 21, except in a plan which meets all of the following conditions: (1) The minimum age does not exceed 26; (2) The Employer is an educational organization which normally maintains a regular faculty and curriculum and has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on; (3) the Plan does not require more than one Year of Service as a condition for entry; and (4) the Plan provides full vesting after no more than one Year of Service.]

(j) **Special eligibility Effective Date** (Choose (1) and/or (2) if applicable.)

(1) **Waiver of eligibility conditions for certain Employees.** The eligibility conditions and entry dates apply solely to an Eligible Employee employed or reemployed by the Employer after _____ (specify date). If the Eligible Employee was employed or reemployed by the Employer by the specified date, the Employee will become a Participant on the latest of: (i) the Effective Date; (ii) the restated Effective Date; (iii) the Employee's Employment Commencement Date or Re-Employment Commencement Date; or (iv) the date the Employee attains age ____ (not exceeding age 21).

[Note: If the Employer does not wish to impose an age condition under clause (iv) as part of the requirements for the eligibility conditions waiver, leave the age blank.]

(2) **Describe special eligibility Effective Date(s):** _____

[Note: Under Election 14(j)(2), the Employer may describe special eligibility Effective Dates as to a Participant group and/or Contribution Type.]

(k) **Mandatory Contribution - eligibility conditions.** If different conditions apply to Mandatory and Employee (after-tax) Contributions, to become a Participant with respect to Mandatory Contributions, an Employee must satisfy the following eligibility condition(s). (Choose (1) or (2) if applicable):

- (1) **No conditions.**
- (2) **Conditions apply.** To become a Participant with respect to Mandatory Contributions, an Employee must satisfy the following eligibility condition(s): (Choose one or more):
 - a. **Age** ____ (See the Minimum Age Note that follows option 14(i) above)
 - b. **Year(s) of Service** (may not exceed 2 Years of Service; if this is an ERISA Plan, then the Employer must provide immediate 100% vesting if more than 1 Year of Service)
 - c. **months** (may not exceed 24 months; if this is an ERISA Plan, then the Employer must provide immediate 100% vesting if more than 12 months). Service need not be continuous (mere passage of time).
 - d. **Describe eligibility conditions:** _____

[Note: Election 14(k)(2)d. may only be used to describe different eligibility conditions in a manner consistent with the parameters set forth in the Notes following Elections 14(i).]

(l) **Employer maintains another plan.** The Employer maintains another plan providing for elective deferrals that satisfies the universal availability requirements under Code §403(b)(12). Instead of satisfying the universal availability requirements in this plan, the eligibility conditions for the following contribution source will also apply for Elective Deferral purposes. (Choose one)

- (1) **Matching**
- (2) **Nonelective**
- (3) **Employee/Mandatory**

15. **YEAR OF SERVICE - ELIGIBILITY (2.02(A)).** (Complete (b). Choose (a) if other than 1,000 Hours of Service. Choose (c) if applicable): [Note: If the Employer under Election 14 elects a one or two Year(s) of Service condition or elects to apply a Year of Service for eligibility under any other Adoption Agreement election, the Employer should complete Election 15. The Employer should not complete Election 15 if it elects the Elapsed Time Method for eligibility.]

- (a) **Year of Service.** An Employee must complete ____ Hour(s) of Service during the relevant Eligibility Computation Period to receive credit for one Year of Service under Article 2: [Note: If the Plan is an ERISA Plan, the number may not exceed 1,000. If left blank, the requirement is 1,000 Hours of Service.]
- (b) **Subsequent Eligibility Computation Periods.** After the Initial Eligibility Computation Period described in Section 2.02(C), the Plan measures Subsequent Eligibility Computation Periods as (Choose (1) or (2)):
 - (1) **Plan Year.** The Plan Year, beginning with the Plan Year which includes the first anniversary of the Employee's Employment Commencement Date.
 - (2) **Anniversary Year.** The Anniversary Year, beginning with the Employee's second Anniversary Year.

[Note: To maximize delayed entry under a two Years of Service condition for Nonelective Contributions or Matching Contributions, the Employer should elect to remain on the Anniversary Year for such contributions.]

(c) **Describe:** _____
 (e.g., Anniversary Year as to faculty and Plan Year as to other employees OR 500 Hours of Service for Matching Contributions and 1,000 Hours of Service for Nonelective Contributions.)

16. **ENTRY DATE (2.02(D))**. The Entry Date means the Effective Date and (Choose one or more of (a) through (f); select (g) if applicable):

[Note: For this Election 16, unless described otherwise in Election 16(f), Matching includes all Matching Contributions; Nonelective includes all Nonelective Contributions (except Operational QNECs); Employee/Mandatory includes Mandatory Employee Contributions and Employee (after-tax) Contributions unless otherwise elected at 16(g). If the Employer is a Church, then all applicable contributions under the Plan also include the Elective Deferral portion of the Plan.]

	(1) All Applicable Contributions	(2) Matching	(3) Nonelective	(4) Employee/ Mandatory
(a) <input type="checkbox"/> Semi-annual. The first day of the first month and of the seventh month of the Plan Year.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>
(b) <input type="checkbox"/> First day of Plan Year.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>
(c) <input type="checkbox"/> First day of each Plan Year quarter.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>
(d) <input type="checkbox"/> The first day of each month.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>
(e) <input type="checkbox"/> Immediate. Upon Employment Commencement Date or if later, upon satisfaction of eligibility conditions.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>
(f) <input type="checkbox"/> Describe: _____ (e.g., Immediate as to faculty Employees and semi-annual as to administrative staff Employees. A Church Plan may use this option to specify an Entry Date for Elective Deferrals. If the Plan is not an ERISA Plan, this option may be used to specify an entry date later or otherwise different from those ERISA permits.)				

Mandatory Contribution - entry date (Choose if applicable):

(g) **Mandatory Contribution - entry date.** If a different entry date applies to Mandatory and Employee (after-tax) Contributions, the Entry Date for Mandatory Contributions means (Choose one):

- (1) **Semi-annual.** The first day of the first month and of the seventh month of the Plan Year.
- (2) **First day of Plan Year.**
- (3) **The first day of each month.**
- (4) **Immediate.** Upon Employment Commencement Date or if later, upon satisfaction of eligibility conditions.
- (5) **Describe:** _____
(e.g., Immediate as to faculty Employees and semi-annual as to administrative staff Employees. If the Plan is not an ERISA Plan, this option may be used to specify an entry date later or otherwise different from those ERISA permits.)

17. **PROSPECTIVE/RETROACTIVE ENTRY DATE (2.02(D))**. An Eligible Employee after satisfying the eligibility conditions in Election 14 will become a Participant for all applicable contributions on the Entry Date immediately following or coincident with the date the Employee completes the eligibility conditions (if employed on that date) unless otherwise elected below (Choose one if applicable):

- (a) **Immediately following** the date the Employee completes the eligibility conditions.
- (b) **Immediately preceding or coincident with** the date the Employee completes the eligibility conditions.
- (c) **Immediately preceding** the date the Employee completes the eligibility conditions.
- (d) **Nearest** the date the Employee completes the eligibility conditions.
- (e) **Describe:** _____
(e.g., nearest as to faculty Employees and immediately following as to administrative staff Employees. A Church Plan may use this option to specify the relevant date for Elective Deferrals.)

[Note: Unless otherwise excluded under Election 7, if this is an ERISA Plan, an Employee who remains employed by the Employer on the relevant date must become a Participant by the earlier of: (i) the first day of the Plan Year beginning after the date the Employee completes the age and service requirements of ERISA §202 (Code §410(a)) or (ii) 6 months after the date the Employee completes those requirements.]

ARTICLE 3 PLAN CONTRIBUTIONS

AMOUNT AND TYPE(S) (3.01). The amount and type(s) of contributions for a Plan Year or other specified period are those described in Election 6 above and in the Article 3 elections below.

18. **MANDATORY EMPLOYEE CONTRIBUTIONS (3.04(A)(3)).** The Mandatory Employee Contributions under Election 6(a) are subject to the following additional elections. The Plan will hold and administer Mandatory Employee Contributions as pretax Nonelective Contributions.

Amount of Mandatory Employee Contribution. The Employer shall withhold the following Mandatory Employee Contributions from Participant Compensation and contribute them. (Choose (a), (b) or (c).):

- (a) **Uniform %.** _____% of each Participant's Compensation, per Plan Year.
- (b) **Fixed dollar amount.** \$_____, per Plan Year.
- (c) **Describe:** _____ (e.g., *The greater of \$500 or 3% of each Participant's Compensation, per Plan Year. The time period is the Plan Year unless otherwise elected at (f) below.*)

[Note: The Employer under Election 18(c) may specify any definitely determinable Mandatory Employee Contribution formula not described under Elections 18(a) or (b) and/or the Employer may describe different Mandatory Employee Contributions as applicable to different Participant groups.]

Type of Mandatory Employee Contribution. The Mandatory Employee Contribution is being made in accordance with the following (Choose one):

- (d) **Condition of employment.** The Mandatory Employee Contribution is a condition of employment.
- (e) **Irrevocable Election.** An Eligible Employee may make, on or before first being eligible to participate under any plan of the Employer, an irrevocable election to contribute to the Plan the Mandatory Employee Contribution. (Choose one):
- (1) **Participation Condition.** No Eligible Employee will become a Participant in the Plan unless the Employee makes such an irrevocable election. This condition will not apply to Elective Deferrals to the extent it would violate the universal availability rule of Treas. Reg. §1.403(b)-5.
- (2) **Employer Contribution Condition.** No Eligible Employee will be eligible to receive an allocation of Employer Contributions in the Plan unless the Employee makes such an irrevocable election.

Additional provisions (Choose one or both of (f) and (g) if applicable)

- (f) **Time period.** Instead of the Plan Year, the time period will be per _____ (e.g., *month, Hour of Service, per Participant per month*).
- (g) **Describe additional conditions related to Mandatory Employee Contributions**
-

19. **AUTOMATIC DEFERRAL (ACA/EACA/QACA) (3.02(B)).** The Automatic Deferral provisions of Section 3.02(B) (Choose (a) or (b). Also see Election 20 regarding Automatic Escalation of Salary Reduction Agreements.):

[Note: If the Plan intends to use the ERISA Safe Harbor Exemption, the Employer should choose (a); otherwise it risks losing the exemption. If this is not an ERISA Plan, the Employer should confirm that Automatic Deferral provisions are permissible under applicable law.]

- (a) **Do not apply.** The Plan is not an ACA, EACA, or QACA (skip to Election 20).
- (b) **Apply.** The Automatic Deferral Effective Date is the effective date of automatic deferrals or, as appropriate, any subsequent amendment thereto. (Complete (1), (2) and (3). Complete (4) and (5) if an EACA or an EACA/QACA. Choose (6) if applicable.):
- (1) **Type of Automatic Deferral Arrangement.** The Plan is an (Choose a., b. or c.):
- a. **ACA.** The Plan is an Automatic Contribution Arrangement (ACA) under Section 3.02(B)(1).
- b. **EACA.** The Plan is an Eligible Automatic Contribution Arrangement (EACA) under Section 3.02(B)(2).
- c. **EACA/QACA.** The Plan is a combination EACA and Qualified Automatic Contribution Arrangement (QACA) under Sections 3.02(B)(3) and 3.05(J).

[Note: If the Employer chooses Election 19(b)(1)c., the Employer also must choose Election 6(f) and complete Election 24 as to the Safe Harbor Contributions under the QACA.]

- (2) **Participants affected.** The Automatic Deferral applies to (Choose a., b., c. or d. Choose e. if applicable.):
- a. **All Participants.** All Participants, regardless of any prior Salary Reduction Agreement, unless and until they make a Contrary Election after the Automatic Deferral Effective Date.
- b. **Election of at least Automatic Deferral Percentage.** All Participants, except those who have in effect a Salary Reduction Agreement on the Automatic Deferral Effective Date provided that the Elective Deferral amount under the Agreement is at least equal to the Automatic Deferral Percentage.
- c. **No existing Salary Reduction Agreement.** All Participants, except those who have in effect a Salary Reduction Agreement on the Automatic Deferral Effective Date regardless of the Elective Deferral amount under the Agreement.

- d. **New Participants (not applicable to QACA).** Each Employee whose Entry Date is on or following the Automatic Deferral Effective Date.
- e. **Describe affected Participants (not applicable to QACA):** _____

[Note: The Employer in Election 19(b)(2)e. may further describe affected Participants, e.g., non-Collective Bargaining Employees OR Campus A Employees. All Employees eligible to defer must be Covered Employees to apply the 6-month correction period without excise tax under Code §4979.]

(3) **Automatic Deferral Percentage/Scheduled increases.** (Choose a., b., c. or d.):

- a. **Fixed percentage.** The Employer, as to each Participant affected, will withhold as the Automatic Deferral Percentage, _____% from the Participant's Compensation each payroll period unless the Participant makes a Contrary Election. The Automatic Deferral Percentage will or will not increase in Plan Years following the Plan Year containing the Automatic Deferral Effective Date (or, if later, the Plan Year or partial Plan Year in which the Automatic Deferral first applies to a Participant) as follows (Choose e., f. or g.):

[Note: In order to satisfy the QACA requirements, enter an amount between 6% and 10% if no scheduled increase.]

- b. **QACA statutory increasing schedule.** The Automatic Deferral Percentage will be:

<u>Plan Year of application to a Participant</u>	<u>Automatic Deferral Percentage</u>
1	3%
2	3%
3	4%
4	5%
5 and thereafter	6%

- c. **Other increasing schedule.** The Automatic Deferral Percentage will be:

<u>Plan Year of application to a Participant</u>	<u>Automatic Deferral Percentage</u>
_____	_____%
_____	_____%
_____	_____%
_____	_____%
_____	_____%

- d. **Describe Automatic Deferral percentage:** _____

If (3)a. or (3)d. selected, choose one of the following:

- e. **No scheduled increase.** The Automatic Deferral Percentage applies in all Plan Years.
- f. **Automatic increase.** The Automatic Deferral Percentage will increase by _____% per year up to a maximum of _____% of Compensation.
- g. **Describe increase:** _____

Change Date. If Election 19(b)(3)b., c., f. or g. is selected, Elective Deferrals will increase on the following day each Plan Year:

- h. **First day of the Plan Year.**
- i. **Other:** _____ (must be a specified or definitely determinable date that occurs at least annually)

[Note: If Election 19(b)(3)(b) is selected and the Change Date is other than the first day of the Plan Year, then the increases in the schedule are accelerated by 1 year in order to satisfy the QACA requirements]

First Year of Increase. The automatic increase under Election 19(b)(3)c., f. or g. will apply to a Participant beginning with the first Change Date after the Participant first has automatic deferrals withheld, unless otherwise elected below (leave blank if not applicable):

- j. **The increase will apply as of the second Change Date thereafter.**
- k. **Describe first year increase:** _____
(e.g., the increase will apply on the Change Date occurring on or after the Participant has been automatically enrolled for 3 months).

[Note: To satisfy the QACA requirements, the Automatic Deferral Percentage must be: (i) a fixed percentage which is at least 6% and not more than 10% of Compensation; (ii) an increasing Automatic Deferral Percentage in accordance with the schedule under Election 19(b)(3)b.; or (iii) an alternative schedule which must require, for each Plan Year, an Automatic Deferral Percentage that is at least equal to the Automatic Deferral Percentage under the schedule in Election 19(b)(3)b. and which does not exceed 10%. See Section 3.02(B)(3).]

- (4) **EACA permissible withdrawal.** The permissible withdrawal provisions of Section 3.02(B)(2)(d) (Choose a., b. or c.):
- a. **Do not apply.**
 - b. **90 day withdrawal.** Apply within 90 days of the first Automatic Deferral.
 - c. **30-90 day withdrawal.** Apply, within _____ days of the first Automatic Deferral (may not be less than 30 nor more than 90 days).
- (5) **Contrary Election/Covered Employee.** Any Participant who makes a Contrary Election (Choose a. or b.; leave blank if an ACA or a QACA):
- a. **Covered Employee.** Is a covered employee and continues to be covered by the EACA provisions. [Note: Under this Election, the Participant's Contrary Election will remain in effect, but the Participant must receive the EACA annual notice.]
 - b. **Not a Covered Employee.** Is not a Covered Employee and will not continue to be covered by the EACA provisions. [Note: Under this Election, the Participant no longer must receive the EACA annual notice, but the Plan cannot use the six month period for relief from the excise tax of Code §4979(f)(1).]
- (6) **Describe Automatic Deferral:** _____

[Note: Under Election 19(b)(6), the Employer may describe Automatic Deferral provisions from the elections available under Election 19 and/or a combination thereof as to a Participant group (e.g., Automatic Deferrals do not apply to Campus A Employees. All Campus B Employee/Participants are subject to an Automatic Deferral Amount equal to 3% of Compensation effective as of January 1, 2017).]

20. **AUTOMATIC ESCALATION (3.02(G)).** The Automatic Escalation provisions of Section 3.02(G). (Choose (a) or (b). See Election 19 regarding Automatic Deferrals. Automatic Escalation applies to Participants who have a Salary Reduction Agreement in effect.):

- (a) **Do not apply.**
- (b) **Apply.** (Complete (1), (2), (3), and if appropriate (4).):

- (1) **Participants affected.** The Automatic Escalation applies to (Choose a., b. or c.):
- a. **All Deferring Participants.** All Participants who have a Salary Reduction Agreement in effect to defer at least _____% of Compensation.
 - b. **New Deferral Elections.** All Participants who file a Salary Reduction Agreement after the effective date of this Election, or, as appropriate, any amendment thereto, to defer at least _____% of Compensation.
 - c. **Describe affected Participants:** _____

[Note: The Employer in Election 20(b)(1)c. may further describe affected Participants, e.g., non-Collective Bargaining Employees OR Campus A Employees. The group of Participants must be definitely determinable and if an EACA under Election 19, must be uniform.]

- (2) **Automatic Increases.** (Choose a. or b.):
- a. **Automatic increase.** The Participant's Elective Deferrals will increase by _____% per year up to a maximum of _____% of Compensation unless the Participant has filed a Contrary Election after the effective date of this Election or, as appropriate, any amendment thereto.
 - b. **Describe increase:** _____

[Note: The Employer in Election 20(b)(2)b. may define different increases for different groups of Participants or may otherwise limit Automatic Escalation. Any such provisions must be definitely determinable.]

- (3) **Change Date.** The Elective Deferrals will increase on the following day each Plan Year:
- a. **First day of the Plan Year.**
 - b. **Other:** _____ (must be a specified or definitely determinable date that occurs at least annually)
- (4) **First Year of Increase.** The Automatic Escalation provision will apply to a Participant beginning with the first Change Date after the Participant files a Salary Reduction Agreement (or, if sooner, the effective date of this Election, or, as appropriate, any amendment thereto), unless otherwise elected below:
- a. **The escalation provision will apply as of the second Change Date thereafter.**
 - b. **Describe first year increase:** _____ (e.g., the increase will apply on the Change Date occurring on or after the Participant has been automatically enrolled for 3 months).

21. **CATCH-UP DEFERRALS (3.02(D)/(E)).** A Participant otherwise eligible to do so (Choose (a) or (b)):

(a) **Permitted.** May make the following Catch-Up Deferrals to the Plan. (Choose one or both of (1) and (2)):

(1) **Age 50 Catch-Up.**

(2) **Qualified Organization (defined in Section 3.02(D)(2)) Catch-Up** (Choose a, if applicable).

a. **Denominational Service (1.17).** For purposes of Qualified Organization Catch-Ups, the Plan limits Denominational Service as Service for the Employer as follows:

(b) **Not Permitted.** May not make any Catch-Up Deferrals to the Plan.

22. **MATCHING CONTRIBUTIONS (EXCLUDING SAFE HARBOR MATCH AND ADDITIONAL MATCH UNDER SECTION 3.05) (3.03(A)).** The Employer Matching Contributions under Election 6(c) are subject to the following additional elections regarding type (discretionary/fixed), rate/amount, limitations and time period (collectively, such elections are "the matching formula") and the allocation of Matching Contributions is subject to Section 3.06 except as otherwise provided. (Choose one or more of (a) through (h); then, for the elected match, complete (1), (2) and/or (3) as applicable. If the Employer completes (2) or (3), also complete (4), (5) or (6)):

[Note: If the Employer wishes to make any Matching Contributions that satisfy the ACP safe harbor, the Employer should make these Elections under Election 24, and not under this Election 22.]

	(1)	(2)	(3)	(4)	(5)	(6)
	Match Rate/Amt [\$/% of Elective Deferrals]	Limit on Deferrals Matched [\$/% of Compensation]	Limit on Match Amount [\$/% of Compensation]	Apply limit(s) per Plan Year ["true-up"]	Apply limit(s) per payroll period [no "true-up"]	Apply limit(s) per designated time period [no "true-up"]
(a) <input type="checkbox"/> Discretionary - see Section 1.47(B) (The Employer may, but is not required to complete (a)(1)-(6). See the "Note" following Election 22.)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) <input type="checkbox"/> Fixed - uniform rate/amount	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) <input type="checkbox"/> Fixed - tiered	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Elective Deferral %	Matching Rate				
(e.g., up to 3)	_____%	_____%				
(e.g., more than 3 up to 5)	_____%	_____%				
	_____%	_____%				
	_____%	_____%				
(d) <input type="checkbox"/> Fixed - Years of Service	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Years of Service	Matching Rate				
(e.g., up to 2)	_____	_____%				
(e.g., more than 2 up to 5)	_____	_____%				
	_____	_____%				
	_____	_____%				
(e) <input type="checkbox"/> Fixed - Based on age at end of period	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Age	Matching Rate				
	_____	_____%				
	_____	_____%				
	_____	_____%				
	_____	_____%				

"Years of Service" under this Election 22(d) means (Choose a. or b.):

a. **Eligibility.** Years of Service for eligibility in Election 15.

b. **Vesting.** Years of Service for vesting in Elections 37 and 38.

(f) **Fixed - Job location or classification** _____ (must be objectively determinable)

Location or Class	Matching Rate
_____	_____%
_____	_____%
_____	_____%
_____	_____%

(g) **Fixed Percent of Compensation.** _____% of Compensation provided the Participant's Elective Deferrals equal or exceed _____% of the Participant's Compensation.

(h) **Describe:** _____
(e.g., A discretionary match applies to staff members. A fixed match equal to 50% of Elective Deferrals not exceeding 6% of Plan Year Compensation applies to professors.)

[Note: A Participant's Elective Deferral percentage is equal to the Participant's Elective Deferrals (or such other amounts specified in this Adoption Agreement) being matched divided by the Participant's Compensation. The matching rate/amount is the specified rate/amount of match for the corresponding Elective Deferral amount/percentage. The Employer under Election 22(a) in its discretion may determine the amount of a Discretionary Matching Contribution and the matching contribution formula or formulas. Alternatively, the Employer in Election 22(a) may specify the Discretionary Matching Contribution formula.]

Additional Provisions (Choose if applicable)

Contributions that are matched. Matching Contributions are made only with respect to Elective Deferrals (includes Pre-Tax and Roth Elective Deferrals) unless otherwise elected below. (Choose if applicable):

(i) Matching contributions will only be made with respect to the following (Choose one or more):

- (1) Pre-Tax Elective Deferrals.
- (2) Roth Elective Deferrals.
- (3) Employee (after-tax) Contributions.
- (4) Elective Deferrals made to the following plan: _____ (enter name of plan).
- (5) Describe: _____

Participating Employers. The Matching Contributions will be allocated to all Participants regardless of which Employer directly employs them and regardless of whether their direct Employer made Matching Contributions for the Plan Year unless otherwise elected below or specified in a participation agreement. (Choose if applicable):

(j) The Plan Administrator will allocate the Matching Contributions made by the Signatory Employer and by any Participating Employer only to the Participants directly employed by the contributing Employer.

23. **MATCHING CATCH-UP DEFERRALS (3.03(B)).** If a Participant makes an Age 50 Catch-Up or a Qualified Organization Catch-Up (15-year catch-up), the Employer (Choose (a), (b) or (c) as appropriate, selecting the relevant Catch-Up Deferrals):

	Age 50 Catch-Ups	Qualified Organization Catch-Ups
(a) <input type="checkbox"/> Match. Will match the Catch-Up Deferrals.	<input type="checkbox"/>	<input type="checkbox"/>
(b) <input type="checkbox"/> No Match. Will not match the Catch-Up Deferrals.	<input type="checkbox"/>	<input type="checkbox"/>
(c) <input type="checkbox"/> Describe. _____ <i>(e.g., Will apply the discretionary matching contribution to Catch-Up Deferrals but will not apply the fixed matching contribution to catch-up deferrals)</i>		

[Note: Regardless of the Employer's elections in Election 23, a safe harbor 403(b) Plan under Section 3.05 will apply all Matching Contributions to Catch-Up Deferrals.]

24. **SAFE HARBOR CONTRIBUTIONS/ADDITIONAL MATCHING CONTRIBUTIONS (3.05).** The Employer under Election 6(f) will (or in the case of the Safe Harbor Nonelective Contribution may) contribute the following Safe Harbor Contributions described in Section 3.05(E) and will or may contribute Additional Matching Contributions described in Section 3.05(F). (Choose one of (a) through (e); skip this Election 24 if Election 6(f) is not selected. Complete (f) and (i). Choose (g), (h) and/or (j) if applicable.):

[Note: The Employer may elect in Appendix B to its Adoption Agreement to offset any non-Safe Harbor Nonelective Contributions provided for in the Plan by the Safe Harbor Nonelective Contribution elected in (a) or (b) below.]

- (a) **Safe Harbor Nonelective Contribution (including QACA).** The Safe Harbor Nonelective Contribution equals ____% of a Participant's Compensation. [Note: The amount in the blank must be at least 3%. The Safe Harbor Nonelective Contribution applies toward (offsets) most other Employer Nonelective Contributions. See Section 3.05(E)(11).]
- (b) **Safe Harbor Nonelective Contribution (including QACA)/delayed year-by-year election (maybe and supplemental notices).** In connection with the Employer's provision of the maybe notice under Section 3.05(I)(1), the Employer elects into safe harbor status by giving the supplemental notice and by making this Election 24(b) to provide for a Safe Harbor Nonelective Contribution equal to ____% (specify amount at least equal to 3%) of a Participant's Compensation. This Election 24(b) and safe harbor status applies for the Plan Year ending: _____ (specify Plan Year end), which is the Plan Year to which the Employer's maybe and supplemental notices apply.

[Note: An Employer distributing the maybe notice can use Election 24(b) without completing the year. Doing so requires the Plan to perform Current Year Testing unless the Employer decides to elect safe harbor status. If the Employer wishes to elect safe harbor status for a single year, the Employer must amend the Plan to enter the Plan Year end above.]

- (c) **Basic Matching Contribution.** A Matching Contribution equal to 100% of each Participant's Elective Deferrals not exceeding 3% of the Participant's Compensation, plus 50% of each Participant's Elective Deferrals in excess of 3% but not in excess of 5% of the Participant's Compensation. See Sections 1.47(D) and 3.05(E)(4). (Complete (1).):

- (1) **Time period.** For purposes of this Election 24(c), "Compensation" and "Elective Deferrals" mean Compensation and Elective Deferrals for: _____. [Note: The Employer must complete the blank line with the applicable time period for computing the Basic Match, such as "each payroll period," "each calendar month," "each Plan Year quarter" or "the Plan Year."]

- (d) **QACA Basic Matching Contribution.** A Matching Contribution equal to 100% of a Participant's Elective Deferrals not exceeding 1% of the Participant's Compensation, plus 50% of each Participant's Elective Deferrals in excess of 1% but not in excess of 6% of the Participant's Compensation. (Complete (1).): [Note: This election is available only if the Employer has elected the QACA automatic deferrals provisions under Election 19.]

- (1) **Time period.** For purposes of this Election 24(d), "Compensation" and "Elective Deferrals" mean Compensation and Elective Deferrals for: _____. [Note: The Employer must complete the blank line with the applicable time period for computing the QACA Basic Match, such as "each payroll period," "each calendar month," "each Plan Year quarter" or "the Plan Year."]

- (e) **Enhanced Matching Contribution (including QACA).** See Sections 1.47(E) and 3.05(E)(6). (Choose (1) or (2) and complete (3) for any election.):

- (1) **Uniform percentage.** A Matching Contribution equal to ____% of each Participant's Elective Deferrals but not as to Elective Deferrals exceeding ____% of the Participant's Compensation.
- (2) **Tiered formula.** A Matching Contribution equal to the specified matching rate for the corresponding level of each Participant's Elective Deferral percentage. A Participant's Elective Deferral percentage is equal to the Participant's Elective Deferrals divided by the Participant's Compensation.

<u>Elective Deferral Percentage</u>	<u>Matching Rate</u>
(e.g., up to 5) _____%	_____%
(e.g., more than 2 up to 5) _____%	_____%
_____%	_____%

- (3) **Time period.** For purposes of this Election 24(e), "Compensation" and "Elective Deferrals" mean Compensation and Elective Deferrals for: _____. [Note: The Employer must complete the blank line with the applicable time period for computing the Enhanced Match, such as "each payroll period," "each calendar month," "each Plan Year quarter" or "the Plan Year."]

[Note: The matching rate may not increase as the Elective Deferral percentage increases and the Enhanced Matching formula otherwise must satisfy the requirements of Code §§401(k)(12)(B)(ii) and (iii) (taking into account Code §401(k)(13)(D)(ii) in the case of a QACA). The Employer also must limit Elective Deferrals taken into account for the Enhanced Matching Contribution to a maximum of 6% of Plan Year Compensation.]

- (f) **Participants who will receive Safe Harbor Contributions.** The allocation of Safe Harbor Contributions (Choose (1) or (2). Choose (3) if applicable.):

- (1) **Applies to all Participants.** Applies to all Participants except as may be limited under Election 24(g).
- (2) **NHCEs only.** Is limited to NHCE Participants only and may be limited further under Election 24(g). The Employer may, however, make a discretionary Safe Harbor Contribution to one or more HCEs in a percentage or rate allocated that does not exceed the percentage or rate allocated to the NHCEs as a Safe Harbor Contribution.
- (3) **Applies to all Participants except Collective Bargaining Employees.** Notwithstanding Elections 24(f)(1) or (2), the Safe Harbor Contributions are not allocated to Collective Bargaining (union) Employees and may be further limited under Election 24(g).

(g) **Early Elective Deferrals/delay of Safe Harbor Contribution.** The Employer under this Election 24(g) applies the rules of Section 3.05(D) to limit the allocation of any Safe Harbor Contribution under Election 24 for a Plan Year to those Participants who the Plan Administrator in applying the Otherwise Excludible Employee rule described in Section 4.06(C), treats as benefiting in the disaggregated plan covering the Includible Employees *(Choose (1) if applicable)*.

(1) **Describe.** Instead of using the maximum age and service permitted under the Otherwise Excludible Employee rule, the Safe Harbor Contribution will be made to those Participants who have satisfied the following eligibility conditions _____ *(The specified age and/or service conditions cannot exceed the maximum age and service conditions permitted under the Otherwise Excludible Employee rule described in Section 4.06(C)).*

(h) **Another plan.** The Employer will make the Safe Harbor Contribution to the following plan: _____

(i) **Additional Matching Contributions.** See Sections 1.47(F) and 3.05(F). *(Choose (1) or (2)):*

(1) **No Additional Matching Contributions.** The Employer will not make any Additional Matching Contributions to its safe harbor Plan.

(2) **Additional Matching Contributions.** The Employer will or may make the following Additional Matching Contributions to its safe harbor Plan. *(Choose one or more of a., b., and c.):*

a. **Fixed Additional Matching Contribution.** The following Fixed Additional Matching Contribution *(Choose (i) or (ii). Complete (iii).):*

(i) **Uniform percentage.** A Matching Contribution equal to _____% of each Participant's Elective Deferrals but not as to Elective Deferrals exceeding _____% of the Participant's Compensation.

(ii) **Tiered formula.** A Matching Contribution equal to the specified matching rate for the corresponding level of each Participant's Elective Deferral percentage. A Participant's Elective Deferral percentage is equal to the Participant's Elective Deferrals divided by the Participant's Compensation.

<u>Elective Deferral Percentage</u>	<u>Matching Rate</u>
(e.g., up to 2) _____%	_____%
(e.g., more than 2 up to 5) _____%	_____%
_____%	_____%

(iii) **Time period.** For purposes of this Election 24(i)(2)a., "Compensation" and "Elective Deferrals" mean Compensation and Elective Deferrals for: _____

[Note: The Employer must complete the blank line with the applicable time period for computing the Additional Match, e.g., each payroll period, each calendar month, each Plan Year quarter OR the Plan Year. If the Employer elects a match under both (i) and (ii) and will apply a different time period to each match, the Employer may indicate as such in the blank line.]

b. **Discretionary Additional Matching Contribution.** The Employer may make a Discretionary Additional Matching Contribution. If the Employer makes a Discretionary Matching Contribution, the Discretionary Matching Contribution will not apply as to Elective Deferrals exceeding _____% (may not exceed 6%) of the Participant's Compensation and the total discretionary Matching Contribution will not exceed 4% of Compensation.

(i) **Time period.** For purposes of this Election 24(i)(2)b., "Compensation" and "Elective Deferrals" mean Compensation and Elective Deferrals for: _____

[Note: The Employer must complete the blank line with the applicable time period for computing the Additional Discretionary Matching Contribution, e.g., each payroll period, each calendar month, each Plan Year quarter OR the Plan Year. If the Employer fails to specify a time period, the Employer is deemed to have elected to compute its Additional Matching Contribution based on the Plan Year.]

c. **Describe Additional Matching Contribution formula and time period:** _____

[Note: For any and all Matching Contributions, including Fixed Additional Matching Contributions and Discretionary Additional Matching Contributions: (i) the matching rate may not increase as the Elective Deferral percentage increases; (ii) no HCE may be entitled to a greater rate of match than any NHCE; (iii) the Employer must limit Elective Deferrals taken into account for the Additional Matching Contributions to a maximum of 6% of Plan Year Compensation; (iv) the Plan must apply all Matching Contributions to Catch-Up Deferrals; and (v) in the case of a Discretionary Additional Matching Contribution, the contribution amount may not exceed 4% of the Participant's Plan Year Compensation.]

(j) **Multiple Safe Harbor Contributions in disaggregated Plan.** The Employer elects to make different Safe Harbor Contributions and/or Additional Matching Contributions to disaggregated parts of its Plan under Treas. Reg. §1.401(k)-1(b)(4) as follows:

(Specify contributions for disaggregated plans, e.g., as to collectively bargained employees, a 3% Nonelective Safe Harbor Contribution applies and as to non-collectively bargained employees, the Basic Matching Contribution applies).

25. **NONELECTIVE CONTRIBUTIONS (TYPE/AMOUNT): (3.04(A)).** The Employer Nonelective Contributions under Election 6(d) are subject to the following additional elections as to type and amount. All Nonelective Contributions, other than those described in (e), are limited to Participants who have Compensation (and may be further limited as described elsewhere in the Plan or this Adoption Agreement. *(Choose one or more of (a) through (d) as applicable.)*:

- (a) **Discretionary.** An amount the Employer in its sole discretion may determine.
- (b) **Fixed.** *(Choose one or more of (1) through (3). Reference to Participants are limited to Participants eligible to receive an allocation of Nonelective Contributions.)*:
 - (1) **Uniform %.** ____% of each Participant's Compensation, per _____ *(e.g., Plan Year, month)*.
 - (2) **Fixed dollar amount.** \$_____, per _____ *(e.g., Plan Year, month, Hour of Service, per Participant per month)*.
 - (3) **Age-Graded.** The following percentage of each Participant's Compensation based on the Participant's age on the last day of the Plan Year.

Age	Contribution Percentage
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

- (4) **Service-Graded.** The following percentage of each Participant's Compensation based on the Participant's Years of Service.

Years of Service	Contribution Percentage
(e.g., up to 2) _____	_____ %
(e.g., more than 2 up to 5) _____	_____ %
_____	_____ %
_____	_____ %

"Years of Service" under this Election 25(b)(4) means *(Choose i. or ii.)*:

- i. **Eligibility.** Years of Service for eligibility in Election 15.
- ii. **Vesting.** Years of Service for vesting in Elections 37 and 38.

- (5) **Job Classification or Business Location.** The following percentage of each Participant's Compensation based on the Participant's job classification (must be objectively determinable) or business location.

Job Classification or Business Location	Contribution Percentage
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

- (6) **Contract Incorporation.** If the Plan is a Governmental Plan or the Employer is a Church, contributions will be made pursuant to the terms of a collective bargaining agreement or other written document relating to the Employees of the Employer. The relevant portions of the agreement or document will be attached hereto as an appendix to the Adoption Agreement and are incorporated herein by this reference.
- (7) **Unused accumulated leave conversion.** The Employer will contribute an amount equal to an Employee's current hourly rate of pay multiplied by the Participant's number of unused accumulated leave (as selected below). Only unpaid accumulated leave for which the Employee has no right to receive in cash may be included.

Conversion. The following types of unused accumulated leave may be converted under the Plan *(choose one or all that apply)*:

- a. Sick leave
- b. Vacation leave
- c. Personal leave

Eligible Employees. Only the following Participants shall receive the Employer contribution for unused accumulated leave *(choose d. and/or e.; leave blank if no limitations; provided, however, that this Plan may not be used to only provide benefits for terminated Employees)*:

- d. **Former Employees.** All Employees terminating service with the Employer during the Plan Year and who have satisfied the eligibility requirements based on the terms of the Employer's accumulated benefits plans checked below *(choose all that apply; leave blank if no exclusions)*:
 - i. The Former Employee must be at least age _____ *(e.g., 55)*
 - ii. The value of the unused accumulated leave must be at least \$_____ *(e.g., \$2,000)*

- iii. A contribution will only be made if the total hours is over ____ (e.g., 10) hours
- iv. A contribution will not be made for hours in excess of ____ (e.g., 40) hours
- e. **Active Employees.** Employees who have not terminated service during the Plan Year and who meet the following requirements (select all that apply; leave blank if no exclusions):
 - i. The Employee must be at least age ____ (e.g., 55)
 - ii. The value of the unused accumulated leave must be at least \$ ____ (e.g., \$2,000)
 - iii. A contribution will only be made if the total hours are over ____ (e.g., 10) hours
 - iv. A contribution will not be made for hours in excess of ____ (e.g., 40) hours
- (8) **Describe:** _____
 (e.g., The greater of \$500 or 3% of each Participant's Compensation, per Plan Year. Specify time period, e.g., per Plan Year quarter. If not specified, the time period is the Plan Year.)

[Note: The Employer under Election 25(b)(8) may specify any Fixed Nonelective Contribution formula not described under Elections 25(b)(1) through (7) (e.g., For each Plan Year, 2% of total compensation), and/or the Employer may describe different Fixed Nonelective Contributions as applicable to different Participant groups (e.g., A Fixed Nonelective Contribution equal to 5% of Plan Year Compensation applies to Campus A Participants and a Fixed Nonelective Contribution equal to \$500 per Participant each Plan Year applies to Campus B Participants).]

- (c) **Contribution for Deemed Disability Compensation (1.11(K)).** Include Deemed Disability Compensation. The Employer will make Nonelective Contributions for the disabled Participants defined below, based on their Deemed Disability Compensation for the following period _____. (Specify a fixed or determinable period. Choose (1) or (2)):
- (1) **NHCEs only.** Apply only to disabled NHCEs.
- (2) **All Participants.** Apply to all disabled Participants.
- The contribution for such Participants shall be:
- (3) **Amount set forth in (a), (b) and (d).** The disabled Participants shall share in the contributions set forth in (a), (b) and (d).
- (4) **Describe:** _____ (must be definitely determinable (e.g., amount set forth in long-term disability policy).
- (d) **Describe:** _____

[Note: Under Election 25(d), the Employer may describe the amount and type of Nonelective Contributions from the elections available under Election 25 and/or a combination thereof as to a Participant group (e.g., A Discretionary Nonelective Contribution applies to Campus A Employees. A Fixed Nonelective Contribution equal to 5% of Plan Year Compensation applies to Campus B Employees).]

Additional Provisions (Choose if applicable)

- (e) **Former Employees.** The Employer will make Nonelective Contributions on behalf of former Employees in accordance with the following elections (Choose (1), (2) or (3)):
- [Note: If this is an ERISA Plan, then Contributions made pursuant to this Election 25(e) must be nondiscriminatory.]
- (1) **Discretionary.** The Employer may contribute an amount the Employer in its sole discretion may determine with regard to one or more former Employees, to be allocated and administered as described more fully in Section 3.04(D).
- (2) **Percent of Deemed Includible Compensation.** The Employer will contribute ____ % of each Participant's Includible Compensation each Plan Year commencing with the Plan Year in which the Participant has Separated from Service and then for the next ____ calendar years (not to exceed 5 calendar years) following the Plan Year in which the Participant Separated from Service.
- (3) **Describe:** _____

[Note: The Employer under Election 25(e)(3) may specify any definitely determinable contribution or allocation formula. No former Employee will be eligible to receive such an allocation for a calendar year beginning more than 5 years after the Employee Separated from Service.]

Eligible Former Employees. Such contributions will be made with respect to the following Participants (*Choose (4) or (5)*):

- (4) **All Former Employees.**
- (5) **The following Former Employees** (*Choose one or more of a. through e.*):
 - a. **Union Employees.** Collectively bargained employees who participate in the following unions: _____.
 - b. **Non-Union Employees.** Employees whose employment is not governed by a collective bargaining agreement between the Employer and employee representatives.
 - c. **School superintendent.**
 - d. **School principals.**
 - e. **Describe inclusion:** _____
(e.g., include administration Employees). *[Note: Must be definitely determinable.]*

26. **NONELECTIVE CONTRIBUTION ALLOCATION (3.04(B)).** The Plan Administrator, subject to Section 3.06, will allocate to each Participant any Nonelective Contribution (excluding QNECs) under the following contribution allocation formula (*Choose one or more of (a) through (g) as applicable*):

- (a) **Pro rata.** As a uniform percentage of Participant Compensation.
- (b) **Permitted disparity (Integrated).** In accordance with the permitted disparity allocation provisions of Section 3.04(B)(2), under which the "Excess Compensation" means Compensation in excess of the integration level provided below (*Choose (1) or (2)*):
 - (1) **Percentage amount.** ____% (*not exceeding 100%*) of the Taxable Wage Base in effect on the first day of the Plan Year, rounded to the next highest \$_____ (*not exceeding the Taxable Wage Base*).
 - (2) **Dollar amount.** The following amount: \$_____ (*not exceeding the Taxable Wage Base in effect on the first day of the Plan Year*).
- (c) **Incorporation of contribution formula.** The Plan Administrator will allocate any Fixed Nonelective Contribution under Election 25(b) or Mandatory Employee Contributions under Election 18 in accordance with the contribution formula the Employer adopts under that Election.
- (d) **Classifications of Participants.** In accordance with the classifications allocation provisions of Section 3.04(B)(3). (*Complete (1) and (2)*):
 - (1) **Description of the classifications.** The classifications are (*Choose a., b. or c.*):

[Note: Typically, the Employer would elect 26(d) where it intends to satisfy nondiscrimination requirements using "cross-testing" under Treas. Reg. §1.401(a)(4)-8. However, choosing this election does not necessarily require application of cross-testing and the Plan may be able to satisfy nondiscrimination as to its classification-based allocations by testing allocation rates. This allocation method does not result in a design-based safe harbor allocation.]

- a. **Each in own classification.** Each Participant constitutes a separate classification.
- b. **NHCEs/HCEs.** Nonhighly Compensated Employee/Participants and Highly Compensated Employee/Participants.
- c. **Describe the classifications:** _____.

[Note: Any classifications under Election 26(d) must be clearly defined in a manner that will not violate the definite predetermined allocation requirement of Treas. Reg. §1.401-1(b)(1)(ii) and can only be changed through a Plan amendment. The classifications cannot limit the NHCEs benefiting under the Plan only to those NHCE Participants with the lowest Compensation and/or the shortest periods of Service and who may represent the minimum number of benefiting NHCEs necessary to pass coverage under Code §410(b). The Employer must advise the Plan Administrator or Vendor in writing as to the allocation rate applicable to each Participant under Election 26(d)(1)a. or applicable to each classification under Elections 26(d)(1)b. or c. for the allocation Plan Year.]

- (2) **Allocation method within each classification.** Allocate the Nonelective Contribution within each classification as follows (*Choose a., b. or c.*):
 - a. **Pro rata.** As a uniform percentage of Compensation of each Participant within the classification.
 - b. **Flat dollar.** The same dollar amount to each Participant within the classification.
 - c. **Describe:** _____
(e.g., *Allocate pro rata to NHCEs and flat dollar to HCEs.*)
- (e) **Age-based.** In accordance with the age-based allocation provisions of Section 3.04(B)(4). The Plan Administrator will use the Actuarial Factors based on the following assumptions (*Complete both (1) and (2)*):
 - (1) **Interest rate.** (*Choose a., b. or c.*):
 - a. **7.5%** b. **8.0%** c. **8.5%**

(2) **Mortality table.** (Choose a. or b.):a. **UP-1984.** See Appendix C.b. **Alternative:** _____
(Specify 1983 GAM, 1983 IAM, 1971 GAM or 1971 IAM and attach applicable tables using such mortality table and the specified interest rate as replacement Appendix C.)

Participating Employers. The Nonelective Contributions will be allocated to all Participants regardless of which Employer directly employs them and regardless of whether their direct Employer made Nonelective Contributions for the Plan Year unless otherwise elected below or specified in a participation agreement. (Choose if applicable):

(f) **The Plan Administrator will allocate the Nonelective Contributions made by the Signatory Employer and by any Participating Employer only to the Participants directly employed by the contributing Employer.**

[Note: If the Employer elects 26(f), the Employer should also elect 10(l)(b), to disregard the Compensation paid by "Y" Participating Employer in determining the allocation of the "X" Participating Employer contribution to a Participant (and vice versa) who receives Compensation from both X and Y. Election 26(f) does not apply to Safe Harbor Nonelective Contributions.]

(g) **Describe:** _____
(e.g., Pro rata as to Campus A Participants and Permitted Disparity (two-tiered at 100% of the SSTWB) as to Campus B Participants.)27. **QNEC (PLAN-DESIGNATED) (3.04(C)(1)).** The following provisions apply regarding Plan-Designated QNECs (Choose (a) or (b)):

[Note: Regardless of its elections under this Election 27, the Employer under Section 3.04(C)(2) may elect for any Plan Year where the Plan is using Current Year Testing to make Operational QNECs which the Plan Administrator will allocate only to NHCEs for purposes of correction of an ACP test failure.]

(a) **Not applicable.** There are no Plan-Designated QNECs.(b) **Applies.** There are Plan-Designated QNECs to which the following provisions apply (Complete (1), (2) and (3)):(1) **Nonelective Contributions affected.** The following Nonelective Contributions (as allocated to the designated allocation group under Election 27(b)(2)) are Plan-Designated QNECs (Choose a. or b.):a. **All.** All Nonelective Contributions.b. **Designated.** Only the following Nonelective Contributions under Election 25: _____.(2) **Allocation Group.** Subject to Section 3.06, allocate the Plan-Designated QNEC (Choose a. or b.):a. **NHCEs only.** Only to NHCEs under the method elected in Election 27(b)(3).b. **All Participants.** To all Participants under the method elected in Election 27(b)(3).(3) **Allocation Method.** The Plan Administrator will allocate a Plan-Designated QNEC using the following method (Choose a., b., c. or d.):a. **Pro rata.**b. **Flat dollar.**c. **Reverse.** See Section 3.04(C)(3).d. **Describe:** _____

[Note: Any allocation method the Employer elects under Election 27(b)(3)d. must be definitely determinable. See Section 4.10(C) as to targeting limitations applicable to QNEC nondiscrimination testing.]

28. **ALLOCATION CONDITIONS (3.06(B)(C)).** The Plan does not apply any allocation conditions to: (1) Elective Deferrals; (2) Safe Harbor Contributions; (3) Mandatory Employee Contributions; (4) Employee (after-tax) Contributions; (5) Additional Matching Contributions; or (6) Rollover Contributions. To receive an allocation of Matching Contributions, Nonelective Contributions or Participant forfeitures, a Participant must satisfy the following allocation condition(s) (Choose (a) or (b). Choose (c) if applicable.):

(a) **No conditions.** No allocation conditions apply to Matching Contributions, to Nonelective Contributions or to forfeitures.(b) **Conditions.** The following allocation conditions apply to the designated Contribution Type and/or forfeitures (Choose one or more of (1) through (7). Choose Contribution Type as applicable.):

[Note: For this Election 28, except as the Employer describes otherwise in Election 28(b)(7) or as provided in Section 3.04(C)(2) regarding Operational QNECs, Matching includes all Matching Contributions and Nonelective includes all Nonelective Contributions to which allocation conditions may apply. The Employer under Election 28(b)(7) may not impose an Hour of Service condition exceeding 1,000 Hours of Service in a Plan Year.]

		(1)		(2)	(3)	(4)
		Matching, Nonelective and Forfeitures		Matching	Nonelective	Forfeitures
(1)	<input type="checkbox"/> <input type="checkbox"/> None.	N/A (See Election 28(a))		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	<input type="checkbox"/> <input type="checkbox"/> 501 Hours of Service/terminees (91 consecutive days if Elapsed Time). See Section 3.06(B)(1)(b).	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	<input type="checkbox"/> <input type="checkbox"/> Last day of the Plan Year.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	<input type="checkbox"/> <input type="checkbox"/> Last day of the Election 28(c) time period.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	<input type="checkbox"/> <input type="checkbox"/> 1,000 Hours of Service in the Plan Year (182 consecutive days in Plan Year if Elapsed Time).	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	<input type="checkbox"/> <input type="checkbox"/> Hours of Service within the Election 28(c) time period, (specify Hours of Service at contribution type but not exceeding 1,000 Hours of Service in a Plan Year).	<input type="checkbox"/> _____	OR	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
(7)	<input type="checkbox"/> <input type="checkbox"/> Describe conditions: _____ (e.g., Last day of the Plan Year as to Nonelective Contributions for Participating Employer "A" Participants. No allocation conditions for Participating Employer "B" Participants.)					
(c)	<input type="checkbox"/> <input type="checkbox"/> Time period. Under Section 3.06(C), apply Elections 28(b)(4), (b)(6) or (b)(7) to the specified contributions/forfeitures based on each (Choose one or more of (1) through (5). Choose Contribution Type as applicable.):					
(1)	<input type="checkbox"/> <input type="checkbox"/> Plan Year.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	<input type="checkbox"/> <input type="checkbox"/> Plan Year quarter.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	<input type="checkbox"/> <input type="checkbox"/> Calendar month.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	<input type="checkbox"/> <input type="checkbox"/> Payroll period.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	<input type="checkbox"/> <input type="checkbox"/> Describe time period: _____					

[Note: If the Employer elects 28(b)(4) or (b)(6), the Employer must choose (c). If the Employer elects 28(b)(7), choose (c) if applicable.]

29. ALLOCATION CONDITIONS - APPLICATION/WAIVER/SUSPENSION (3.06(D)/(F)). Under Section 3.06(D), in the event of Severance from Employment as described below, apply or do not apply Election 28(b) allocation conditions to the specified contributions/forfeitures as follows (If the Employer elects 28(b), the Employer must complete Election 29. Choose (a) or (b). Choose (c), (d) or (e) if applicable.):

[Note: For this Election 29, except as the Employer describes otherwise in Election 28(b)(7), or as provided in Section 3.04(C)(2) regarding Operational QNECs, Matching includes all Matching Contributions and Nonelective includes all Nonelective Contributions to which allocation conditions may apply.]

- (a) **Total waiver or application.** If a Participant incurs a Severance from Employment on account of or following death, Disability or attainment of Normal Retirement Age or Early Retirement Age (Choose (1) or (2).):
 - (1) **Do not apply allocation conditions.** Do not apply elected allocation conditions to Matching Contributions, to Nonelective Contributions or to forfeitures.
 - (2) **Apply allocation conditions.** Apply elected allocation conditions to Matching Contributions, to Nonelective Contributions and to forfeitures.
- (b) **Application/waiver as to Contribution Types events.** If a Participant incurs a Severance from Employment, apply allocation conditions *except* such conditions are waived if Severance from Employment is on account of or following death, Disability or attainment of Normal Retirement Age or Early Retirement Age as specified, and as applied to the specified Contribution Types/forfeitures (Choose one or more of (1) through (4). Choose Contribution Type as applicable.):

		(1)		(2)	(3)	(4)
		Matching, Nonelective and Forfeitures		Matching	Nonelective	Forfeitures
(1)	<input type="checkbox"/> <input type="checkbox"/> Death.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	<input type="checkbox"/> <input type="checkbox"/> Disability.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	<input type="checkbox"/> <input type="checkbox"/> Normal Retirement Age.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(4) **Early Retirement Age.** **OR**

Suspension. The suspension of allocation conditions of Section 3.06(F) (Code Section §410(b) fail-safe provisions) does not apply unless otherwise elected below (*Choose (c), (d) or (e) if applicable.*):

- (c) **Both.** Applies both to Nonelective Contributions and to Matching Contributions.
- (d) **Nonelective.** Applies only to Nonelective Contributions.
- (e) **Match.** Applies only to Matching Contributions.

30. **FORFEITURE ALLOCATION METHOD (3.07).** [*Note: Even if the Employer elects immediate vesting, the Employer should complete Election 30. See Section 7.07.*] The Plan Administrator will allocate a Participant forfeiture attributable to all Contribution Types or attributable to all Nonelective Contributions or to all Matching Contributions as follows (*Choose one or more of (a) through (g) and choose Contribution Type as applicable. Choose (f) only in conjunction with at least one other election.*):

			(1) All Forfeitures		(2) Nonelective Forfeitures		(3) Matching Forfeitures
(a)	<input type="checkbox"/> <input type="checkbox"/>	Additional Nonelective. Allocate as additional Discretionary Nonelective Contribution.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>
(b)	<input type="checkbox"/> <input type="checkbox"/>	Additional Match. Allocate as additional Discretionary Matching Contribution.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>
(c)	<input type="checkbox"/> <input type="checkbox"/>	Reduce Nonelective. Apply to Nonelective Contribution.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>
(d)	<input type="checkbox"/> <input type="checkbox"/>	Reduce Match. Apply to Matching Contribution.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>
(e)	<input type="checkbox"/> <input type="checkbox"/>	Pro rata. Allocate pro-rata based on Compensation.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>
(f)	<input checked="" type="checkbox"/> <input type="checkbox"/>	Plan expenses. Pay reasonable Plan expenses. (See Section 7.04(C).)	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>
(g)	<input type="checkbox"/> <input type="checkbox"/>	Describe: _____ (e.g., <i>Forfeitures attributable to transferred balances from Plan X are allocated only to former Plan X participants</i>)					

31. **IN-PLAN ROTH ROLLOVER CONTRIBUTION (3.08(E)).** The following provisions apply regarding In-Plan Roth Rollover Contributions (*Choose (a) or (b); also see Election (d)(1) in Appendix B; leave blank if Election 6(b)(1) is not selected.*):

- (a) **Not Applicable.** The Plan does not permit In-Plan Roth Rollover Contributions.
- (b) **Applies.** The Plan permits In-Plan Roth Rollover Contributions to the extent permitted by the Investment Arrangement Documentation with regard to the following amounts. (*Choose one or both of (1) and (2).*)
 - (1) **Otherwise distributable amounts.** This provision is effective the later of September 28, 2010, the Plan or Restatement Effective Date, or _____ (enter later effective date if applicable).
 - (2) **Otherwise nondistributable amounts.** This provision is effective the later of January 1, 2013, the Plan or Restatement Effective Date, or _____ (enter later effective date if applicable).

32. **EMPLOYEE (AFTER-TAX) CONTRIBUTIONS (3.09).** The following additional elections apply to Employee Contributions under Election 6(e). (*Choose (a) if applicable.*):

- (a) **Additional limitations.** The Plan permits Employee Contributions subject to the following limitations, if any, in addition to those already imposed under the Plan: _____

ARTICLE 4 LIMITATIONS AND TESTING

33. **ANNUAL TESTING ELECTIONS (4.06(B)).** The Employer makes the following Plan specific annual testing elections under Section 4.06(B). These elections under (a) and (b) are effective for the Plan Years indicated and remain in effect until the Employer amends the Plan (*Church Plans, Governmental Plans and Plans intending to use the ERISA Safe Harbor Exemption do not need to complete Election 33. All other sponsors should complete (a) and choose (b) and/or (c) if applicable.*):

- (a) **ACP test/Safe Harbor.** (*Choose (1), (2) or (3).*):
 - (1) **Not applicable.** The Plan does not permit Matching Contributions or Employee Contributions.
 - (2) **ACP test applies.** (*Choose a. or b.*):
 - a. **Current year testing method.**
 - b. **Prior year testing method.**
 - (3) **Safe Harbor.** The Plan does not apply the ACP test.

HCE determination. The Top-Paid Group election and the calendar year data election are not used unless elected below (*Choose one or both of (b) and (c) if applicable.*):

- (b) **Top-paid group election applies.**
 (c) **Calendar year data election (fiscal year Plan only) applies.**

ARTICLE 5 VESTING REQUIREMENTS

34. RETIREMENT AGE (5.01).

NORMAL RETIREMENT AGE. A Participant attains Normal Retirement Age under the Plan and becomes fully Vested on the following date (*Choose one*):

- (a) **Specific age.** The date the Participant attains age 59 1/2. [*Note: If this is an ERISA Plan, the age may not exceed age 65.*]
 (b) **Age/participation.** The later of the date the Participant attains age _____ or the _____ anniversary of the first day of the Plan Year in which the Participant commenced participation in the Plan. [*Note: If this is an ERISA Plan, the age may not exceed age 65 and the anniversary may not exceed the 5th.*]
 (c) **Sum of age plus service.** The date the Participant's age plus service equal _____. [*Note: This election may not be used if this is an ERISA Plan.*]
 (d) **Describe:** _____
 (*For example, the later of the date the Participant attains age 65 or the date the Participant is credited with 10 Years of Service*)

[*Note: If this is an ERISA Plan, the age may not exceed age 65 and the anniversary may not exceed the 5th.*]

EARLY RETIREMENT AGE. (*Choose (e), (f) or (g)*):

- (e) **Not applicable.** The Plan does not provide for an Early Retirement Age.
 (f) **Early Retirement Age.** Early Retirement Age is the later of: (i) the date a Participant attains age _____; (ii) the date a Participant reaches the _____ anniversary of the first day of the Plan Year in which the Participant commenced participation in the Plan; or (iii) the date a Participant completes _____ Years of Service.

[*Note: The Employer should leave blank any of clauses (i), (ii) and (iii) which are not applicable.*]

If (f)(iii) is selected, "Years of Service" under this Election means (*Choose (1) or (2)*):

- (1) **Eligibility.** Years of Service for eligibility in Election 15.
 (2) **Vesting.** Years of Service for vesting in Elections 37 and 38.

- (g) **Describe:** _____

[*Note: Election of an Early Retirement Age does not affect the time at which a Participant may receive a Plan distribution.*]

35. **ACCELERATION ON DEATH, DISABILITY OR ATTAINMENT OF RETIREMENT AGE (5.01 and 5.02).** If selected below, then irrespective of any vesting schedule selected at Election 36, a Participant will be fully vested if the Participant incurs a Severance from Employment as a result of death or Disability or is employed on or after attainment of Early Retirement Age (*Choose one or more; leave blank if none apply or if the Plan provides full vesting for all Participants*):

- (a) **Death.**
 (b) **Disability.**
 (c) **Early Retirement Age.**

36. **VESTING SCHEDULE (5.03).** A Participant has a 100% Vested interest at all times in Accounts attributable to Elective Deferrals, QNECs, Mandatory Employee Contributions, Employee (after-tax) Contributions, Safe Harbor Contributions (other than QACA Safe Harbor Contributions), Nonelective Contributions to former Employees under Section 3.04(D), and Rollover Contributions. The following vesting schedules apply to Matching Contributions and to Nonelective Contributions, except that the vesting schedule in (c) applies only to QACA Matching Contributions or to Nonelective Contributions in a QACA (*Choose (a) or (b); choose (c) only if the Plan is a QACA. Choose (d) if applicable.*):

[*Note: If the Plan is an ERISA Plan, the Employer must provide immediate 100% vesting if the Service condition under Election 14 exceeds one Year of Service or is more than twelve months.*]

- (a) **Immediate vesting.** 100% Vested at all times in all Accounts.

[*Note: The Employer should elect 36(b) if any Contribution Type is subject to a vesting schedule. If the Employer elects immediate vesting under 36(a), the Employer should not complete the balance of Election 36 or Elections 37 and 38, except as noted therein. If this is an ERISA Plan, the Employer must elect 36(a) if the eligibility Service condition under Election 14 as to all Contribution Types (except Elective Deferrals and Safe Harbor Contributions) exceeds one Year of Service or more than 12 months. The Employer must elect 36(b)(1)*]

in an ERISA Plan as to any Contribution Type where the eligibility service condition exceeds one Year of Service or more than 12 months.]

(b) **Vesting schedules:** Apply the following vesting schedules to any Account other than QACA Safe Harbor Contributions (Choose one or more of (1) through (5)):

	(1) All Contributions		(2) Nonelective		(3) Matching		(4) Additional Matching (see Section 3.03)
(1) <input type="checkbox"/> Immediate vesting.	N/A		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(2) <input type="checkbox"/> 6-year graded.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(3) <input type="checkbox"/> 3-year cliff.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(4) <input type="checkbox"/> Modified ERISA Schedule.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<u>Years of Service</u>							<u>Vested %</u>
—							—%
—							—%
—							—%
—							—%
— or more							100 %
(5) <input type="checkbox"/> Modified non-ERISA Schedule.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<u>Years of Service</u>							<u>Vested %</u>
—							—%
—							—%
—							—%
—							—%
— or more							100 %

[Note: If the Plan is not subject to ERISA, the vesting schedule must be at least as rapidly as a 15-year cliff (or a 20-year cliff for a group of employees limited to qualified public safety employees defined in Code §72(t)(10)(B)) or a 5 to 20 year graded vesting schedule. If the Plan is an ERISA Plan, the vesting schedule must be at least as rapid at each point in the schedule as a 6-year graded or 3-year cliff.]

(c) **QACA vesting schedule:** Apply the following vesting schedule to QACA Safe Harbor Contributions. (Choose (1), (2) or (3) if the Plan is a QACA):

- (1) **2-year cliff.** 100% Vested after the Participant completes 2 Years of Service.
- (2) **Immediate vesting.** 100% Vested at all times.
- (3) **Modified**

<u>Years of Service</u>	<u>Vested %</u>
Less than 1	—%
1	—%
2	100 %

(d) **Special vesting provisions:** _____

[Note: Any special vesting provision specified under Election 36(d) must be definitely determinable. If the Plan is not subject to ERISA, the vesting schedule must be at least as rapidly as a 15-year cliff (or a 20-year cliff for a group of employees limited to qualified public safety employees defined in Code §72(t)(10)(B)) or a 5 to 20 year graded vesting schedule. If the Plan is an ERISA Plan, the vesting schedule must be at least as rapid at each point in the schedule as a 6-year graded or 3-year cliff.]

37. **YEAR OF SERVICE - VESTING (5.05).** (Complete (b). Choose (a) if other than 1,000 Hours of Service.): [Note: If the Employer elects the Elapsed Time Method or elects immediate vesting, the Employer should not complete Election 37 and 38 unless it elects to apply a Year of Service for vesting under Election 22(d), 25(b)(4) or Election 34(f)(2).]

- (a) **Year of Service.** An Employee must complete at least _____ Hours of Service during a Vesting Computation Period to receive credit for a Year of Service under Article 5. [Note: If the Plan is an ERISA Plan, the number may not exceed 1,000. If left blank, the requirement is 1,000.]
- (b) **Vesting Computation Period.** The Plan measures a Year of Service based on the following 12-consecutive month period: (Choose (1) or (2)):
- (1) **Plan Year.**
- (2) **Anniversary Year.**

38. **EXCLUDED YEARS OF SERVICE - VESTING (5.05(C)).** The Plan excludes the following Years of Service for purposes of vesting (Choose one or more of (a) through (e) if applicable):

- (a) **Age 18.** Any Year of Service before the Year of Service during which the Participant attained the age of 18.
- (b) **Prior to Plan establishment.** Any Year of Service during the period the Employer did not maintain this Plan or a predecessor plan.
- (c) **Parity Break in Service.** Any Year of Service excluded under the rule of parity. See Section 5.06(C).
- (d) **Prior Plan terms.** Any Year of Service disregarded under the terms of the Plan as in effect prior to this restated Plan.
- (e) **Other exclusions:** _____

[Note: Any exclusion specified under Election 38(e) must be definitely determinable, and if the Plan is an ERISA Plan, must comply with ERISA §203 and not discriminate in favor of HCEs.]

ARTICLE 6 DISTRIBUTION OF ACCOUNT BALANCE

39. **POST-SEVERANCE DISTRIBUTIONS.** The provisions in this Election 39 apply to distributions to Participants following Severance from Employment. (Complete (a), (b) and (c). Choose (d) and (e) if applicable.)

- (a) **Mandatory Distribution (6.01(F)/6.08(D)).** The Plan provides or does not provide for Mandatory Distribution of a Participant's Vested Account Balance following Severance from Employment, as follows (Choose (1) or (2)):
- (1) **No Mandatory Distribution.** The Plan will not make a Mandatory Distribution (i.e., Participant consent is required for all distributions) following Severance from Employment.
- (2) **Mandatory Distribution.** The Plan will make a Mandatory Distribution following Severance from Employment to the extent permitted by the Investment Arrangement Documentation.

Amount limit. The Mandatory Distribution maximum amount is equal to (Choose a., b. or c.; Choose d. if applicable):

- a. **\$5,000.**
- b. **\$1,000.**
- c. **Specify amount: \$_____ (may not exceed \$5,000 if this is an ERISA Plan).**

[Note: This election only applies to the Mandatory Distribution maximum amount. For other Plan provisions subject to a \$5,000 limit, see Election (g)(6) in Appendix B.]

Automatic IRA rollover. With respect to Mandatory Distributions of amounts that are \$1,000 or less, if a Participant makes no election, the amount will be distributed to the Participant unless otherwise elected below.

- d. **If a Participant makes no election, then the amount will be automatically rolled over to an IRA provided the amount is at least \$_____. (Specify an amount greater than \$0 and less than \$1,000.)**

Application of Rollovers to amount limit. In determining whether a Participant's Vested Account Balance exceeds the Mandatory Distribution dollar limit in Election 39(a)(2), the Plan (Choose e. or f.):

- e. **Disregards Rollover Contribution Account.**
- f. **Includes Rollover Contribution Account.**

(b) **Default Distribution Methods (6.03).** If the Investment Arrangement Documentation does not specify the distribution which would apply, the following distribution methods are available for a Participant, subject to any limitations in the Plan or the Investment Arrangement Documentation. (Choose one or more of (1) through (6)):

- (1) **Lump-Sum.**
- (2) **Installments only if Participant subject to lifetime RMDs.** A Participant who is required to receive lifetime RMDs may receive installments payable in monthly, quarterly or annual installments equal to or exceeding the annual RMD amount.
- (3) **Installments.**
- (4) **Annuity.** Distribution of an Annuity Contract that the Vendor provides or purchases with the Participant's Vested Account Balance.
- (5) **Ad-Hoc distributions.**
- (6) **Describe distribution method(s):** _____

[Note: The Employer under Election 39(b)(6) may describe Severance from Employment distribution methods from the elections available under Election 39(b) and/or a combination thereof as to any: (i) Participant group (e.g., Division A Employee Accounts are distributable in a Lump-Sum OR Accounts of Employees hired after "x" date are distributable in a Lump-Sum. Division B Employee Accounts are distributable in a Lump-Sum or in Installments OR Accounts of Employees hired on/before "x" date are distributable in a Lump-Sum or in Installments.); (ii) Contribution Type (e.g., Discretionary Nonelective Contribution Accounts are distributable in a Lump-Sum. Fixed Nonelective Contribution Accounts are distributable in a Lump-Sum or in Installments); and/or (iii) merged plan account now held in the Plan (e.g., The accounts from the X plan merged into this Plan continue to be distributable in accordance with the X plan terms [supply terms] and not in accordance with the terms of this Plan). An Employer's election under Election 39(b)(6) must: (i) be objectively determinable; (ii) not be subject to Employer or Plan Administrator discretion; (iii) be nondiscriminatory (if the Plan is an ERISA Plan); and (iv) preserve Protected Benefits as required.]

(c) **Limitations on Distribution Methods (6.03).** An Investment Arrangement may distribute to a Participant (Choose (1) or (2) below):

- (1) Under any distribution method available under the Investment Arrangement Documentation.
- (2) Only under those distribution methods selected in Election 39(b) which are available under the Investment Arrangement Documentation.

(d) **Delay of Distribution (6.01(B)).** Except as otherwise provided in the Plan (such as Mandatory Distributions and RMDs), distribution to a Participant who has incurred a Severance from Employment will not commence prior to (Choose (1) or (2)):

- (1) Attainment of age _____.
- (2) Describe: _____

[Note: An Employer's election under Election 39(d) must: (i) be objectively determinable; (ii) not be subject to Employer or Plan Administrator discretion; (iii) be nondiscriminatory (if the Plan is an ERISA Plan); and (iv) preserve Protected Benefits as required.]

(e) **Acceleration.** Notwithstanding any later specified distribution date in this election, a Participant may elect an earlier distribution following Severance from Employment (Choose one or both of (1) and/or (2)):

- (1) **Disability.** If Severance from Employment is on account of Disability or if the Participant incurs a Disability following Severance from Employment.
- (2) **Hardship.** If the Participant incurs a hardship under Section 6.07(C) following Severance from Employment.

40. **IN-SERVICE DISTRIBUTIONS/EVENTS (6.01(D)).** A Participant may elect an In-Service Distribution of the designated Contribution Type Accounts based on any of the following events in accordance with Section 6.01(D) (Choose (a) OR (b)):

[Note: If the Employer elects any In-Service Distribution option, a Participant may elect to receive as many In-Service Distributions per Plan Year (with a minimum of one per Plan Year) as the Plan Administrator's In-Service Distribution form or policy may permit. If the form or policy is silent, the number of In-Service Distributions is not limited.]

- (a) **None.** The Plan does not permit any In-Service Distributions except as to any of the following (if applicable): (i) RMDs under Section 6.02 and (ii) Protected Benefits. Also see Section 6.01(D)(5) with regard to Rollover Contributions, and Employee Contributions.
- (b) **Permitted.** In-Service Distributions are permitted as follows from the designated Contribution Type Accounts (Choose one or more of (1) through (9).):

[Note: Unless the Employer elects otherwise in Election (b)(9) below, Elective Deferrals under Election 40(b) includes Pre-Tax and Roth Deferrals; Matching Contributions includes Additional Matching Contributions (irrespective of the Plan's ACP testing status); Elections under columns (3) and (4) apply to Employer contributions held in annuity contracts; Elections under column (5) apply to Employer contributions in Custodial Accounts.]

Employer Contributions and Elective Deferrals 403(b)

			(1) All Contrib.	(2) Elective Deferrals	(3) Matching Contrib.	(4) Nonelective/ Mandatory	(5) Custodial Account	(6) QNECs	(7) Safe Harbor Contrib.
(1)	<input type="checkbox"/>	None. Except for Election 40(a) exceptions.	N/A (See Election 40(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	<input checked="" type="checkbox"/>	Age (Choose one or more of a. through d.)							
	a.	<input checked="" type="checkbox"/> Age <u>59 1/2</u> (must be at least 59 1/2).	<input checked="" type="checkbox"/> OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b.	<input type="checkbox"/> Age _____ (may be less than 59 1/2).	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
	c.	<input type="checkbox"/> Age and participation. The Participant must have attained age _____ and completed _____ years of Plan participation or _____ Years of Service for purposes of vesting. (Fill in whichever blank applies.)	<input type="checkbox"/> OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d.	<input type="checkbox"/> Upon attaining Normal Retirement Age (Normal Retirement Age must be at least 59 1/2)	<input type="checkbox"/> OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	<input checked="" type="checkbox"/>	Hardship	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
(4)	<input checked="" type="checkbox"/>	Disability.	<input checked="" type="checkbox"/> OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	<input type="checkbox"/>	_____ year contributions. (specify minimum of two years)	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
(6)	<input type="checkbox"/>	_____ months of participation. (specify minimum of 60 months)	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
(7)	<input type="checkbox"/>	Qualified Reservist Distribution. See Section 6.01(D)(10).	N/A	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A
(8)	<input type="checkbox"/>	Deemed Severance Distribution. See Section 6.11.	<input type="checkbox"/> OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9)	<input type="checkbox"/>	Describe: _____							

[Note: The Employer under Election 40(b)(9) may describe In-Service Distribution provisions from the elections available under Election 40 and/or a combination thereof as to any: (i) Participant group (e.g., Division A Employee Accounts are distributable at age 59 1/2 OR Accounts of Employees hired on/before "x" date are distributable at age 59 1/2. No In-Service Distributions apply to Division B Employees OR to Employees hired after "x" date.); (ii) Contribution Type (e.g., Discretionary Nonelective Contribution Accounts are distributable on Disability. Fixed Nonelective Contribution Accounts are distributable on Disability or Hardship (non-safe harbor)); and/or (iii) merged plan account now held in the Plan (e.g., The accounts from the X plan merged into this Plan continue to be distributable in accordance with the X plan terms [supply terms] and not in accordance with the terms of this Plan). An Employer's election under Election 40(b)(9) must: (i) be objectively determinable; (ii) not be subject to Employer discretion; (iii) preserve Protected Benefits as required; (iv) be nondiscriminatory if this is an ERISA Plan; and (v) not permit an "early" distribution of any Restricted 403(b) Accounts. See Sections 6.02(E) and 9.02(C)(3).]

41. **IN-SERVICE DISTRIBUTIONS/ADDITIONAL CONDITIONS (6.01(D))**. The following additional conditions apply to In-Service Distributions under Election 40(b) (Choose (a), (b), (c), (d) and/or (e) if applicable.):

- (a) **100% vesting required for accounts that are subject to a vesting schedule.** A Participant may not receive an In-Service Distribution unless the Participant is 100% Vested in the distributing Account. This restriction applies to (Choose one or more of (1) or (2)):
 - (1) **Hardship distributions.** Distributions based on hardship.
 - (2) **Other In-Service.** In-Service distributions other than distributions based on hardship.
- (b) **Minimum amount.** A Participant may not receive an In-Service Distribution in an amount which is less than: \$_____ (specify amount not exceeding \$1,000 if this is an ERISA Plan).
- (c) **Qualified Roth distribution.** A distribution from a Participant's Roth Deferral Account may only be made if the distribution is a qualified distribution within the meaning of Code §402A(2)(d).
- (d) **No hardship distribution from Roth Account.** If hardship distributions are permitted from Elective Deferrals, only Pre-Tax Elective Deferrals may be distributed.
- (e) **Describe other conditions:** _____

[Note: An Employer's election under Election 41(e) must: (i) be objectively determinable; (ii) not be subject to Employer discretion; (iii) preserve Protected Benefits as required; (iv) be nondiscriminatory if this is an ERISA Plan; and (v) not permit an "early" distribution of any Restricted 403(b) Accounts. See Section 6.02(E).]

42. **JOINT AND SURVIVOR ANNUITY REQUIREMENTS (6.04)**. The joint and survivor annuity distribution requirements of Section 6.04 do not apply unless otherwise elected below (If this is an ERISA Plan, choose (a) or (b); a plan that is not an ERISA Plan can skip this election.):

- (a) **Joint and survivor annuity applicable.** Section 6.04 applies to all Participants (if selected, then annuities are a form of distribution under the Plan even if 39(b)(4) is not selected):

One-year marriage rule. Under Section 6.04(H) (Choose (1) or (2)):

 - (1) **Applies.** The one-year marriage rule applies.
 - (2) **Does not apply.** The one-year marriage rule does not apply.
- (b) **Profit sharing plan exception.** Section 6.04 does not apply to an Exempt Participant, as described in Section 6.04(G)(1), but does apply to any other Participants (or to a portion of their Account as described in Section 6.04(G)):

One-year marriage rule. Under Section 7.05(A)(3) relating to an Exempt Participant's Beneficiary designation under the profit sharing exception (Choose (1) or (2)):

 - (1) **Applies.** The one-year marriage rule applies.
 - (2) **Does not apply.** The one-year marriage rule does not apply.

ARTICLE 7 ADMINISTRATIVE PROVISIONS

43. **PLAN LOANS (7.06)**. The Employer makes the following elections regarding Plan Loans (Choose (a) or (b).):

- (a) **No Loans.** Plan loans are not permitted.
- (b) **Loans allowed.** Plan loans are permitted subject to limitations of the Investment Arrangement Documentation and the Plan's loan policy (if any).

44. **ROLLOVER CONTRIBUTIONS (3.08, 7.04(A)(1))**. The Employer makes the following elections regarding rollover contributions, other than in-plan Roth rollovers (Choose (a) or (b).):

- (a) **No Rollover.** Rollover Contributions are not permitted into the Plan.
- (b) **Rollovers allowed.** The Plan Administrator may accept Rollover Contributions into the Plan subject to Investment Arrangement Documentation, and Plan terms and policies.

**ARTICLE 10
MULTIPLE EMPLOYER PLAN**

45. **MULTIPLE EMPLOYER PLAN (10.01/10.02/10.03).** The Employer makes the following elections regarding the Plan's Multiple Employer Plan status and the application of Article 10 (*Choose (a) or (b)*):

- (a) **Not applicable.** The Plan is not a Multiple Employer Plan and Article 10 does not apply.
- (b) **Applies.** The Plan is a Multiple Employer Plan and the Article 10 Effective Date is: _____. The Employer makes the following additional elections (*Choose (1) or (2)*):
- (1) **Participating Employer may modify.** See Section 10.03. A Participating Employer in the Participation Agreement may modify Adoption Agreement elections applicable to each Participating Employer (including electing to not apply Adoption Agreement elections) as follows (*Choose a. or b.; choose c. if applicable.*):
- a. **All.** May modify all elections.
- b. **Specified elections.** May modify the following elections: _____ (*specify by election number*).
- c. **Restrictions.** May modify subject to the following additional restrictions: _____
(*Specify restrictions. Any restrictions must be definitely determinable and may not violate Code §413 or the regulations thereunder.*)
- (2) **Participating Employer may not modify.** See Section 10.03. A Participating Employer in the Participation Agreement may not modify any Adoption Agreement elections.

[*Note: The Participation Agreement must be consistent with this Election 45(b). Any Participating Employer election in the Participation Agreement which is not permitted under this Election 45(b) is of no force or effect and the applicable election in the Adoption Agreement applies. The IRS has not reviewed the provisions of Article 10, and the Employer cannot rely on the Advisory Letter with regard to the validity of these provisions.*]

Plan Execution

Employer: Jackson-Madison County School System

Date: [see electronic signature] 1.15.2020

Signed: [signed electronically] 

Thomas Ray Washington Jr
[print representative name/title]

Vendor: _____
[vendor signature is optional]

Use of Adoption Agreement. Failure to complete properly the elections in this Adoption Agreement may result in disqualification of the Employer's Plan. The Employer only may use this Adoption Agreement only in conjunction with the basic plan document referenced by its document number on Adoption Agreement page one.

Execution for Page Substitution Amendment Only. If this paragraph is completed, this Execution Page documents an amendment to Adoption Agreement Election(s) _____ effective _____, by substitute Adoption Agreement page number(s) _____. The Employer should retain all Adoption Agreement Execution Pages and amended pages.

Volume Submitter Practitioner. The Volume Submitter Practitioner identified on the first page of the basic plan document will notify all adopting Employers of any amendment to this Volume Submitter Plan or of any abandonment or discontinuance by the Volume Submitter Practitioner of its maintenance of this Volume Submitter Plan. Furthermore, in order to be eligible to receive such notification, the Employer agrees to notify the Volume Submitter Practitioner of any change in address or contact information. In addition, this Plan is provided to the Employer either in connection with investment in a product or pursuant to a contract or other arrangement for products and/or services. Upon cessation of such investment in a product or cessation of such contract or arrangement, as applicable, the Employer is no longer considered to be an adopter of this Plan and the Volume Submitter Practitioner no longer has any obligations to the Employer that relate to the adoption of this Plan. For inquiries regarding the adoption of the Volume Submitter Plan, the Volume Submitter Practitioner's intended meaning of any Plan provisions or the effect of the Advisory Letter issued to the Volume Submitter Practitioner, please contact the Volume Submitter Practitioner at the following address and telephone number:

Name: Voya Retirement Insurance and Annuity Company

Address: One Orange Way

Windsor Connecticut 06095

Telephone: (860) 580-1643

**APPENDIX A
SPECIAL RETROACTIVE OR PROSPECTIVE EFFECTIVE DATES**

SPECIAL EFFECTIVE DATES (1.23). The Employer elects or does not elect Appendix A special Effective Date(s) as follows. (Choose (a) or one or more of (b) through (s).):

[Note: If the Employer elects (a), do not complete the balance of this Appendix A]

(a) **Not applicable.** The Employer does not elect any Appendix A special Effective Dates.

[Note: The Employer may use this Appendix A to specify an Effective Date for one or more Adoption Agreement elections which does not correspond to the Plan's new Plan or Restated Plan Effective Date under Election 5. As to Restated Plans, for periods prior to: (i) the below-specified special Effective Date(s) or (ii) the Restated Plan's general Effective Date under Election 5, as applicable, the Plan terms in effect prior to its restatement under this Adoption Agreement control for purposes of the designated provisions.]

- (b) **Contribution Types (1.12).** The Contribution Types under Election(s) 6 _____ are effective: _____.
- (c) **Excluded Employees (1.35).** The Excluded Employee provisions under Election(s) 7 _____ are effective: _____.
- (d) **Compensation (1.11).** The Compensation definition under Election(s) _____ (specify 8 - 10 as applicable) are effective: _____.
- (e) **Hour of Service/Elective Service Crediting (1.40/1.66(A)).** The Hour of Service and/or elective Service crediting provisions under Election(s) _____ (specify 11 - 12 as applicable) are effective: _____.
- (f) **Eligibility (2.01-2.03).** The eligibility provisions under Election(s) _____ (specify 14 - 17 as applicable) are effective: _____.
- (g) **Mandatory Employee Contributions (3.04(A)(3)).** The Mandatory Employee Contribution provisions under Election 18 are effective: _____.
- (h) **Elective Deferrals (3.02(A)-(F)).** The Elective Deferral provisions under Election(s) _____ (specify 19 - 21 as applicable) are effective: _____.
- (i) **Matching Contributions (3.03).** The Matching Contribution provisions under Election(s) _____ (specify 22 - 23 as applicable) are effective: _____.
- (j) **Nonelective Contributions (3.04).** The Nonelective Contribution provisions under Election(s) _____ (specify 25 - 27 as applicable) are effective: _____.
- (k) **Allocation conditions (3.06).** The allocation conditions under Election(s) _____ (specify 28 - 29 as applicable) are effective: _____.
- (l) **Forfeitures (3.07).** The forfeiture allocation provisions under Election 30 _____ are effective: _____.
- (m) **In-Plan Roth Rollovers (3.08(E)).** The In-Plan Roth Rollover provisions under Election 31 _____ are effective: _____.
- (n) **Employee Contributions (3.09).** The Employee Contribution provisions under Election 32 _____ are effective: _____.
- (o) **Vesting (5.03).** The vesting provisions under Election(s) _____ (specify 34 - 38 as applicable) are effective: _____.
- (p) **Distributions (6.01, 6.03 and 6.04).** The distribution elections under Election(s) _____ (specify 39 - 42 as applicable) are effective: _____.
- (q) **Special Effective Date(s) for other elections (specify elections and dates):** If this Plan is the first restatement onto a pre-approved 403(b) plan document, then although the Plan's restated Effective Date is a retroactive date, all optional elections within this Adoption Agreement reflect Plan provisions that are in effect on the first day of the Plan Year in which this Plan is restated unless otherwise specified in this Appendix A or elsewhere within the Plan. As to elections which may have been in effect on and after the Effective Date of the restatement and which are not reflected in this Plan, see the Plan as in effect prior to its restatement.
- (r) **403(b) safe harbor (3.05).** The 403(b) safe harbor provisions under Election(s) 24 _____ are effective: _____.
- (s) **Testing elections (4.06(B)).** The testing elections under Election(s) 33 _____ are effective: _____.

**APPENDIX B
BASIC PLAN DOCUMENT OVERRIDE ELECTIONS**

BASIC PLAN OVERRIDES. The Employer elects or does not elect to override various basic plan provisions as follows (*Choose (a) or choose one or more of (b) through (j).*):

[*Note: If the Employer elects (a), do not complete the balance of this Appendix B.*]

(a) **Not applicable.** The Employer does not elect to override any basic plan provisions.

[*Note: The Employer at the time of restating its Plan with this Adoption Agreement may make an election on Appendix A (Election (q)) to specify a special Effective Date for any override provision the Employer elects in this Appendix B. If the Employer, after it has executed this Adoption Agreement, later amends its Plan to change any election on this Appendix B, the Employer should document the Effective Date of the Appendix B amendment on the Execution Page or otherwise in the amendment.*]

(b) **Definition (Article 1) overrides.** (*Choose one or more of (1) through (6) if applicable*):

(1) **Compensation Overrides.** (*Choose one or more of a., b., and c.*):

- a. **W-2 Compensation exclusion of paid/reimbursed moving expenses (1.11(B)(1)).** W-2 Compensation excludes amounts paid or reimbursed by the Employer for moving expenses incurred by an Employee, but only to the extent that, at the time of payment, it is reasonable to believe that the Employee may deduct these amounts under Code §217.
- b. **Alternative (general) 415 Compensation (1.11(B)(4)).** The Employer elects to apply the alternative (general) 415 definition of Compensation in lieu of simplified 415 Compensation.
- c. **Inclusion of Deemed 125 Compensation (1.11(C)).** Compensation under Section 1.11 includes Deemed 125 Compensation.

(2) **Treatment of Differential Wage Payments (1.11(L)).** In lieu of the provisions of Section 1.11(L), the Employer elects the following (*Choose one or more of a., b., c., and d.*):

- a. **Effective date.** The inclusion is effective for Plan Years beginning after _____ (*may not be earlier than December 31, 2008*).
- b. **Elective Deferrals only.** The inclusion only applies to Compensation for purposes of Elective Deferrals.
- c. **Not included.** The inclusion does not apply to Compensation for purposes of any Contribution Type.
- d. **Other:** _____
(*specify other Contribution Type Compensation which includes Differential Wage Payments*)

(3) **Alternate Definition of Disability (1.19).** Disabled means _____

(4) **Inclusion of Reclassified Employees (1.35(D)).** The Employer for purposes of the following Contribution Types, does not exclude Reclassified Employees (or the following categories of Reclassified Employees): _____ (*specify Contribution Types and/or categories of Reclassified Employees*).

(5) **Transition Rules (1.35(F)).** The following transition rules related to eligibility to make elective deferrals do not apply: _____

(6) **ERISA Provisions (1.33).** The ERISA provisions contained in the following sections will apply even though the Plan is not an ERISA Plan: _____

(c) **Participation (Article 2) overrides.** (*Choose one or more if applicable*):

(1) **One-year hold-out rule (2.03(D)).** The one-year hold-out Break in Service rule under Code §410(a)(5)(C) applies.

(2) **Rule of parity (2.03(E)).** The Plan applies the "rule of parity" under ERISA §202(b)(4).

(d) **Contribution/allocation (Article 3) overrides.** (*Choose one or more of (1) through (8) if applicable*):

(1) **Roth overrides.** (*Choose one or more of a. through e.*):

- a. **Treatment of Automatic Deferrals as Roth Deferrals (3.02(B)).** The Employer elects to treat Automatic Deferrals as Roth Deferrals in lieu of treating Automatic Deferrals as Pre-Tax Deferrals.
- b. **In-Plan Roth Rollovers limited to In-Service only (3.08(E)(2)(a)).** Only Participants who are Employees may elect to make an In-Plan Roth Rollover Contribution.
- c. **Vested In-Plan Roth Rollovers (3.08(E)(2)(b)).** Distributions related to In-Plan Roth Rollovers may only be made from accounts which are fully Vested.

- d. **Source of In-Plan Roth Rollover Contribution (3.08(E)(3)(b)).** The Plan permits an In-Plan Roth Rollover only from the following qualifying sources (*Choose one or more.*):
- (i) Elective Deferrals
 - (ii) Matching Contributions (including any Safe Harbor Matching Contributions and Additional Matching Contributions)
 - (iii) Nonelective Contributions
 - (iv) QNECs (including any Safe Harbor Nonelective Contributions)
 - (v) Rollovers
 - (vi) Transfers
 - (vii) Other: _____
(specify account(s) and conditions in a manner that is definitely determinable and not subject to Employer discretion)
- e. **No transfer of loans.** Loans may not be distributed as part of an In-Plan Roth Rollover Contribution. (if not selected, any loans may be transferred)
- (2) **Short Plan Year or allocation period (3.06(B)(1)(c)).** Instead of pro-ration based on days, the Plan Administrator (*Choose a. or b.*):
- a. **No pro-ration.** Will *not* pro-rate Hours of Service in any short allocation period.
 - b. **Pro-ration based on months.** Will pro-rate any Hour of Service requirement based on the number of months in the short allocation period.
- (3) **Limited waiver of allocation conditions for rehired Participants (3.06(G)).** The allocation conditions the Employer has elected in the Adoption Agreement do not apply to rehired Participants in the Plan Year they resume participation, as described in Section 3.06(G).
- (4) **HEART Act continued benefit accrual (3.10(K)).** The Employer elects to apply the benefit accrual provisions of Section 3.10(K).
- (5) **Matching on Pre-entry Deferrals (3.03(A)).** Instead of disregarding pre-entry deferrals, the Plan Administrator will take Elective Deferrals into account in computing Matching Contributions, even if the deferrals were made before the Participant became eligible for the match.
- (6) **Classifications allocation formula (3.04(B)(3)).** If a Participant shifts from one classification to another during a Plan Year, the Plan Administrator will apportion the Participant's allocation during that Plan Year (*Choose a., b. or c.*):
- a. **Months in each classification.** Pro rata based on the number of months the Participant spent in each classification.
 - b. **Days in each classification.** Pro rata based on the number of days the Participant spent in each classification.
 - c. **One classification only.** The Employer, in a nondiscriminatory manner, if this is an ERISA Plan, will direct the Plan Administrator to place the Participant in only one classification for the entire Plan Year during which the shift occurs.
- (7) **Suspension (3.06(F)(3)).** The Plan Administrator in applying Section 3.06(F) will (*Choose one or more of a., b., and c.*):
- a. **Re-order tiers.** Apply the suspension tiers in Section 3.06(F)(2) in the following order: _____ (*specify order*).
 - b. **Hours of Service tie-breaker.** Apply the greatest Hours of Service as the tie-breaker within a suspension tier in lieu of applying the lowest Compensation.
 - c. **Additional/other tiers.** Apply the following additional or other tiers: _____ (*specify suspension tiers and ordering*).
- (8) **Offset of Safe Harbor Contributions to other allocations (3.05(E)(11)).** Any Safe Harbor Nonelective Contributions allocated to a Participant's account will be applied toward (offset) any allocation to the Participant of a non-Safe Harbor Nonelective Contribution.
- (e) **Testing (Article 4) overrides.** (*Choose one or both of (1) and (2) if applicable.*):
- (1) **First few weeks rule for Code §415 testing Compensation (4.05(D)(1)).** The Plan applies the first few weeks rule in Section 4.05(F)(1).
 - (2) **Code §415 (Article 4) override (4.02(D), (F)).** Because of the required aggregation of multiple plans, to satisfy Code §415, the following overriding provisions apply: _____
(Specify such language as necessary to satisfy Code §415, e.g., the Employer will reduce Annual Additions to this plan before reducing Annual Additions to other plans.)

- (f) **Vesting (Article 5) overrides.** (Choose one or more of (1) through (5) if applicable.):
- (1) **Alternative separate account vesting formula (5.03(C)(2)).** The Employer elects the alternative vesting formula described in Section 5.03(C)(2).
- (2) **Source of Cash-Out forfeiture restoration (5.04(B)(5)).** To restore a Participant's Account Balance as described in Section 5.04(B)(5), the Plan Administrator, to the extent necessary, will allocate from the following source(s) and in the following order (*Specify, in order, one or more of the following: Forfeitures, Earnings, and/or Employer Contribution*): _____
- (3) **Deemed Cash-Out of 0% Vested Participant (5.04(C)).** In lieu of applying the deemed cash-out rule of Section 5.04(C) to both Annuity Contracts and Custodial Accounts, the rule will not apply to (*Choose a. or b.; leave blank if deemed cash-out rule does not apply to either*):
- a. **Annuity Contracts.**
- b. **Custodial Accounts.**
- (4) **Accounting for Cash-Out repayment; Contribution Type (5.04(D)(2)).** In lieu of the accounting described in Section 5.04(D)(2), the Plan Administrator will account for a Participant's Account Balance attributable to a Cash-Out repayment (*Choose a. or b.*):
- a. **Nonelective rule.** Under the nonelective rule.
- b. **Rollover rule.** Under the rollover rule.
- (5) **One-year hold-out rule - vesting (5.06(D)).** The one-year hold-out Break in Service rule under Code §411(a)(6)(B) applies.

(g) **Distribution (Article 6) overrides.** (Choose one or more of (1) through (6) if applicable.):

- (1) **Restriction on In-Service Distributions of Rollovers/Employee Contributions (6.01(D)(5)).** In lieu of permitting a Participant to receive a distribution of Rollover Contributions and Employee Contributions at any time, a distribution may only be made in accordance with the following (*Choose one or more of a. through e.*):
- a. **Not permitted.** In-service distributions of Rollover Contributions and Employee Contributions are not permitted.
- b. **Deferrals.** Under the same provisions which apply to Elective Deferrals.
- c. **Match.** Under the same provisions which apply to Matching Contributions.
- d. **Nonelective.** Under the same provisions which apply to Nonelective Contributions.
- e. **Other:** _____

[*Note: The Employer under this Election (g)(1)e. in Appendix B may describe restrictions on In-Service Distributions of Rollover Contributions and Employee Contributions using the options available for In-Service Distributions under Election 40 and/or a combination thereof as to all Participants or as to any Participant group. An Employer's election under Election (g)(1)e. in Appendix B must: (i) be objectively determinable; (ii) not be subject to Employer discretion; (iii) preserve Protected Benefits as required; and (iv) be nondiscriminatory if this is an ERISA Plan.*]

- (2) **Elections related to In-Plan Roth Rollovers (6.01(D)(7)).** (Choose one or both of a. and b.):
- a. **In-Service Roth Rollover events.** The Employer elects to permit In-Service Distributions under the following conditions solely for purposes of making an In-Plan Roth Rollover Contribution (*Choose one or more of (i) through (iv); Choose (v) if applicable.*):
- (i) **Age.** The Participant has attained age _____.
- (ii) **Participation.** The Participant has _____ months of participation (*specify minimum of 60 months*).
- (iii) **Seasoning.** The amounts being distributed have accumulated in the Plan for at least _____ years (*at least 2*).
- (iv) **Other (describe):** _____
(*must be definitely determinable and not subject to Employer discretion (e.g., age 50, but only with respect to Nonelective Contributions, and not Matching Contributions)*)
- [*Note: Regardless of any election above to the contrary, In-Plan Roth Rollover Contributions are not permitted from a Participant's Elective Deferral Account, Qualified Matching Contribution Account, Qualified Nonelective Contribution Account and accounts attributable to Safe Harbor Contributions prior to age 59 1/2.*]
- (v) **Distribution for withholding.** A Participant may elect to have a portion of the amount that may be distributed as an In-Plan Roth Rollover Contribution distributed solely for purposes of federal or state income tax withholding related to the In-Plan Roth Rollover Contribution.
- b. **Minimum amount.** The minimum amount that may be rolled over is \$ _____. (may not exceed \$1,000 if this is an ERISA Plan)

- (3) **Pre-2009 Annuity Contracts (6.01(D)(9)).** The special in-service distribution rules for pre-2009 annuity contracts will not apply.
- (4) **Annuity Distributions (6.04).** (Choose one or both of a. and b.):
- a. **Modification of QJSA (6.04(A)(3)).** The Survivor Annuity percentage will be ____%. (Specify a percentage between 50% and 100%.)
- b. **Modification of QPSA (6.04(B)(2)).** The QPSA percentage will be ____%. (Specify a percentage between 50% and 100%.)
- (5) **Alternate Domestic Relations Procedure (6.05(D)).** Unless the Plan is an ERISA Plan, the Plan will apply the alternate domestic relations procedure in Section 6.05(D).
- (6) **Replacement of \$5,000 amount (6.09).** All Plan references (except in Section 3.02(D)) to "\$5,000" will be \$____. (Specify an amount less than \$5,000.)
- (h) **Administrative overrides (Article 7).** (Choose one or more of (1) through (7) if applicable.):
- (1) **Automatic revocation of spousal designation (7.05(A)(1)).** The automatic revocation of a spousal Beneficiary designation in the case of divorce does not apply.
- (2) **Limitation on frequency of Beneficiary designation changes (7.05(A)(4)).** Except in the case of a Participant incurring a major life event, a period of at least _____ must elapse between Beneficiary designation changes. (Specify a period of time, e.g., 90 days OR 12 months.)
- (3) **Definition of "spouse" (7.05(A)(5)).** The following definition of "spouse" applies: _____ (Specify a definition.)
- [Note: This definition shall apply for all Plan purposes other than Section 3.08(E) related to In-Plan Roth Rollover Contributions, Section 6.02 related to required minimum distributions, and Sections 6.04 and 7.05(A)(3) related to QJSAs, QPSAs, and related spousal rights. For example, the selected definition will apply to the determination of default beneficiary designations.]
- (4) **Administration of default provision; default Beneficiaries (7.05(C)).** The following list of default Beneficiaries will apply: _____ (Specify, in order, one or more Beneficiaries who will receive the interest of a deceased Participant.)
- (5) **Subsequent restoration of forfeiture-sources and ordering (7.07(A)(3)).** Restoration of forfeitures will come from the following sources, in the following order _____ (Specify, in order, one or more of the following: Forfeitures, Employer Contribution, Earnings.)
- (6) **State law (7.09(H)).** The law of the following state will apply: _____ (Specify one of the 50 states or the District of Columbia, or other appropriate legal jurisdiction, such as a territory of the United States or an Indian tribal government.)
- (7) **Fee Recapture Account (7.04(D)).** The Plan Administrator will allocate excess funds in the Fee Recapture Account as follows: (Choose a., b. or c.)
- a. Each Participant Account will receive an allocation based on the funds in which that Account was invested and the revenue sharing rates associated with those funds.
- b. The excess funds will be allocated pro rata based on account balance.
- c. The excess funds will be allocated per capita among Participants with Account Balances greater than zero, without regard to the amount of the Account Balance.
- (i) **Transfer overrides (Article 9).** (Choose one or more of (1) through (3) if applicable.):
- (1) **Exchanges within Plan (9.06(B)(1)).** In lieu of Section 9.06(B)(1) permitting transfers to (and only to) other Investment Arrangements then authorized to receive ongoing contributions under the Plan (i.e., payroll slot Vendors), the following applies (Choose a., b. or c.):
- a. The Plan does not provide for or permit such exchanges.
- b. The Plan provides for and permits such exchanges, to any other Investment Arrangements under the Plan.
- c. The Plan provides for and permits such transfers under the following circumstances: _____.
- (2) **Contract exchange to Vendor which is not part of Plan (9.06(B)(3)).** In lieu of Section 9.06(B)(3), permitting exchanges of investment arrangements described in section 9.06(B)(3), the following applies (Choose a., b. or c.):
- a. The Plan does not provide for or permit such exchanges.
- b. The Plan provides for and permits such exchanges in the Plan Administrator's discretion, which shall be exercised in a uniform, nondiscriminatory manner, if this is an ERISA Plan, and in accordance with Section 9.06(B)(3). (Do not select this option if the Employer desires the Plan to be ERISA Exempt under Election 3(b).)
- c. The Plan provides for and permits such exchanges, subject to Section 9.06(B)(3), under the following circumstances: _____.

- (3) **Plan-to-Plan Transfers (9.06(B)(2)).** In lieu of Section 9.06(B)(2) which does not permit or provide for such transfers to this Plan, the Plan allows transfers to this Plan as elected below (*Choose a., b., c. or d. if applicable*):
- a. The Plan allows such transfers to this Plan.
 - b. The Plan provides for and permits such transfers to other Plans in addition to permitting transfers to this Plan.
 - c. The Plan provides for and permits such transfers to other Plans but does not permit or provide for such transfers to this Plan.
 - d. The Plan provides for and permits such transfers under the following circumstances: _____.

Eligible Employees. If a., b., c. or d. is selected, such transfers are allowed for all Eligible Employees unless otherwise elected below (*Choose e., f. or g. if applicable*):

- e. current employees only.
 - f. current and former Employees.
 - g. only if the Employee is part of a class of Employees whose assets are being transferred as a result of a merger or acquisition.
- (j) **Protected Benefits (9.02(C)).** The following Protected Benefits no longer apply to all Participants or do not apply to designated amounts/Participants as indicated: (*specify the Protected Benefits*).
- (1) _____
 - (2) _____
 - (3) _____

APPENDIX C
TABLE I: ACTUARIAL FACTORS
 UP-1984, Without Setback

Number of years from attained age at the end of Plan Year until <u>Normal Retirement Age</u>	<u>7.50%</u>	<u>8.00%</u>	<u>8.50%</u>
0	8.458	8.196	7.949
1	7.868	7.589	7.326
2	7.319	7.027	6.752
3	6.808	6.506	6.223
4	6.333	6.024	5.736
5	5.891	5.578	5.286
6	5.480	5.165	4.872
7	5.098	4.782	4.491
8	4.742	4.428	4.139
9	4.412	4.100	3.815
10	4.104	3.796	3.516
11	3.817	3.515	3.240
12	3.551	3.255	2.986
13	3.303	3.014	2.752
14	3.073	2.790	2.537
15	2.859	2.584	2.338
16	2.659	2.392	2.155
17	2.474	2.215	1.986
18	2.301	2.051	1.831
19	2.140	1.899	1.687
20	1.991	1.758	1.555
21	1.852	1.628	1.433
22	1.723	1.508	1.321
23	1.603	1.396	1.217
24	1.491	1.293	1.122
25	1.387	1.197	1.034
26	1.290	1.108	0.953
27	1.200	1.026	0.878
28	1.116	0.950	0.810
29	1.039	0.880	0.746
30	0.966	0.814	0.688
31	0.899	0.754	0.634
32	0.836	0.698	0.584
33	0.778	0.647	0.538
34	0.723	0.599	0.496
35	0.673	0.554	0.457
36	0.626	0.513	0.422
37	0.582	0.475	0.389
38	0.542	0.440	0.358
39	0.504	0.407	0.330
40	0.469	0.377	0.304
41	0.436	0.349	0.280
42	0.406	0.323	0.258
43	0.377	0.299	0.238
44	0.351	0.277	0.219
45	0.327	0.257	0.202

Note: A Participant's Actuarial Factor under Table I is the factor corresponding to the number of years until the Participant reaches Normal Retirement Age under the Plan. A Participant's age as of the end of the current Plan Year is age on the Participant's last birthday. For any Plan Year beginning on or after the Participant's attainment of Normal Retirement Age, the factor for "zero" years applies.

APPENDIX C
TABLE II: ADJUSTMENT TO ACTUARIAL FACTORS FOR NORMAL RETIREMENT AGE
OTHER THAN 65
UP-1984
Without Setback

<u>Normal Retirement Age</u>	<u>7.50%</u>	<u>8.00%</u>	<u>8.50%</u>
55	1.2242	1.2147	1.2058
56	1.2043	1.1959	1.1879
57	1.1838	1.1764	1.1694
58	1.1627	1.1563	1.1503
59	1.1411	1.1357	1.1305
60	1.1188	1.1144	1.1101
61	1.0960	1.0925	1.0891
62	1.0726	1.0700	1.0676
63	1.0488	1.0471	1.0455
64	1.0246	1.0237	1.0229
65	1.0000	1.0000	1.0000
66	0.9752	0.9760	0.9767
67	0.9502	0.9518	0.9533
68	0.9251	0.9274	0.9296
69	0.8998	0.9027	0.9055
70	0.8740	0.8776	0.8810
71	0.8478	0.8520	0.8561
72	0.8214	0.8261	0.8307
73	0.7946	0.7999	0.8049
74	0.7678	0.7735	0.7790
75	0.7409	0.7470	0.7529
76	0.7140	0.7205	0.7268
77	0.6874	0.6942	0.7008
78	0.6611	0.6682	0.6751
79	0.6349	0.6423	0.6494
80	0.6090	0.6165	0.6238

Note: Use Table II only if the Normal Retirement Age for any Participant is not 65. If a Participant's Normal Retirement Age is not 65, adjust Table I by multiplying all factors applicable to that Participant in Table I by the appropriate Table II factor.

APPENDIX D

[Note: The Employer may modify this Appendix without the need of a Plan amendment.]

INVESTMENT ARRANGEMENTS (8.01).

(a) The Employer will remit contributions (including deferrals) to the following Vendors and Investment Arrangements:

1. Ameriprise Financial Services and Americo Financial - Annuity Contracts and Custodial Accounts
2. Franklin Templeton and Great American Life Insurance Company, - Annuity Contracts and Custodial Accounts
3. Great American Life Insurance Company and Horace Mann Life Insurance Company - Annuity Contracts and Custodial Accounts
4. Reliastar/Voya - Annuity Contracts and Custodial Accounts
5. National Life Group - Annuity Contracts and Custodial Accounts
6. Horace Mann - Annuity Contracts and Custodial Accounts
7. Security Benefit and Oppenheimer Funds - Annuity Contracts and Custodial Accounts
8. Modern Woodman and Putnam Investments - Annuity Contracts and Custodial Accounts
9. Variable Annuity Life Insurance Company (VALIC) and Jackson National Life (Life Insurance Company of Georgia) - Annuity Contracts and Custodial Accounts

(b) The following Vendors and/or Investment Arrangements were previously approved for the receipt of Plan contributions but are not currently approved:

1. Prudential - Annuity Contracts and Custodial Accounts
2. MetLife - Annuity Contracts and Custodial Accounts
3. Jackson National - Annuity Contracts and Custodial Accounts
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

(c) The plan has entered into Information Sharing Agreements with the following Vendors and their products are approved for Contract exchanges under Section 9.06(B)(3):

1. Ameriprise Financial Services and Americo Financial - Annuity Contracts and Custodial Accounts
2. Franklin Templeton and Great American Life Insurance Company - Annuity Contracts and Custodial Accounts
3. Great American Life Insurance Company and Horace Mann Life Insurance Company - Annuity Contracts and Custodial Accounts
4. ReliaStar/Voya - Annuity Contracts and Custodial Accounts
5. National Life Group - Annuity Contracts and Custodial Accounts
6. Horace Mann - Annuity Contracts and Custodial Accounts
7. Security Benefit and Oppenheimer Funds - Annuity Contracts and Custodial Accounts
8. Modern Woodman and Putnam Investments - Annuity Contracts and Custodial Accounts
9. Variable Annuity Life Insurance Company (VALIC) and Jackson National Life (Life Insurance Company of Georgia) - Annuity Contracts and Custodial Accounts

ADMINISTRATIVE FUNCTION DELEGATION. The administrative functions listed below are delegated as shown. *[Make at least one selection for each item below. Do not specify the Employer or the Plan Administrator (if the Plan Administrator is either the Employer or selected by the Employer) for any function involving discretion if the Plan intends to use the ERISA Safe Harbor Exemption (such as e., f. or g.).]*

	Employer	Plan Administrator	Vendor	Other (Specify)
a. Determining employee eligibility to participate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Determine participant vested percentages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Determining whether deferrals comply with plan limits and are correctly calculated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Determining accuracy of matching contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Determining whether hardship distributions and loans (if any) comply with plan requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> TPA
f. Make determinations regarding rollovers and transfers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> TPA
g. Determining the status of domestic relations orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> TPA
h. Determining whether the plan complies with Code §403(b), taking into account the rules concerning Related Employers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Determining employer status (e.g., type of employer, related employer status, QCCO status)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Remitting contributions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Delivery of participant notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Maintain employee records	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
m. Review and process claims	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
n. Communication with vendor(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Describe: <u>Delegated to: planwithease.com; Services Performed: Administrative services as outlined in the planwithease.com services agreement.</u>				
<i>[On line o. enter other delegated functions and the parties to whom they are delegated, or specify restrictions which apply to one or more functions (e.g., the Vendor will determine if a participant qualifies for a hardship distribution but the Plan Administrator will determine whether loans exceed Code limitations).]</i>				

Effective Date of this Appendix D: _____

**403(b) ADOPTION AGREEMENT
ADMINISTRATIVE PROCEDURES ADDENDUM**

The following are optional administrative provisions. The Plan Administrator may implement procedures that override any elections in this Section without a formal Plan amendment. In addition, modifications to these procedures will not affect an Employer's reliance on the Plan.

- API. PLAN LOAN PROVISIONS (7.06).** Note: For plans subject to ERISA, the loan program required by the DOL will override any inconsistent selections made below. (Complete this question only if loans to Participants are permitted (i.e., if option 43(b) of the Adoption Agreement has been selected). Choose all that apply
- (a) **Limitation of Loan Amount.** A Participant (Choose (1) or (2)):
 (1) May not borrow less than \$1,000 in any single loan.
 (2) May not borrow less than \$_____ (not more than \$1,000) in any single loan.
- (b) **Loan Interest Rate.** The interest rate on a Plan loan will be a commercially reasonable rate established by the Administrator unless this option (b) is selected ((Choose (1) or (2)):
 (1) **Prime plus.** Fixed at _____% (insert percentage) above Wall Street Journal's published prime rate.
 (2) **Specified rate:** _____.
- (c) **Home loan term.** The Plan does not permit the term of a loan to exceed 5 years unless this option (c) is selected. If selected, the maximum loan term for a loan used to acquire a Participant's principal residence will be (Choose (1) or (2)):
 (1) up to 15 years.
 (2) up to _____ years.
- (d) **Leaves of absence.** The Plan does not suspend loan payments for any leave of absence unless selected below. If selected, a loan may be suspended for a period of up to one year following an approved leave of absence. or, in the case of a military leave of absence up to the length of military leave. The Plan Administrator will allow suspense of loan payments for the following reasons (Choose one or more of (1)(a) and (2)(a)):
 (1) **Military**
 a. A Participant may suspend loan payments for military leave.
 (2) **Non-military**
 a. A Participant may suspend loan payments for non-military leave.
- (e) **Loan payments.** Loans are repaid by (if left blank, then payroll deduction applies unless a Participant is not subject to payroll):
 (1) payroll deduction for those Participants who are on the Employer's payroll
 (2) ACH (Automated Clearing House)
 (3) check
 a. Only for prepayment
- (f) **Refinancing.** Loan refinancing is not permitted unless option (1) is selected.
 (1) **Loan refinancing is permitted.** A refinance for purposes of the limit on number of loans is (Choose a. or b.):
 a. Not treated as an additional loan.
 b. Treated as an additional loan.
- (g) **Purpose** (Choose (1) or (2)):
 (1) Any reasonable purpose.
 (2) May not borrow except for: _____
- (h) **Account ordering.** Loan will come first from (Roth, pre-tax deferrals or other accounts): (Choose (1) through (3)):
 (1) Participant's choice.
 (2) Plan Administrator's choice.
 (3) As follows:
 a. first: _____
 b. second: _____
 c. third: _____
- (i) **Directed/general Plan investment** (Choose (1) or (2)):
 (1) Directed.
 (2) General.
- (j) **Charges.** (Choose (1) or (2)):
 (1) apply to borrower's account.
 (2) apply to overall Plan or Employer pays.

- (k) **Loan acceleration.** Upon the following (*Choose one or more of (1) and (2)*):
 - (1) Separation/severance. Not applicable to parties in interest (if Plan is subject to ERISA). All outstanding loan balances will become due and payable in their entirety upon severance of employment unless directly rolled over (if otherwise permitted) to another employer's plan.
 - (2) Plan termination.
- (l) **Loan Default.** (*Choose one or more of (1) through (3)*):
 - (1) Grace period. (*Choose a. or b.*):
 - a. Maximum grace period applies.
 - b. No grace period.
 - (2) Includes false statements
 - (3) No new loan if (*Choose a. or b.*):
 - a. Current default.
 - b. Current or prior default.
- (m) **Terminated employees.** Loans to terminated employees (*Choose (1) or (2)*):
 - (1) are allowed
 - (2) are not allowed
- (n) **Limit on number of loans.** There is no limit on the number of outstanding loans a Participant may have unless this option (n) is selected (*Choose (1) or (2)*):
 - (1) One
 - (2) Specify: _____
- (o) **Limitation on sources.** A Participant may only take a loan from the accounts attributable to the following accounts subject to limitations of the Investment Arrangement Documentation: (*Choose one or more of (1) through (8) as applicable.*)
 - (1) Pre-Tax Elective Deferrals
 - (2) Roth Elective Deferrals
 - (3) Matching Contributions (including any Safe Harbor Matching Contributions and Additional Matching Contributions)
 - (4) Nonelective Contributions (including any Safe Harbor Nonelective Contributions)
 - (5) Rollovers
 - (6) Mandatory Employee Contributions
 - (7) Employee (after-tax) Contributions
 - (8) Describe: _____ (specify account(s) and conditions in a manner that is definitely determinable and not subject to Employer discretion; i.e., Unmatched Elective Deferrals.)

AP2. **PARTICIPANT DIRECTION OF INVESTMENT (7.03(B)).** The Plan permits Participant direction of investment unless selected below (*Choose one of (a) or (b); choose c. or d. if applicable*):

- (a) **Does not permit.** The Plan does not permit Participant direction of investment of any Account.
- (b) **Permitted.** The Plan permits Participant direction of investments.

Options (If direction of investments is permitted, select all that apply; leave blank if none apply)

- (c) **ERISA Section 404(c).** It is intended that the Plan comply with ERISA Section 404(c) with respect to the Accounts subject to Participant investment directions.
- (d) **QDIA.** Plan will include a qualified default investment alternative.

AP3. **ELECTIVE DEFERRAL PROCEDURES.** Participants may commence Elective Deferrals on the effective date of participation.

Subsequent elections. Participants may modify or make new Elective Deferral elections:

- (a) as of each payroll period
- (b) on the first day of each month
- (c) on the first day of each Plan Year quarter
- (d) on the first day of the Plan Year or the first day of the 7th month of the Plan Year
- (e) other: at any time (must be at least once each calendar year)

Irregular pay (e.g., bonuses). Unless the Administrator has implemented separate procedures or selected below, a Participant is permitted to make a separate Elective Deferral election for irregular pay and the Participant's existing Elective Deferral election will not apply to such irregular pay.

- (f) A Participant's existing Elective Deferral election will apply to irregular pay (provided such irregular pay is Compensation for Elective Deferral purposes) unless the Participant makes a different Elective Deferral election for such irregular pay.
- (g) A Participant is not permitted to make a separate Elective Deferral election for irregular pay and the Participant's existing Elective Deferral election will apply to such irregular pay (provided such irregular pay is Compensation for Elective Deferral purposes).

Escalation (leave blank if not applicable)

(h) Include option on Elective Deferral Agreement for Participants to elect to automatically escalate an Affirmative Election in accordance with the following:

Escalation amount. A Participant's Affirmative Election will increase by:

- (1) _____ % of Compensation
a. up to a maximum of _____ % of Compensation (leave blank if no limit)
(2) other: _____

Timing of escalation. The escalation will apply as of:

- (3) first day of each Plan Year
(4) anniversary of date of participation
(5) other: _____

Suspended Elective Deferrals. If a Participant's Elective Deferrals must be suspended pursuant to a provision of the Plan (e.g., due to a safe harbor hardship distribution or distribution due to military leave covered by the HEART Act), then a Participant is deemed to have made as of the date the suspension period begins, an Affirmative Election to have no Elective Deferrals made to the Plan unless otherwise selected below.

- (i) the Participant's Affirmative Election will resume after the suspension period.
(j) the Participant is deemed to have no Affirmative Election after the suspension period (e.g., for purposes of applying any Automatic Deferral provisions).

Lapse of Affirmative Elections. Affirmative Elections will remain in effect until revoked or modified by a Participant unless selected below.

- (k) Affirmative Elections lapse at the end of each Plan Year.

AP4. **BENEFICIARY HARDSHIP DISTRIBUTION.** Hardship distributions for the qualifying expenses of a Participant's Beneficiary (Section 6.07(C)) are not permitted unless selected below:

- (a) Hardship distributions for the qualifying needs of the Participant's Beneficiary are permitted.

AP5. **ROLLOVER CONTRIBUTIONS (3.08, 7.04(A)(1)).** (Complete this question only if 44(b) has been selected)

Eligibility. Rollovers may be accepted from all Participants who are Employees as well as the following (select all that apply; leave blank if not applicable)

- (a) From pre-participation Eligible Employees.
(b) From Participants who are Former Employees.

Source. Rollovers will be accepted from the following (Choose all that apply):

- (c) Eligible 403(b) plans.
(d) Eligible 401(a) plans (including a 401(k) plan).
(e) Eligible 457(b) plans of governmental employers.
(f) IRAs.

How to Clean and Disinfect Schools to Help Slow the Spread of Disease

1. Know the difference between cleaning, disinfecting, and sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

2. Clean and disinfect surfaces and objects that are touched often

Follow your school's standard procedures for routine cleaning and disinfecting. Typically, this means the daily sanitizing of surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. Some schools may also require daily disinfecting of these items. Standard procedures often call for disinfecting specific areas of the school, like bathrooms.

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with bodily fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

3. Simply do routine cleaning and disinfecting

It is important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

4. Clean and disinfect correctly

Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs.

If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label

directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant. Disinfection usually requires the product to remain on the surface for a certain period of time (e.g., letting it stand for 3 to 5 minutes).

Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

5. Use products safely

Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions.

Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.

Ensure that custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use. This might require that instructional materials and training be provided in other languages.

6. Handle waste properly

Follow your school's standard procedures for handling waste, which may include wearing gloves. Place no-touch waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

Coronavirus: A Guide for Schools

General Prevention Guidelines

The following recommendations are urged to prevent the spread of coronavirus (COVID-19):

- Wash hands often with soap, warm water, and disposable paper towels.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough with your elbow or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

School-Specific Recommendations

In addition to standard disease prevention procedures, the following recommendations are encouraged to prevent the spread of coronavirus (COVID-19) in schools:

- Keep a supply of alcohol-based hand sanitizer and sanitizing wipes.
- Avoid the use of water fountains.
- Opt for elbow bumps rather than handshakes or high-fives.
- Consider alternatives to physical education instead of contact sports and activities.
- Avoid the use of shared play spaces, such as sandboxes and ball pits.
- Prioritize cleanliness and discourage sharing of equipment during activities such as band.
- Sterilize playground and gym equipment often.
- Teach good hand-washing practices and implement frequently.
- Sterilize student desks, doorknobs, and other frequently touched and shared classroom items (i.e. staplers, pencil sharpeners) each day.
- When possible, encourage online assignment submissions instead of paper.
- Provide reminders in daily announcements about preventing the spread of germs and illnesses.
- Encourage children not to share personal items.

Recommendations for School Personnel

School personnel evaluating and in contact with students with symptoms of coronavirus (COVID-19) in schools should take the following precautions:

- Wear appropriate gloves and mask when it is reasonably anticipated that there may be hand contact with droplets and when handling or touching contaminated items or surfaces. Wash hands immediately or as soon as feasible after removing gloves.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets pose a hazard to the eye, nose, or mouth.
- Quarantine students with symptoms until a parent arrives for early dismissal. Designate a quarantine area with limited foot traffic and away from other students.
- Protect personally identifiable student information in accordance with FERPA.
- Increase disinfection protocols.
- Stress importance of personnel and students to stay home if they are sick or have been caring for someone sick.

- Encourage staff to promote social distance by not overcrowding meeting spaces such as conference rooms and vestibules.
- Establish system of communication with parents for updates and reminders.
- Establish point of contact with your local health department and coordinate on reporting procedures and trends in absenteeism (including staff and school bus drivers).
- Coordinate with the Tennessee Department of Health on reporting procedures and trends in illness-related work absences.
- Monitor CDC website for any changes in status.
- Update student and staff contact information as well as emergency contact lists.
- Develop cross-training of essential personnel for continuity of operations.
- Encourage online communication rather than in-person parent and staff meetings when possible.
- Keep a record of students with symptoms and their movements (i.e. whether they rode the bus to school, attend before/after school programs) and be prepared to provide this information to the health department.

Establish Procedures for Students and Staff who are Sick at School

- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Keep sick students and staff separate from well students and staff until they can leave.
- Remember that schools are not expected to screen students or staff to identify cases of COVID-19. The majority of respiratory illnesses are not COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
- Share resources with the school community to help families understand when to keep children home.

Waiver and School Closure Guidance

- Each school in Tennessee must complete 180 days of classroom instruction. Schools that exceed the full 6½ hours of instructional time required by law by ½ hour daily for the full academic year are credited with the additional instructional time. The excess instructional time of up to 13 instructional days each year, may be applied toward meeting instructional time requirements missed due to dangerous or extreme weather conditions or serious outbreaks of illness.
- In the event of a natural disaster or serious outbreaks of illness affecting or endangering students or staff during a school year, the law authorizes the commissioner of education to waive for that school year the requirement of 180 days of classroom instruction
- We will be working with school districts on a case by case basis if the need arises.

Additional Resources

- Centers for Disease Control Coronavirus webpage: <https://www.cdc.gov/coronavirus/>
- Tennessee Department of Health: <http://www.tn.gov/health.html>
- TN Department of Health Coronavirus webpage: <http://www.tn.gov/health/cedep/ncov.html>
- TN Department of Health news page: <http://www.tn.gov/health/news/>

Coronavirus FAQ for Parents

Tennessee Department of Health has launched a Tennessee Coronavirus Public Information Line in partnership with the Tennessee Poison Center. The hotline number is **877-857-2945** and will be available from 10 a.m. to 10 p.m. CT daily.

How does the coronavirus (COVID-19) spread?

The spread pattern appears to mirror those of the common cold or flu. The virus is thought to spread mainly from person-to-person, generally between people who are in close contact with one another (within about 6 feet).

This spread appears to occur through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

What are the primary symptoms of the virus? What should I be looking for?

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of breath

What should I do if my child or someone in my family is exhibiting symptoms?

Call ahead to a healthcare professional if you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, and have been in close contact with a person known to have COVID-19 or if you live in or have recently traveled to an area with ongoing spread. Tell your healthcare professional about your recent travel or contact. Your healthcare professional will work with your state's public health department to determine if you need to be tested for COVID-19.

Can someone spread the virus without being sick?

People are thought to be most contagious when they are most symptomatic (the sickest). Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Are children more at risk for the coronavirus and how should infection be prevented?

No, according to the health officials, there is no evidence that children are more susceptible. In fact, most confirmed cases of COVID-19 reported from China have occurred in adults. Read more [here](#).

Children should engage in usual preventive actions to avoid infection, including cleaning hands often using soap and water or alcohol-based hand sanitizer, avoiding people who are sick, and staying up to date on

vaccinations, including influenza vaccine.

What other precautions should we take?

Health officials recommend everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Should my child wear a facemask?

It is not recommended that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19. Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).

Should I continue sending my child to school and after school activities?

As always, if your child is sick, they should stay home until they are symptom-free and/or fever-free for a full 24, hours, without the use of fever reducing medication. But as Tennessee Department of Health officials have stated, the risk to the general public continues to be low.

How is the decision made for a school to close?

Districts will work with local health officials to make closure and dismissal decisions. If a determination is made a school must close, the school will seek specific guidance from local health officials to determine if, when, and for how long to take these steps.

If my school must close, will remote learning be an option? Or will my school have to add days on to the end of the school year?

Schools and districts have been reviewing their e-learning plans and options. Each school in Tennessee must complete 180 days of classroom instruction. Schools that exceed the full 6½ hours of instructional time required by law by ½ hour daily for the full academic year are credited with the additional instructional time. The excess instructional time of up to 13 instructional days each year, may be applied toward meeting instructional time requirements missed due to dangerous or extreme weather conditions or serious outbreaks of illness. Most schools in Tennessee accumulate 13 stockpile days. In addition, in the event of a natural disaster or serious outbreaks of illness affecting or endangering students or staff during a school year, the law authorizes the commissioner of education to waive for that school year the requirement of 180 days of classroom instruction. We will be working with school districts on a case by case basis if the need arises.

What are our schools doing related to prevention and preparation?

Schools and childcare services have received guidance from state and federal health care officials to help them plan and prepare if COVID-19 does appear in their community. This includes common sense precautions like handwashing practices, environmental cleaning and sharing resources. Read more [here](#). Schools where a COVID-19 case has appeared will work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure and take immediate action to prevent the spread.

Emergency Plans and Procedures Best Practices for Schools

- Review, Update, and Implement Emergency Operations Plans (EOPs)
 - Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). Effective strategies build on everyday school policies and practices.
 - Ensure the plan emphasizes common-sense preventive actions for students and staff. For example, emphasize actions such as staying home when sick; appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often.
 - Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Develop Information-sharing systems with partners.
 - Information-sharing systems can be used for day-to-day reporting (on information such as changes in absenteeism) and disease surveillance efforts to detect and respond to an outbreak.
 - Local health officials should be a key partner in information sharing.
- Monitor and plan for absenteeism
 - Review the usual absenteeism patterns at your school among both students and staff.
 - Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the flu, which have symptoms similar to symptoms of COVID-19).
 - Review attendance and sick leave policies. Encourage students and staff to stay home when sick. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
 - Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
 - Determine what level of absenteeism will disrupt continuity of teaching and learning.
- Establish procedures for students and staff who are sick at school
 - Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
 - Keep sick students and staff separate from well students and staff until they can leave.
 - Remember that schools are not expected to screen students or staff to identify cases of COVID-19. The majority of respiratory illnesses are not COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
 - Share resources with the school community to help families understand when to keep children home.
- Perform routine environmental cleaning
 - Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.
- Create communications plans for use with the school community
 - Include strategies for sharing information with staff, students, and their families.
 - Include information about steps being taken by the school or childcare facility to prepare, and how additional information will be shared.

Additional Guidance for School-Hosted Events

Review the existing emergency operations plans for your venues

Meet with the emergency operations coordinator or planning team at your venues.

- Discuss the emergency operations plans and determine how they may impact aspects of your events, such as personnel, security, services and activities, functions, and resources.
- Work with the emergency operations coordinator or planning team to prepare for the key prevention strategies outlined in this guidance.
- Develop a contingency plan that addresses various scenarios described below which you may encounter during a COVID-19 outbreak.

Establish relationships with key community partners and stakeholders.

- Include relevant partners such as the local public health department, community leaders, faith-based organizations, vendors, suppliers, hospitals, hotels, airlines, transportation companies, and law enforcement.
- Collaborate and coordinate with them on broader planning efforts.
- Clearly identify each partner's role, responsibilities, and decision-making authority.
- Contact your local public health department for a copy of their outbreak response and mitigation plan for your community.
- Participate in community-wide emergency preparedness activities.

Address key prevention strategies in your emergency operations plan

Promote the daily practice of everyday preventive actions. Use health messages and materials developed by credible public health sources such as your local public health department or CDC to encourage your event staff and participants to practice good personal health habits. Promote everyday preventive actions to help prevent the spread of COVID-19, which include:

- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean frequently touched surfaces and objects daily.

Provide COVID-19 prevention supplies at your events. Plan to have extra supplies on hand for event staff and participants, including sinks with soap, hand sanitizers, tissues, and disposable facemasks (for persons who start having symptoms).

Note: Disposable facemasks should be kept on-site and used only if someone (worker or attendee) becomes sick at your event. Those who become sick should be immediately isolated from staff and participants who are not sick and given a clean disposable facemask to wear.

Plan for staff absences. Develop flexible attendance and sick-leave policies. Event staff need to stay home when they are sick, or they may need to stay home to care for a sick household member or care for their children in the event of school dismissals. Identify critical job functions and positions and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing).

Promote messages that discourage people who are sick from attending events. This should include messages requesting that people leave events if they begin to have symptoms of COVID-19, which include fever, cough, and shortness of breath. They should seek medical advice promptly by calling ahead to a doctor's office or emergency room to get guidance. See CDC guidance on [what to do when sick with COVID-19](#).

If possible, identify a space that can be used to isolate staff or participants who become ill at the event. Designate a space for staff and participants who may become sick and cannot leave the event immediately. Work with partners, such as local hospitals, to create a plan for treating staff and participants who do not live nearby. Include a plan for separating and caring for vulnerable populations.

Plan ways to limit in-person contact for staff supporting your events. Several ways to do this include offering staff the option to telework if they can perform their job duties off-site, using email, and conducting meetings by phone or video conferencing. Reduce the number of staff needed such as staggering shifts for staff who support essential functions and services during events.

Develop flexible refund policies for participants. Create refund policies that permit participants the flexibility to stay home when they are sick, need to care for sick household members, or are at high risk for complications from COVID-19.

Identify actions to take if you need to postpone or cancel events. Work closely with local public health officials to assess local capacities in the area. During a COVID-19 outbreak, resource limitations among local healthcare systems and/or law enforcement can influence the decision to postpone or cancel your events. If possible, plan alternative ways for participants to enjoy the events by television, radio, or online.

Communicate about COVID-19

Update and distribute timely and accurate emergency communication information. Identify everyone in your chain of communication (for example, event staff, participants, suppliers, vendors, and key community partners and stakeholders) and establish systems for sharing information with them. Maintain up-to-date contact information for everyone in the chain of communication. Identify platforms, such as a hotline, automated text messaging, and a website to help disseminate information.

Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Information you share should be easily understood by everyone attending the events.

Put your emergency operations and communication plans into action

Stay informed about the local COVID-19 situation. Get up-to-date information about local COVID-19 activity from public health officials. Be aware of temporary school dismissals in your area because these may affect event staff.

Note: Early in the outbreak, local public health officials may recommend schools dismiss temporarily.

Communicate frequently with those in your communication chain. Update key community partners and stakeholders regularly. Share information about how you and the emergency operations coordinator or planning team for the venues are responding to the outbreak.

Distribute health messages about COVID-19 to event staff and participants. Continue to promote everyday preventive actions. Offer resources to event staff and participants that provide reliable COVID-19 information. Address the potential fear and anxiety that may result from rumors or misinformation.

Note: Use culturally appropriate messages, materials, and resources.

Provide COVID-19 prevention supplies to event staff and participants. Ensure that your events have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants. Clean frequently touched surfaces and objects with detergent and water prior to disinfection, especially surfaces that are visibly dirty.

- For disinfection, review this list of [products with EPA-approved emerging viral pathogens claims](#) maintained by the American Chemistry Council Center for Biocide Chemistries (CBC). Follow the manufacturer's instructions for all cleaning and disinfection products.

Consider alternatives for event staff and participants who are at high risk for complications from COVID-19. Currently, older adults and persons with underlying health conditions are considered to be at increased risk for severe illness and complications from COVID-19. Event organizers can consider reassigning duties for high-risk staff to have minimal contact with other persons. People in high-risk groups should consult with their healthcare provider about attending large events. Consider providing refunds to event participants who are unable to attend because they are at high risk and/or provide information on alternative viewing options.

Implement flexible staff attendance and sick-leave policies (if possible). Require staff to stay home if they are sick or caring for a sick household member. Allow staff to work from home when possible. Notify staff when you plan to implement COVID-19 leave policies. Provide instructions about how and when to safely return to work.

Note: Consider asking staff who get sick with COVID-19 symptoms to avoid contact with others and to seek medical advice.

Separate those who become sick at your event from those who are well. Establish procedures to help sick staff or participants leave the event as soon as possible. If any staff member or participant becomes sick at your event, separate them from others as soon as possible. Provide them with clean, disposable facemask to wear, if available. Work with the local public health department and nearby hospitals to care for those who become sick. If needed, contact emergency services for those who need emergency care. Public transportation, shared rides, and taxis should be avoided for sick persons, and disposable facemasks should be worn by persons who are sick at all times when in a vehicle. Read more about preventing the spread of COVID-19 if someone is sick.

*Note: Providing a sick staff member or event participant with a disposable facemask to wear does **not** replace the need for that person to leave as soon as possible, stay home, and seek medical advice. Wearing a disposable facemask in the workplace or while participating in a large event is not a sufficient infection control measure.*

Determine the need to postpone or cancel your events

Put into action strategies for postponing or canceling your events. Work closely with the emergency operations coordinator or planning team for your venues and with local public health officials to discuss the criteria you will use to postpone or cancel your event(s). Immediately alert event staff and participants if your event(s) has been postponed or canceled and inform them of your COVID-19 outbreak (or emergency) refund policy and re-ticketing options.

Update everyone in your communication chain about when your events will occur if postponed or canceled. Let event participants know whether new tickets can be obtained and when.

Evaluate the effectiveness your emergency operations and communication plans

Meet with the emergency operations coordinator or planning team for your venues to discuss and note lessons learned. Gather feedback from event staff, participants (if possible), community partners, and stakeholders to improve plans. Identify any gaps in the plans and any needs you may have for additional resources.

Maintain and expand your planning team. Look for ways to expand community partnerships. Identify agencies or partners needed to help you prepare for infectious disease outbreaks in the future and try to add them to your planning team.

Guidance for Schools

Coronavirus Preparation and Prevention

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8. Follow Cleaning Protocols
9. Communicate with Your Community
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Health-Related School Decision-Making

Local Districts should work with Local Health Officials

- Tennessee Department of Health and local health departments will continue to lead in this work.
- Health-related school decision-making resides at the local level.
- The Department of Education is committed to providing up-to-date information and guidance to help districts make the best possible decisions for their schools, students, and communities.

Plan and Prepare

Review, update, and implement emergency operations plans

- Review current local emergency operations plans.
- To prepare for possible community transmission of COVID-19 (*Coronavirus*), the most important thing for schools to do now is **plan and prepare**. As the global outbreak evolves, schools should prepare for the possibility of community-level outbreaks. Schools want to **be ready** if COVID-19 does appear in their communities.
- **This should be done in collaboration with local health departments and other relevant partners.** Focus on the components, or annexes, of the plans that address infectious disease outbreaks.

Use Common Sense

"Simple actions like washing your hand make all the difference," Governor Bill Lee

- Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). Effective strategies build on everyday school policies and practices.
- **Wash hands with soap for over 20 seconds, use hand sanitizer with at least 60% alcohol if soap and water are unavailable.**
- Ensure the plan emphasizes common-sense preventive actions. Emphasize actions such as staying home when sick; appropriately covering coughs and sneezes; and cleaning frequently touched surfaces.

Health Officials Can Support

Use the resources available

- The CDC, The American Academy of Pediatrics, and the Tennessee Department of Health can help.
- CDC has workplace resources such as posters with messages for staff about [staying home when sick](#) and how to [avoid spreading germs at work](#).
- Learn more about the disease at the [Tennessee Department of Health](#).
- The American Academy of Pediatrics provides information on [germ prevention strategies](#) and [reducing the spread of illness in childcare settings](#).

Share Information

Communication is Key

- Develop information-sharing systems with partners.
- Information-sharing systems can be used for day-to-day reporting (on information such as changes in absenteeism) and disease surveillance efforts to detect and respond to an outbreak.
- **Talk with your local partners.** Local health officials should be a key partner in information sharing.

Monitor and Plan for Absenteeism

"Stay home if you're sick," Health Commissioner Lisa Piercey

- Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the "flu," which have symptoms like symptoms of COVID-19).
- **Discourage the use of perfect attendance awards and incentives.**
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick. Use flexibility, when possible, to allow staff to stay home to care for sick family members.

Establish Procedures for Sick People at School

"Don't touch your eyes, nose or mouth," Health Commissioner Lisa Piercey

- Ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- **Keep sick students and staff separate from well students and staff until they can leave.**
- **Schools are not expected to screen students or staff to identify cases of COVID-19.** Most respiratory illnesses are not COVID-19. If a school has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.

Follow Cleaning Protocols

Perform routine environmental cleaning

- Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used.
- **Use all cleaning products according to the directions on the label.**
- Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.

Communicate with your Community

Create communications plans for use with the school community

- Include strategies for sharing information with staff, students, and their families.
- Include information about steps being taken by the school or childcare facility to prepare, and how additional information will be shared.
- **Review CDC's guidance for businesses and employers.** Review this CDC [guidance](#) to identify any additional strategies the school can use, given its role as an employer.

Share the Facts

Consider sharing the following fact sheets and information sources

- Information about COVID-19 available through [state](#) and local health departments
- **General CDC fact sheets to help staff and students' families understand COVID-19 and the steps they can take to protect themselves:**
 - [*What you need to know about coronavirus disease 2019 \(COVID-19\)*](#)
 - [*What to do if you are sick with coronavirus disease 2019 \(COVID-19\)*](#)
 - [*Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19*](#)
- CDC Information on [COVID-19 and children](#)
- CDC information for staff, students, and their families who have recently traveled back to the United States from areas where CDC has identified community spread of coronavirus:
 - A list of countries where community spread of COVID-19 is occurring can be found on the CDC webpage: [*Coronavirus Disease 2019 Information for Travel*](#)

Guidance for Schools

Coronavirus Preparation and Prevention

Handwashing Best Practices

Handwashing is one of the best ways to protect yourself and your family from getting sick.

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to Use Hand Sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

English: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

Spanish: https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet_esp-508.pdf

Student Transportation

Viral Infection Control Tips for School Buses

The tips below can help prevent the spread of pathogens (germs) that cause infectious diseases on school buses. It also includes protocols that help reduce asthma triggers and maintain indoor environmental quality.

Cleaning and Disinfecting

The U.S. Centers for Disease Control and Prevention (CDC) provides the following guidance on the difference between cleaning and disinfecting:

- Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Best Practices

- Train those that plan to clean the bus and only use products that are supplied by your school's transportation or custodial/maintenance department and do not bring in products from home.
- Read and follow all product label instructions before using any cleaning or disinfecting product, as directions may vary. When disinfecting be sure to follow the directions regarding the time the product must remain wet on the surface (dwell time) and rinsing procedures, if necessary.
- Drivers should refer to their blood borne pathogens training to take special precautions and correct handling procedures if there is a blood or other bodily fluid incident.

Preventing the Spread of Infection

Cleaning and targeted disinfecting are part of a broad approach to helping prevent the spread of pathogens (germs) that cause infectious diseases on school buses. Use these everyday tips to help slow the spread of flu and other infectious diseases.

- Cover your nose and mouth with a tissue when you cough or sneeze and throw the tissue in the trash after use. Cough or sneeze into your elbow if a tissue is not available.
- Wash your hands with soap and water prior to and after driving the school bus. If soap and water are not available, use an alcohol-based hand sanitizer and wash as soon as possible.
- Avoid touching your eyes, nose, or mouth. These provide pathways through which microbes (germs) can enter your body. Try to avoid close contact with sick people.
- While sick, limit contact with others as much as possible to keep from infecting them. If you are sick, the CDC recommends that you stay home for at least 24 hours after your fever is gone.

Additional Resources

CDC – School Guidance Tips: <https://www.cdc.gov/flu/school/guidance.htm>

CDC – Handwashing Tips: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Field Trip Request Form**General Info**

User **LINDA LANE**
 Building **MADISON ACADEMIC HIGH**
 Job Title **REG ED HS TEACHER SOCIAL STUDI**
 Submitted **2/28/2020 5:05 pm**
 Dates **4/27/2020 to 5/5/2020**
 Reference ID **D19721-A0-L86763872**
 Select your department **ACADEMICS**

Field Trip Information

Destination (Include specific address) **Anchorage, Alaska**
 Educational Objective of Trip: **Compete at the United States Academic Decathlon competition as the Tennessee state champion.**

Dates/Times/Location

Date Students will Depart: **4/27/2020**
 Time Students will Depart: **approximately 5:45 a.m.**
 Date Students will Return: **5/5/2020**
 Time Students will Return: **approximately 10:00 a.m.**

Vehicle

Students will travel by: (If you are traveling by bus, please upload and attach the bus request form.) **school system vehicles to the airport, planes to and from Anchorage, rental vehicles while in Anchorage**

Chaperones

School Employee Chaperones: **Linda Lane, head coach Tiffany Soriano, assistant coach**
 Non-school Employee Chaperones:
 Number of Students Attending: **11**
 Students needing Nurse/Medical or Special Ed Bus: **none**
 Total number of chaperones that will accompany the trip: **2**

Expense

Personal expense for each student: **approximately 2-3 meals, any money for snacks/souvenir**
 Parents have been notified they are not required to pay this fee: **YES**
 NO

Supporting Documentation

Please attach files here:

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
GUTHRIE, CHADWICK	PRIOR	APPROVED	3/2/2020 7:55 am
KIRKBRIDE, RYAN	PRIOR	PENDING	
WILSON, ANNETTE	PRIOR		
WASHINGTON, THOMAS	PRIOR		
CHANDLER, WILLARD	PRIOR		
GUTHRIE, CHADWICK	FINAL		

Expenses

Description	Requested	Approved	Final
Transportation	\$0.00	-----	-----
Mileage	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Totals	\$0.00		

Field Trip Request Form

General Info

User **LINDSEY PATTERSON**
 Building **MADISON ACADEMIC HIGH**
 Job Title **REG ED HS TEACHER ELECTIVE**
 Submitted **3/3/2020 1:39 pm**
 Dates **3/11/2020 to 3/15/2020**
 Reference ID **D19721-A0-L86942845**
 Select your department **ACADEMICS**

Field Trip Information

Destination (Include specific address) **Mobile, AL Convention Center One South Water St., Mobile, AL**
 Educational Objective of Trip: **to participate in the ACDA NATIONAL Honor Choir rehearsals and concert.**

Dates/Times/Location

Date Students will Depart: **3/11/2020**
 Time Students will Depart: **7:00 am**
 Date Students will Return: **3/15/2020**
 Time Students will Return: **3:00 pm**

Vehicle

Students will travel by: (If you are traveling by bus, please upload and attach the bus request form.) **school system vehicle**

Chaperones

School Employee Chaperones: **Lindsey Patterson**
 Non-school Employee Chaperones: **Tasha Moore**
 Number of Students Attending: **2**
 Students needing Nurse/Medical or Special Ed Bus: **none**
 Total number of chaperones that will accompany the trip: **2**

Expense

Personal expense for each student: **\$150**
 Parents have been notified they are not required to pay this fee: **YES**
 NO

Supporting Documentation

Please attach files here: **ACDA - Unit_Plan_ACDA_nationals.doc (24k)**

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
GUTHRIE, CHADWICK	PRIOR	APPROVED	3/3/2020 1:44 pm
KIRKBRIDE, RYAN	PRIOR	PENDING	
WILSON, ANNETTE	PRIOR		
WASHINGTON, THOMAS	PRIOR		
CHANDLER, WILLARD	PRIOR		
GUTHRIE, CHADWICK	FINAL		

Log Details

Type	Date	Description
Form Resubmitted	3/3/2020 1:39 pm	This form was revised on 3/3/2020 by L PATTERSON. View Original Form

Expenses

Description	Requested	Approved	Final
Transportation	\$0.00	-----	-----
Mileage	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Totals	\$0.00		

Field Trip Request Form

General Info

User JEFFREY REPLOGLE
 Building NORTH SIDE HIGH
 Job Title VOCATIONAL TEACHER
 Submitted 2/12/2020 11:14 am
 Dates 4/19/2020 to 4/22/2020
 Reference ID D19721-A0-L85879918
 Select your department CTE

Field Trip Information

Destination (Include specific address) Chattanooga TN, SkillsUSA Competition
 Educational Objective of Trip: SkillsUSA Competition, state competitions for students.

Dates/Times/Location

Date Students will Depart: 4/19/2020
 Time Students will Depart: 9:00 am
 Date Students will Return: 4/22/2020
 Time Students will Return: 3:00 pm

Vehicle

Students will travel by: (If you are traveling by bus, please upload and attach the bus request form.) Rental Vehicles

Chaperones

School Employee Chaperones: Adam Harris, Raymond Hopper, Matthew Hunt, Helen Brooks, Jeff Replogle
 Non-school Employee Chaperones: N/A
 Number of Students Attending: 14
 Students needing Nurse/Medical or Special Ed Bus: N/A
 Total number of chaperones that will accompany the trip: 5

Expense

Personal expense for each student: ~ 200.00
 Parents have been notified they are not required to pay this fee: YES
 NO

Supporting Documentation

Please attach files here: DE Lesson Plan - DE_Lesson_Plan.docx (42k)

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
BRIDGEMAN, JASON	PRIOR	APPROVED	2/18/2020 9:49 am
KIRKBRIDE, RYAN	PRIOR	PENDING	
WILSON, ANNETTE	PRIOR		
WASHINGTON, THOMAS	PRIOR		
CHANDLER, WILLARD	PRIOR		
BRIDGEMAN, JASON	FINAL		

Expenses

Description	Requested	Approved	Final
Transportation	\$0.00	-----	-----
Mileage	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Totals	\$0.00		

Field Trip Request Form

General Info

User PHILLIP BLANKENSHIP
 Building NORTH SIDE HIGH
 Job Title VOCATIONAL TEACHER 12 MONTHS
 Submitted 2/24/2020 9:32 am
 Dates 3/28/2020 to 4/1/2020
 Reference ID D19721-A0-L86599293
 Select your department CTE

Field Trip Information

Destination (Include specific address) Gatlinburg, TN
 Educational Objective of Trip: State FFA Convention and State FFA Competitions

Dates/Times/Location

Date Students will Depart: 3/28/2020
 Time Students will Depart: 9:00 am
 Date Students will Return: 4/1/2020
 Time Students will Return: 3:30 pm

Vehicle

Students will travel by: (If you are traveling by bus, please upload and attach the bus request form.) Van rental (2)

Chaperones

School Employee Chaperones: Wesley Blankenship Amanda Maness
 Non-school Employee Jackie Coburn Richie Bradford
 Chaperones:
 Number of Students Attending: 12
 Students needing 0
 Nurse/Medical or Special Ed
 Bus:
 Total number of chaperones that will accompany the trip: 4

Expense

Personal expense for each student: \$25 plus food expenses
 Parents have been notified they are not required to pay this fee: YES
 NO

Supporting Documentation

Please attach files here:

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
BRIDGEMAN, JASON	PRIOR	APPROVED	2/26/2020 6:12 pm
KIRKBRIDE, RYAN	PRIOR	PENDING	
WILSON, ANNETTE	PRIOR		
WASHINGTON, THOMAS	PRIOR		
CHANDLER, WILLARD	PRIOR		
BRIDGEMAN, JASON	FINAL		

Expenses

Description	Requested	Approved	Final
Transportation	\$0.00	-----	-----
Mileage	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Totals	\$0.00		

Supporting Documentation

Please attach files here: All State Honor Band - All_State_Honor_Band_Lesson_Plan.docx (13k)

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
TUCKER, ANITA	PRIOR	APPROVED	2/28/2020 7:41 am
KIRKBRIDE, RYAN	PRIOR	PENDING	
WILSON, ANNETTE	PRIOR		
WASHINGTON, THOMAS	PRIOR		
CHANDLER, WILLARD	PRIOR		
TUCKER, ANITA	FINAL		

Expenses

Description	Requested	Approved	Final
Transportation	\$0.00	-----	-----
Mileage	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Totals	\$0.00		

Field Trip Request Form

General Info

User: SUSAN WARREN
 Building: SOUTH SIDE HIGH
 Job Title: REG ED HS TEACHER MATH
 Submitted: 2/12/2020 9:42 am
 Dates: 3/27/2020 to 3/29/2020
 Reference ID: D19721-A0-L86406684
 Select your department: ACADEMICS

Field Trip Information

Destination (Include specific address): 802 Warrior Dirve, Murfreesboro, TN 37128
 Educational Objective of Trip: Southern Warrior Classic Softball Tournament

Dates/Times/Location

Date Students will Depart: 3/27/2020
 Time Students will Depart: 4:00 PM
 Date Students will Return: 3/29/2020
 Time Students will Return: 7:00 PM

Vehicle

Students will travel by: (If you are traveling by bus, please upload and attach the bus request form.) their parents

Chaperones

School Employee Chaperones: Susan Warren Jacob Wright Madison Beaird
 Non-school Employee Chaperones: Laura Vandiver Lanette Kuroda Amy Long
 Number of Students Attending: 16
 Students needing Nurse/Medical or Special Ed Bus: N/A
 Total number of chaperones that will accompany the trip: 15

Expense

Personal expense for each student: N/A
 Parents have been notified they are not required to pay this fee: YES
 NO

Supporting Documentation

Please attach files here:

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
TUCKER, ANITA	PRIOR	APPROVED	2/13/2020 8:18 am
KIRKBRIDE, RYAN	PRIOR	PENDING	
WILSON, ANNETTE	PRIOR		
WASHINGTON, THOMAS	PRIOR		
CHANDLER, WILLARD	PRIOR		
TUCKER, ANITA	FINAL		

Expenses

Description	Requested	Approved	Final
Transportation	\$0.00	-----	-----
Mileage	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Totals	\$0.00		

Field Trip Request Form**General Info**

User **LINDSEY PATTERSON**
 Building **MADISON ACADEMIC HIGH**
 Job Title **REG ED HS TEACHER ELECTIVE**
 Submitted **2/4/2020 12:20 pm**
 Dates **4/15/2020 to 4/17/2020**
 Reference ID **D19721-A0-L86205572**
 Select your department **ACADEMICS**

Field Trip Information

Destination (Include specific address) **Opryland Hotel and Convention Center 2800 Opryland Dr. Nashville, TN**
 Educational Objective of Trip: **to participate in the TN All-State rehearsals and concert.**

Dates/Times/Location

Date Students will Depart: **4/15/2020**
 Time Students will Depart: **8:00 am**
 Date Students will Return: **4/17/2020**
 Time Students will Return: **10:00 pm**

Vehicle

Students will travel by: (If you are traveling by bus, please upload and attach the bus request form.) **school system vehicle**

Chaperones

School Employee Chaperones: **Lindsey Patterson**
 Non-school Employee Chaperones: **Jennifer Hooper, Tasha Moore, Caroline Clements**
 Number of Students Attending: **11**
 Students needing Nurse/Medical or Special Ed Bus: **none.**
 Total number of chaperones that will accompany the trip: **4**

Expense

Personal expense for each student: **\$150**
 Parents have been notified they are not required to pay this fee: **YES**
 NO

Supporting Documentation

Please attach files here: **All-State - Unit_Plan_Madison_Chorus_All_State.doc (24k)**

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
GUTHRIE, CHADWICK	PRIOR	APPROVED	2/13/2020 7:52 am
KIRKBRIDE, RYAN	PRIOR	PENDING	
WILSON, ANNETTE	PRIOR		
WASHINGTON, THOMAS	PRIOR		
CHANDLER, WILLARD	PRIOR		
GUTHRIE, CHADWICK	FINAL		

Expenses

Description	Requested	Approved	Final
Transportation	\$0.00	-----	-----
Mileage	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Totals	\$0.00		

**JACKSON-MADISON COUNTY SCHOOL SYSTEM
MONTHLY HUMAN CAPITAL REPORT**

NEWLY HIRED EDUCATORS

	FIRST NAME	LAST NAME	LOCATION	POSITION	EFFECTIVE DATE	RACE	GENDER
1	CRAIG	PETTIGREW	NORTH SIDE	SPECIAL ED TEACHER-GP	02/18/2020	B	M
2	MELISSA	DITTMER-BENNETT	ROSE HILL	LIBRARIAN	02/03/2020	W	F
3	WHITNEY	GANT	EAST	SPECIAL ED TEACHER-GP	02/18/2020	W	F

EDUCATOR SEPARATIONS

	FIRST NAME	LAST NAME	LOCATION	POSITION	EFFECTIVE DATE	RACE	GENDER
1	KARA	DODD	COMMUNITY MONTESSORI	REG ED K-5 CLASSROOM TEACHER	02/07/2020	W	F
2	CHANDLER	WILSON	LIBERTY	REG ED HS TEACHER ENGLISH	02/07/2020	B	F
3	HANNAH	LIPSEY	ALEXANDER	REG ED K-5 CLASSROOM TEACHER	02/07/2020	W	F

NEWLY HIRED NON-CERTIFIED

	FIRST NAME	LAST NAME	LOCATION	POSITION	EFFECTIVE DATE	RACE	GENDER
1	JOEL	SCOTT	MAINTENANCE	MAINTENANCE-HELPER	02/10/2020	B	M
2	WILLIAM	MURCHISON	SUBSTITUTE EMPLOYEES	BUS DRIVER-REG ED SUBSTITUTE	02/13/2020	W	M
3	KAMREN	ROGERS	ISAAC LANE	REGULAR ED ASSISTANT	02/04/2020	B	M
4	GEORGE	MOSCHOVAS	SUBSTITUTE EMPLOYEES	BUS DRIVER-REG ED SUBSTITUTE	02/04/2020	W	M
5	NICOLE	BIGGS	ANDREW JACKSON	SPECIAL ED ASSISTANT-GP	02/18/2020	W	F
6	BRITTANY	COLOTTA	SUBSTITUTE EMPLOYEES	SUBSTITUTE TEACHER	02/28/2020	W	F
7	LISA	BROOKS	SUBSTITUTE EMPLOYEES	SUBSTITUTE TEACHER	02/28/2020	B	F
8	CONLEY	CLOUSE	SUBSTITUTE EMPLOYEES	SUBSTITUTE TEACHER	02/28/2020	W	F

NON-CERTIFIED SEPARATIONS

	FIRST NAME	LAST NAME	LOCATION	POSITION	EFFECTIVE DATE	RACE	GENDER
1	CATHY	KORNELSON	JCT	FOOD-CAFETERIA STAFF ASST	02/20/2020	W	F
2	VILISA	THORPE	JCT	FOOD-CAFETERIA STAFF ASST	02/19/2020	B	F
3	MORRIS	MERRIWEATHER	SCHOOL BOARD	SCHOOL BOARD MEMBER	02/18/2020	B	M
4	SHELDON	DAWSON, JR	LIBERTY	REGULAR ED ASSISTANT	02/13/2020	B	M

JACKSON-MADISON COUNTY SCHOOL SYSTEM
MONTHLY HUMAN CAPITAL REPORT

NEWLY HIRED COACHES

	FIRST NAME	LAST NAME	LOCATION	POSITION	EFFECTIVE DATE	RACE	GENDER
1	LESLEY	DANIEL	NORTH SIDE	HS- SOFTBALL ASST COACH	02/10/2020	W	F
2	DENAIR	WOODARD	MADISON	HS- BASKETBALL FRESHMAN COACH	02/25/2020	B	M

Teacher Only Absenteeism
February 2020

	Absence No Pay	Annual Leave	Bonus Leave	Death (Non-Imm. Fam.)	Emergency (Non-Cert)	Illness (Employee Only)	LOA (No Pay)	Local Leave (Cert. Only)	Personal Leave	Sick (Ill-Death Imm. Fam)	Total Gen. Absences	Fed Funded Prof. Dev.	GP Funded Prof. Dev.	Total Prof. Absences	FMLA	Workers Comp	Total FMLA / Workers Comp	Association Leave	Jury Duty	Legislative Leave	Military Leave	Total Civic	Total Absenteeism	
Alexander	1	0	0	1	0	13	0	0	3	14	32	0	2	2	0	0	0	0	0	0	0	0	0	34
Andrew Jackson	0	0	0	1	0	7	0	0	6	10	24	0	2	2	0	0	0	0	0	0	0	0	0	26
Arlington	0	0	0	0	0	11	3	0	3	10	27	0	1	1	18	0	18	0	1	0	0	0	1	47
Community Montessori	0	0	0	0	0	2	0	0	4	29	35	0	7	7	0	0	0	0	0	0	0	0	0	42
Denmark	0	0	0	1	0	6	0	1	1	4	13	1	3	4	0	0	0	0	0	0	0	0	0	17
East	0	0	0	0	0	22	0	0	2	21	45	0	1	1	18	0	18	0	0	0	0	0	0	64
Isaac Lane	0	0	0	0	0	54	0	0	1	15	70	0	0	0	0	0	0	0	1	0	0	0	1	71
JCT	1	0	0	0	0	25	0	2	1	19	48	0	0	0	0	0	0	0	0	0	0	0	0	48
JCM Early College High	0	0	0	0	0	16	0	0	1	4	21	1	2	3	0	0	0	0	0	0	0	0	0	24
Liberty	0	0	0	1	0	37	0	0	6	25	69	4	5	9	0	0	0	0	1	0	0	0	1	79
Lincoln	0	0	0	0	0	17	1	0	2	13	33	0	4	4	0	0	0	0	0	0	0	0	0	37
Madison	0	0	0	0	0	14	0	0	0	11	25	1	3	4	0	0	0	0	0	0	0	0	0	29
North Parkway	1	0	0	0	0	25	4	0	5	23	58	2	0	2	4	0	4	0	0	0	0	0	0	64
North Side	0	0	0	1	0	55	4	0	5	40	105	7	0	7	18	0	18	0	0	0	0	19	19	149
Northeast	0	0	0	1	0	51	0	0	4	31	87	0	0	0	0	0	0	0	1	0	0	0	1	88
Nova Early Learning Center	0	0	0	0	0	32	17	0	0	15	64	2	0	2	0	0	0	0	0	0	0	0	0	66
Parkview Learning Center	0	0	0	0	0	1	0	0	0	2	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Pope	0	0	0	0	0	9	0	1	5	14	29	4	1	5	0	0	0	0	0	0	0	0	0	34
Rose Hill	0	0	0	0	0	24	0	0	7	26	57	0	2	2	0	0	0	0	0	0	0	0	0	59
South	0	0	0	2	0	19	0	0	2	15	38	0	5	5	0	0	0	0	0	0	0	0	0	43
South Side	0	0	0	1	0	22	0	0	3	18	44	5	0	5	0	0	0	0	1	0	0	0	1	50
Thelma Barker	0	0	0	0	0	35	1	0	2	17	55	0	0	0	14	0	14	0	0	0	0	0	0	69
West Bemis	0	0	0	0	0	30	0	0	3	9	42	0	3	3	0	0	0	0	3	0	0	0	3	48
Totals	3	0	0	9	0	527	30	4	66	385	1024	27	41	68	72	0	72	0	8	0	19	27	1191	

Teacher Absentism
Three Year Comparison

	2017-2018	2018-2019	2019-2020
Alexander	325	178	180
Andrew Jackson	397	323	243
Arlington	507	669	362
Community Montessori	297	363	267
Denmark	317	374	303
East	364	395	261
Isaac Lane	332	463	367
JCM Early College High	133	239	278
JCT	651	588	258
Liberty	1019	1174	633
Lincoln	300	270	310
Madison	345	348	214
North Parkway	635	657	384
North Side	993	1133	753
Northeast	761	776	519
Nova Early Learning Center	364	356	305
Parkview Learning Center	201	312	28
Pope	487	585	309
Rose Hill	517	577	409
South	395	360	256
South Side	587	640	346
Thelma Barker	654	433	321
West Bemis	475	387	332
School Year Totals	11056	11600	*7638

*This number is through February 29, 2020.

SCHOOL BOARD ANNUAL AGENDA 2019-2020

JANUARY

1. APPROVAL OF TSBA DISTRICT POLICY MANUAL UPDATING SERVICE AGREEMENT (**RENEWAL YEAR**) This is a **3-year agreement, after the Board approves the agreement must send to Finance Department County director for approval**
2. SCOPE CONFERENCE (ALWAYS HELD IN MARCH)
3. REVIEW BOARD POLICIES – SECTION 2 FISCAL MANAGEMENT
4. APPROVAL OF HEARING OFFICERS – **DECEMBER was approved**
5. BOARD BUDGET PRIORITY **APPROVAL** (this is not an approval by the Board, a summary is provided by JMCSS Finance Department from Board Budget requested made by the Board)

FEBRUARY

1. REVIEW BOARD POLICIES – SECTION 5 – PERSONNEL (THROUGH POLICY 5.310)
2. REGISTER FOR STUDENTS AND CHAPERONES FOR SCOPE

MARCH

1. POLICY 4.401-TEXTBOOK EXAMINATION (CENTRAL OFFICE)
2. REVIEW BOARD POLICIES – SECTION 5 – PERSONNEL (BEGINNING WITH POLICY 5.400)
3. TSBA SCHOOL VOLUNTEER AWARD AND STUDENT RECOGNITION AWARD -**send to Principals**
4. SCOPE PRESENTATION OF CERTIFICATES AFTER CONFERENCE

APRIL

1. APPROVAL OF SUMMER SCHOOL LOCATIONS, TUITION, DATES (CENTRAL OFFICE)
2. TEXTBOOK ADOPTION (CENTRAL OFFICE)
3. APPROVAL OF FEES FOR BEFORE AND AFTER SCHOOL DAY PROGRAMS (CENTRAL OFFICE)
4. REVIEW BOARD POLICIES – SECTION 6 (THROUGH POLICY 6.319)
5. TSBA SCHOOL VOLUNTEER AWARD AND STUDENT RECOGNITION AWARD APPROVAL BY BOARD – DEADLINE IS MAY 1ST

MAY

1. APPROVAL OF AND AUTHORIZATION FOR THE SUPERINTENDENT TO HANDLE THE CONSOLIDATED FEDERAL APPLICATION FOR THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) AND THE INDIVIDUAL WITH DISABILITIES ACT (IDEA)-ACTION INCLUDES FILING NECESSARY BUDGET REVISIONS, ADDENDUMS OR TRANSFER REQUEST (TITLE 1 PROGRAM)
2. PRESENTATION OF CERTIFICATES TO STUDENT ADVISORY
3. REVIEW BOARD POLICIES – SECTION 6 – STUDENTS (BEGINNING WITH POLICY 6.400)
4. BUDGET APPROVAL
5. TEACHER OF YEAR LUNCHEON (NOTIFY BOARD MEMBERS IN ADVANCE)
6. TEACHER APPRECIATION WEEK (BOARD DELIVERY TO SCHOOLS)
7. HIGH SCHOOL GRADUATIONS (NOTIFY BOARD MEMBERS IN ADVANCE)
8. SUPERINTENDENT EVALUATION –SEND EVALUATION TO BOARD MEMBERS
9. TEACHERS GOING ON TENURE AND INFORMATION TO BE REVIEW BY BOARD

JUNE

1. APPROVAL OF AND AUTHORIZATION FOR SUPERINTENDENT TO HANDLE CONSOLIDATED APPLICATION FOR NO CHILD LEFT BEHIND ACT
2. TSBA BOARD OF DIRECTORS APPLICATION
3. SUPERINTENDENT CONTRACT (YEARLY TO EXTENT CONTRACT AND DIFFERENT DURING AN ELECTION YEAR)
4. REPORT ON SUPERINTENDENTS'S EVALUATION

JULY (YEAR STARTS OVER)

1. TSBA FALL DISTRICT MEETING (ALWAYS HELD IN SEPTEMBER)
2. TSBA AWARD FOR EXCELLENCE IN EDUCATION PROGRAM APPLICATION DUE
3. APPROVAL OF SCHOOL BOARD CONFERNECES, WORKSHOPS AND CONVENTIONS – POLICY 1.204

AUGUST

1. TSBA LEADERSHIP CONFERNECE AND CONVENTION (ALWAYS HELD IN NOVEMBER)
2. TSBA LEVEL V – MASTER SCHOOL BOARD MEMBER APPLICATION DEADLINE
3. TSBA SCHOOL BOARD (JMCSS) OF THE YEAR
4. TSBA ALL TENN SCHOOL BOARD (INDIVIDUALS)
5. TSBA SCHOOL OF THE YEAR FOR EXCELLENCE
6. TSBA BOARD OF DIRECTORS OFFICER DEADLINE
7. DISTRICT BOARD ELECTIONS EVERY TWO YEARS
8. NEW SCHOOL BOARD ORIENTATION EVERY TWO YEARS
9. STUDENT ADVISORY COMMITTEE TO BE SELECTED

SEPTEMBER

1. PUBLIC HEARING NOTICE ON FAMILY LIFE EDUCATION PROGRAM (STAFF)
2. APPROVAL OF EXTENDED CONTRACT PLAN (STAFF)
3. ELECTION OF SCHOOL BOARD OFFICES (Chairman, Vice-Chairman, Parliamentarian, TLN Representative)
4. COMMITTEE APPOINTMENTS –BOARD CHAIRMAN (Long Range, Insurance, Budget, Education Vision, Policy, Technology, Sick Leave Bank, Code of Ethics)
5. REVIEW BOARD POLICIES – SECTION 1 – SCHOOL BOARD OPERATIONS
6. NSBA ANNUAL CONFERENCE
7. ELECTION OF NEW SCHOOL BOARD MEMBERS EVERY TWO YEARS

OCTOBER

1. TEXTBOOK COMPLIANCE – TCA 49-3-310 (4) (a) –**REMOVE FROM ANNUAL CALENDAR**
2. REVIEW BOARD POLICES – SECTION 3 – SUPPORT SERVICES

3. BOARD RETREAT
4. BOARD TO START SETTING UP DATES TO MEET WITH LEGISLATORS IN NOVEMBER OR DECEMBER
5. WINSTON TRUETT – FISCAL SERVICES

NOVEMBER

1. REVIEW OF BOARD VISION AND MISSION
2. APPROVAL OF COMPLIANCE REPORT
3. APPROVAL OF TEXTBOOK ADOPTION (CTE DEPT) – YEARS WHEN TO APPROVE
4. REVIEW BOARD POLICIES – SECTION 4 – INSTRUCTIONAL SERVICES
5. REVISE STRATEGIC PLAN

DECEMBER

APPROVAL OF SCHOOL CALENDAR (FROM CENTAL OFFICE)

Tennessee Department of Education

School Board Academy



Catalog of Events

July 1, 2019 - June 30, 2020

A collaborative effort between

Tennessee School Boards Association
Dr. Tammy Grissom, *Executive Director*

Tennessee Department of Education

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At a Glance: Organization of School Board Academy Modules

Basic Core Modules

- Advocating the Board's Vision
- Board Policy and Operations
- Board/Superintendent Relations
- School Law
- Board's Role in School Finance

It is strongly recommended that the core modules are taken first.

Elective Module

A Deep Dive Into Boardsmanship

This session is designed for seasoned board members who have completed Orientation and a majority of the core modules.

Online Modules

- eBoardsmanship
- Legal Issues Impacting School

Online modules may be taken to fulfill state training requirements; however, it is strongly recommended that the basic core modules are taken first.

Joint Academy Modules

- **Teaming and the School Board: Working Together to Improve Student Achievement** (*one-day event*)
- **Planning: A Joint Venture Part I and Part II** (*one or two-day event*)

Board members attend the joint academy modules as a team along with their superintendent. Joint Academy modules may be taken to fulfill state training requirements.

Optional Credit Modules

- TSBA Summer Law Institute
- TSBA/TETA Technology Safety Symposium
- TSBA Board Chairman Workshop
- TSBA Leadership Conference
- TETA Administrator's Technology Academy

Optional credit modules may be taken to fulfill state requirements. Registration fees are associated with some Optional Credit Modules.

2019-2020 School Board Academies By Date

2019		
Topic	Location	Date
TSBA Summer Law Institute	Gatlinburg	July 19-20 (Fri-Sat)
TSBA/TETA Technology Safety Symposium	TSBA	August 23 (Fri)
TSBA Board Chairman Workshop	TSBA	October 4 (Fri)
TSBA Leadership Conference	Nashville	November 14-15 (Thu-Fri)
2020		
New Board Member Orientation	TSBA	January 9-10 (Thu-Fri)
Board's Role in School Finance	TSBA	January 16 (Thu)
Administrator's Technology Academy	Henderson	January 21 (Tue)
Board's Role in School Finance	Johnson City	January 23 (Thu)
Board's Role in School Finance	Jackson	January 30 (Thu)
A Deep Dive into Boardsmanship Distance Learning Sites - McMinn County - Lauderdale County	TSBA	February 4 (Tue)
Administrator's Technology Academy	Knoxville	February 25 (Tue)
Board/Superintendent Relations	Knoxville	March 5 (Thu)
Administrator's Technology Academy	Murfreesboro	March 11 (Wed)
Board/Superintendent Relations	Jackson	March 12 (Thu)
Board/Superintendent Relations Distance Learning Sites - McMinn County - Lauderdale County	TSBA	March 26 (Thu)
School Law	Jackson	April 3 (Fri)
School Law	TSBA	April 13 (Mon)
School Law	Knoxville	April 21 (Tue)
Board Policy and Operations	Knoxville	May 5 (Tue)
Board Policy and Operations Distance Learning Sites - McMinn County - Lauderdale County	TSBA	May 8 (Fri)
Board Policy and Operations	Jackson	May 12 (Tue)
Advocating the Board's Vision	Johnson City	June 2 (Tue)
Advocating the Board's Vision	TSBA	June 5 (Fri)
Advocating the Board's Vision	Jackson	June 10 (Wed)
TSBA Summer Law Institute	Jackson	June 26 (Fri)
Other		
Planning: A Joint Venture	Scheduled by request with majority of board & superintendent in attendance Teaming and the School Board Scheduled by request with majority of board & superintendent in attendance	
Teaming and the School Board	Scheduled by request with majority of board & superintendent in attendance Teaming and the School Board Scheduled by request with majority of board & superintendent in attendance	
eBoardsmanship (online)	Individually scheduled by request	
Legal Issues Impacting School Boards (online)	Individually scheduled by request	

State Laws and Regulations

Tenn. Code Ann. 49-2-202(a)(6)

All board members shall be properly trained during their service on the board of education. The minimum requirements for this training shall be established by the state board of education and shall include an annual session for all board members.

STATE BOARD OF EDUCATION RULES AND REGULATIONS, 0520-1-2-.11

- (1) Every member of a local board of education shall participate annually in seven hours of training provided by the School Board Academy. In addition, all newly-elected members of a local board of education shall attend a fourteen hour orientation during their first year in office.
- (2) The School Board Academy shall be administered by the State Department of Education.
- (3) The annual program of the School Board Academy will consist of modules approved by the State Board of Education. The Tennessee School Boards Association (TSBA) shall develop and conduct the majority of the approved modules.
- (4) A School Board Academy Advisory Committee shall be established by the State Board of Education. The Advisory Committee will be responsible for evaluating academy programs. The Advisory Committee will also be responsible for recommending an annual program plan for the academy prior to the beginning of each school year for approval by the State Board of Education. The Advisory Committee will include the Executive Director and the President of the Tennessee School Boards Association, a member of the State Board of Education, the President of the Tennessee Organization of School Superintendents, and the Commissioner of Education or his designee. It will also include others appointed by the State Board of Education for terms designated by the State Board of Education.

Attendance Requirements

EXPERIENCED BOARD MEMBERS

Before January 1, 2019

- Must complete one module before June 30, 2020.
- Must attend the entire module in order to receive credit.

NEW BOARD MEMBERS

After January 1, 2019

- Must attend a two-day Orientation by June 30, 2020.
- Must attend one Module by June 30, 2020.
- It is recommended that board members complete the basic core modules first.
- Must attend the entire module in order to receive credit.

EXCEPTIONS

Exceptions are granted only when extraordinary circumstances prevent a board member from attending a regularly scheduled School Board Academy. The request for an exception must be submitted to Grace Jones at the Tennessee Department of Education Division of Teachers and Leaders at grace.jones@tn.gov or mailed to the below address:

12th Floor Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243

The request submitted by the superintendent or his/her designee must be accompanied by:

- A certified statement from a physician, if applicable.
- A record of action on the request for an exception by the local board of education at a public meeting.

How to Register

GENERAL INFORMATION

- A limited number of space is available for each School Board Academy.
- In-person sessions with fewer than ten registrants may be cancelled.
- Distance learning sites with fewer than five registrants may be cancelled.

REGISTRATION PROCEDURES

- Review requirements for school board member attendance for the 2019-2020 training cycle.
- Examine the module descriptions you are considering.
- The basic content of the core modules does not change; therefore, board members should only take the core modules once.
- Select the module you wish to attend.
- Complete the applicable registration form found in this catalog or register online at www.tsba.net, scroll over the tab "School Board Academies" or "TSBA Meetings", and click on the drop-down for the meeting you are interested in attending.
- Forward forms to:
TSBA
ATTN: Registrar
525 Brick Church Park Drive
Nashville, TN 37207
Phone: 800-448-6465
Fax: 615- 815-3911
registrar@tsba.net

INFORMATION ABOUT DATES, LOCATION AND DIRECTIONS

If you need to confirm the date and location of an Academy session or need directions, call the Tennessee School Boards Association at 615/815-3908. Information may also be obtained through the TSBA Website at www.tsba.net.

Stipend

New Board Members

Orientation = \$150.00 Stipend (*attendance at both days is required to receive the \$150.00 stipend*)

One 7 hour Module = \$75.00 Stipend

Experienced Board Members

One 7 hour Module = \$75.00 Stipend OR

Planning: A Joint Venture (one-day) = \$75.00 Stipend OR

Planning: A Joint Venture (two-day) = \$150.00 Stipend

While the state provides a stipend for attendance at School Board Academies, meals are not included. However, they do provide for morning and afternoon breaks.

Orientation

LOCATION/DATES

TSBA January 9-10, 2020 (Thu-Fri)

Objective:

To provide an overview of the roles, responsibilities and legal duties of school board members.

Special Consideration:

Board members who assumed office after January 1, 2019, are required to attend the Orientation session before June 30, 2020.

Description:

This session is designed to meet the needs of new board members. Through active participation in this session, you learn the do's and don'ts of effective boardsmanship.

Major topics covered during the session include:

- Education's Governance Structure
- Basics of Boardsmanship
- Finance
- Promotion of the School System
- Board Policies
- Planning
- School Law
- Board/Superintendent Relations
- Board/Staff Relations
- Board/Student Relations
- Hot Topics Facing School Boards

Basic Core Modules

**Board's Role in School Finance
Board/Superintendent Relations
School Law
Board Policy and Operations
Advocating the Board's Vision**

The basic content of the core modules does not change; therefore, board members should only take the core modules once.

Board's Role in School Finance

LOCATIONS/DATES

TSBA	January 16, 2020 (Thu)
Johnson City	January 23, 2020 (Thu)
Jackson	January 30, 2020 (Thu)

Objective:

To provide an overview of the board's role in developing the school system budget.

Description:

In this session, board members will learn their role in the budget process and how it relates to the board's mission and vision for the school system.

Major topics covered during the session include:

- History of School Finance
- Overview of the BEP
- Local Revenue and Federal Funds
- Budget Process
- How to Read a Budget Document
- Factors Affecting a Budget
- Building Support for the Budget

Board/Superintendent Relations

LOCATIONS/DATES

Knoxville	March 5, 2020 (Thu)
Jackson	March 12, 2020 (Thu)
TSBA	March 26, 2020 (Thu)

Objective:

To provide an overview of the roles and responsibilities of the school board and the superintendent.

Description:

This session focuses on ways to select a superintendent, build the board/superintendent team, and evaluate the performance of the superintendent. During the course of the session, you will have the opportunity to look closely at both roles and learn more about interrelationships and independence – two essential elements for successful and productive relations. Participants will also review the elements of a superintendent contract.

Major topics covered during the session include:

- Job Descriptions of Board Members/Superintendents
- Roles and Expectations of Superintendent/Board
- Superintendent Selection
- Employment Contract
- Team Development
- Superintendent Performance Evaluations
- Code of Ethics

School Law

LOCATIONS/DATES

Jackson April 3, 2020 (Fri)
TSBA April 13, 2020 (Mon)
Knoxville April 21, 2020 (Tue)

Objective:

To determine the legalities that govern the school board.

Description:

School board members must be familiar with the legal issues that affect policy. In this session, participants review the legal duties of the school board and the Tennessee Sunshine Law.

Major topics covered during the session include:

- Duties and Powers of the Board, Superintendent, and Local Legislative Body
- Open Meetings and Open Records
- Ethics
- Students' Rights
- Employee Rights

Board Policy and Operations

LOCATIONS/DATES

Knoxville	May 5, 2020 (Tue)
TSBA	May 8, 2020 (Fri)
Lauderdale County - <i>Distant Learning Site</i>	May 8, 2020 (Fri)
McMinn County - <i>Distant Learning Site</i>	May 8, 2020 (Fri)
Jackson	May 12, 2020 (Tue)

Objective:

To provide an overview of the responsibilities of the board and superintendent in board operations and policy development, implementation, monitoring, and evaluation.

Description:

This session focuses on the importance of school board policy and school board operations. Board Members will discuss policy development, parliamentary procedure, and board meeting procedures.

Major topics covered during the session include:

- Structure of Policy
- Policy Development
- Policy Review, Revision, and Oversight
- Administrative Procedures
- Board Operations
- Parliamentary Procedure
- The Board and Employees

Advocating the Board's Vision

LOCATIONS/DATES

Johnson City	June 2, 2020 (Tue)
TSBA	June 5, 2020 (Fri)
Jackson	June 10, 2020 (Wed)

Objective:

To explore the board's role in creating a vision for excellence for all students and in building public support to achieve the vision.

Special Consideration:

Board Members must bring a laptop, iPad, or tablet to this session, along with a copy of their board's strategic plan.

Description:

In this session, participants engage in discussion to learn what vision is, how it is created and the critical components it must include. Board members discover how to build public support from all stakeholders for their school district vision, mission and goals. During this session, participants will see the connection between standards of excellence in all areas of the school operation and the vision that they set as a school board. They will also learn how to use data to assess needs, set goals and determine priorities for the school system.

Major topics covered during the session include:

- Exercising Board Leadership Through the Visioning Process
- Why Boards Need to Have a Vision
- What Vision Is-What Vision Does-What Kills Vision
- Role of the Board and Superintendent in the Vision and Planning Process
- Vision of Students Today
- Translating Vision into Action
- Using Data to Assess Needs and Setting Goals
- Building Stakeholder Support for the Vision
- Working with the Media
- Board's Role as a Creator of Public Opinion

Elective Module

A Deep Dive Into Boardsmanship

Elective modules may be taken to fulfill state training requirements; however, it is strongly recommended that the basic core modules are taken first.

A Deep Dive Into Boardsmanship

LOCATIONS/DATES

TSBA	February 4, 2020 (Tue)
Lauderdale County - <i>Distant Learning Site</i>	February 4, 2020 (Tue)
McMinn County - <i>Distant Learning Site</i>	February 4, 2020 (Tue)

Objective:

To provide a deep dive for seasoned board members into the most important aspects of boardsmanship.

Special Consideration:

This session is designed for seasoned board members who have completed Orientation and a majority of the core modules.

Description:

This session will explore, in depth, answers to the many questions that have arisen since the new board member took office and first attended the Orientation module.

Major topics covered during the session include:

- The Evolution of Boardsmanship
- Promotion of the School System
- School Law
- Board/Superintendent Relations
- Board Relationships with Staff/Students
- Hot Topics Facing School boards

Online Modules

eBoardsmanship Legal Issues Impacting School Boards

Online modules may be taken to fulfill state training requirements; however, it is strongly recommended that the basic core modules are taken first.

eBoardsmanship (*online course*)

Individually scheduled by request. This module can only be taken once.

Objectives:

1. To provide a Boardsmanship Profile to board members.
2. To offer recommendations to increase knowledge and skills in key areas.
3. To determine the effectiveness of the School Board Academy Modules.

Special Considerations:

- Board members must have access to a computer with internet connectivity.

Description:

This assessment module is a way for board members, the Tennessee Department of Education and TSBA to work hand in hand to determine if the modules are taught in a way that is helpful and memorable to you. This tool identifies your areas of expertise and provides suggestions for obtaining additional information in areas that can help you, as a board member, to grow professionally.

TSBA will provide a web-based “eBoardsmanship” module and you will work through the four sections of the module:

- 1) Board Game
- 2) Mini-Scenarios
- 3) Structured Situational Analysis
- 4) Video Clips

Once you have completed the four sections online, your responses will be tabulated and the results provided to you online in a Boardsmanship Profile that identifies your expertise in each of the Modules. The profile includes an explanation of scores as well as suggestions and ideas to help you further develop your knowledge and skills. Verifications of completion will be sent to TSBA.

Legal Issues Impacting School Boards

(online course)

Individually scheduled by request. This module can only be taken once.

Objective:

To provide board members with a basic understanding of key school law issues and keep board members up to date on the most current developments in school law so they will have the information they need to make sound reasonable decisions.

Special Considerations:

- Board members must have access to a computer with internet connectivity.

Description:

This online module consists of seven separate modules each covering a different school law issue. The modules may be completed as a group or may be done on an individual basis however to receive school board academy credit, all modules must be completed during the 2019-2020 fiscal year.

The modules include:

- Open Meetings and Open Records
- Parliamentary Procedure
- Employee Rights and Relations
- Ethical Guidelines for School Board Members
- Legislative Advocacy and the School Board
- The Bill of Rights and its Impact on School Districts
- The Board-Superintendent Relationship

Joint Academy Modules

**Teaming and the School Board: Working Together to
Improve Student Achievement**

Planning: A Joint Venture Part I and Part II

*The superintendent and the board must attend these sessions as a team.
No partial credit will be granted.*

Teaming and the School Board

Scheduled by Request

Objective:

To increase collaboration and productivity in a school governance team and support high achievement for all children.

Special Consideration:

The superintendent and majority of the school board must attend.

Description:

Managing a school system is “big business” that educates the majority of tomorrow’s citizens and the success of a school governance team is directly related to the future of our nation.

Major topics covered during the session include:

- Understanding Groups and Teams
- Behavior of School Board Members in Board Situations
- Effective Communication Among the Board Team
- Effective Governance Team
- Trust Building Behaviors
- Build an Effective Board/Superintendent Relationship

Planning: A Joint Venture Part I & II

Scheduled by Request

Objectives:

1. To develop practical skills and increase knowledge in the planning process.
2. To provide superintendents and board members with methods to develop a common vision and mission statement.
3. To develop strategies for setting system goals.
4. To monitor/evaluate results to bring about systematic change.
5. To provide follow-up and support in Part II for boards who have previously attended a Joint Venture Session.

Special Considerations:

- The superintendent and majority of the school board must attend.
- Superintendents and school board members meet in large group, presentation, and discussion sessions with other systems as well as with team members in small group settings throughout the two-day workshop experience. The casual meeting site facilities provide a relaxed atmosphere and open communication.

Description:

Planning: A Joint Venture I

The importance of planning for a school system's future is the major focus of this institute. The Tennessee Department of Education and the Tennessee School Boards Association present the steps for establishing a school system's mission and vision. Also included are strategies to help you plan for school improvement through goal setting, and definitions of strategies, as well as methods to monitor and evaluate results to help you modify plans over time. Participants discuss how to incorporate the State Department of Education's Strategic Plan and the State Board of Education's Performance Standards/Master Plan into a school system's plan.

Planning: A Joint Venture II

For those boards that have attended Planning: A Joint Venture I, Planning: A Joint Venture II is available. In this session boards review their beliefs and mission statements and report the progress they have made toward their goals. Prior to the sessions, board members are asked to complete a board self-evaluation instrument and send it back to TSBA to tabulate and analyze. During the session, the facilitator shares the results with the board and leads members through a process to discover ways to improve. Each board has the opportunity to further develop its strategic plan, including in-depth exploration of a board project, or the board may focus exclusively on plans for board improvement.

Optional Credit Modules

TSBA Summer Law Institute
TSBA/TETA Technology Safety Symposium
TSBA Board Chairman Workshop
TSBA Leadership Conference
TETA Administrator's Technology Academy

*Optional Credit Modules fulfill annual training requirements.
Registration fees are associated with some Optional Credit Modules.*

TSBA Summer Law Institute

LOCATIONS/DATES

Gatlinburg July 19-20, 2019 (Fri-Sa)
Jackson June 26, 2020 (Fri)

Objectives:

1. To review current legal and legislative issues and to develop understanding of these issues.
2. To discover implications for board members and school systems.

Description:

Are you interested in the most up-to-date decisions regarding school cases in Tennessee as well as the rest of the nation? Do you want to know what laws were passed by the General Assembly in the last session? Then this training is for you! During this meeting participants are provided with a review of Tennessee and national school cases, the Attorney General Opinions, and new laws passed by the General Assembly.

A registration fee is associated with this institute. To register contact TSBA.

TSBA/TETA Technology Safety Symposium

LOCATION/DATE

TSBA August 23, 2019 (Fri)

Objective:

To provide critical information to board members on how to keep their students safe from online predators and their school district up-to-date on the latest technology.

Description:

During this symposium, attendees will be given an overview of social and emotional learning with the use of technology; data privacy with vendors; appropriate behavior of employees on social media; digital citizenship with students and the uses of eRate funds. The U.S. Department of Homeland Security will give a presentation on how to keep children safe from online predators through education and awareness; how to stay safe online and how to report abuse and suspicious activity.

A registration fee is associated with this workshop. To register contact TSBA.

TSBA Board Chairman Workshop

LOCATION/DATE

TSBA October 4, 2019 (Fri)

Objective:

To provide board chairmen with critical information about the duties and responsibilities of their leadership role.

Description:

As the board chairman, your role on the board takes on a new dimension. This workshop was developed to help you meet the requirements of your position and provide tools to assist you to build a better school board.

Effective meeting management is a major focus of this session. You are also introduced to parliamentary procedure, legal requirements of board meetings, and staff relations. Participants are engaged in activities that develop critical skills to deal more effectively with media and the public.

A registration fee is associated with this workshop. To register contact TSBA.

TSBA Leadership Conference

LOCATION/DATES

Nashville November 14-15, 2019 (Thu-Fri)

Objective:

To provide local board chairmen with the necessary tools to work effectively with the superintendent, other members of the board, the local funding agency and the public to improve student achievement.

Description:

In this workshop you have the opportunity to network with other experienced board chairmen. This interaction enables you to examine leadership styles, team building techniques and to learn the traits of effective leaders.

A registration fee is associated with this conference. To register contact TSBA.

TETA Administrator's Technology Academy

LOCATIONS/DATES

Henderson	January 21, 2020 (Tue)
Knoxville	February 25, 2020 (Tue)
Murfreesboro	March 11, 2020 (Wed)

The Tennessee Educational Technology Association (TETA) Administrator's Technology Academy is held every year at three regional locations. The goal of the academies is to provide new and innovative ways to implement technology with the goal of improving student learning.

To register, contact TETA Executive Director, Joan Gray at Joan.Gray@teta.org.

School Board Academy Local Option Credit

The School Board Academy program offers Local Option Credit. Individual boards of education can submit a training workshop that they are conducting in their system for possible local option credit by submitting a request form to the Tennessee Department of Education Office of Deputy Commissioner/Chief Academic Officer and Division of Teachers and Leaders before the training occurs. The request form and guidelines for Local Option Credit may be obtained from TSBA's website at *www.tsba.net*, then click on the tab titled, "School Board Academies", and then select the link on the right-hand column titled, "Local Option Credit Form". Email the completed form and supporting material to *grace.jones@tn.gov*.

The form must include the title and description of the workshop along with the total number of hours. The goals of the Local Option training must reflect the School Board Competencies identified in the School Board Academy Program. If approved, school board members can use this local training event to fulfill their mandatory school board training requirement. Registration, cost and other expenses to attend are the responsibility of the individual board member.

Tennessee Department of Education

2019-2020 School Board Academy

NEW BOARD MEMBER (After January 1, 2019) Registration Form

Name of School System: _____

Name: _____

Mailing Address: _____

City: _____ Zip: _____

Daytime Phone with Area Code: (_____) _____

Email Address: _____

School board members elected/appointed after January 1, 2019, are required to attend a two-day **Orientation Module** and **one Academy Module** before June 30, 2020.

A. I will be attending the Orientation Module on January 9-10, 2020 at the TSBA Headquarters in Nashville, Tennessee.

B. **Academy Module:** Please list the title, location and date of the annual academy module you would like to attend.

Academy Module: _____
Title Location Date

Submit Form to TSBA via:

Email: registrar@tsba.net

Fax: (615) 815-3911

For registration information or assistance call the Tennessee School Boards Association at 800-448-6465, ext. 3908 or (615) 815-3908.

Tennessee Department of Education
2019-2020 School Board Academy

EXPERIENCED BOARD MEMBER
(Before January 1, 2019)
Registration Form

Name of School System: _____

Name: _____

Mailing Address: _____

City: _____ Zip: _____

Daytime Phone with Area Code: (_____) _____

Email Address: _____

Experienced board members must attend ONE Academy Module before June 30, 2020.

Please list the title, location and date of the annual academy module you would like to attend.

Academy Module: _____
Title Location Date

Submit Form to TSBA via:

Email: registrar@tsba.net

Fax: (615) 815-3911

*For registration information or assistance call the Tennessee School Boards Association at
800-448-6465, ext. 3908 or (615) 815-3908.*

Tennessee School Boards Association

525 Brick Church Park Drive

Nashville, TN 37207

www.tsba.net

Date Requested	Requisition #	PO#	Vendor	OBJECT	PO Amount
					\$ 213,307.00
7/8/2019	20000556	2000397	Rainey/Kizer	533100	175000.00
7/8/2019	20000349	2000220	Park Vista-Gatlinburg	552400	300.00
7/15/2019	20001017	2000884	TSBA BOEconnect	547100	2000.00
7/9/2019	20000725	2000574	Leadership Registrtation	552400	4000.00
7/9/2019	20000726	2000575	Leadership Gaylord	552400	5000.00
7/9/2019	20001192	2001064	TSBA Fall District	552400	660.00
			refund Kevin	60.00	
7/15/2019	20001016	2000883	TSBA Membership	532000	8347.00
7/9/2019	20000775	2000709	Sam's	549900	1000.00
7/17/2019	20001119	2000989	Wal-mart	549900	200.00
7/18/2019	20001193	2001065	TSBA Board Chairman	552400	375.00
7/19/2019	20001190	2001063	TSBA/TETA Conference	552400	625.00
7/30/2019	20001495	2001354	Lexis Nexis Books	549900	450.00
8/13/2019	20002225	2001996	Heavenly Ham	549900	250.00
9/12/2019	20003214	2002911	Kent Freeman	549900	200.00
9/23/2019	20003600	2003280	Hobby Lobby	549900	150.00
8/7/2019	20002001	2001790	Liberty Culinary	549900	150.00
10/18/2019	20004508	2004108	NSBA registration	552400	3500.00
11/8/2019	20005252	2004780	NSBA Hyatt hotel	552400	4000.00
			NSBA flight		
10/28/2019	20004779	2004332	Panera Bread	549900	100.00
10/28/2019	20004778	2004330	Chick-fil-A	549900	100.00
10/29/2019	20004771	2004374	Tacos 4 Life	549900	300.00
12/8/2019	20005993	2005543	Heavenly Ham	549900	200.00
12/4/2019	20005951	2005430	The Blacksmith	549900	250.00
1/28/2020	20007438	2006820	Board of Dist Plaque	549900	125.00
1/28/2020	20007439	2006821	Board Secretary Conf	552400	125.00
1/30/2020	20007570	2006935	Old Country Bd of Dist	549900	100.00
2/3/2020	20007654	2007000	Legs/Legal registration	552400	300.00
2/3/2020	20007656	2007125	Double Tree Legs/Legal	552400	500.00

3/2/2020	20008594	2007908	Superintendent Search	539900	5000.00
					\$ 213,307.00
					PO Amount

Vendor	PO #	INVOICE #	OBJECT	Submitted for +A1:I183FINANCE Paymer		
				Date Paid	BATCH	AMOUNT
						\$ 172,639.93
Rainey/Kizer	2000397		533100			
		July retainer			2030	4,500.00
		August retainer			2236	4,500.00
		Madison/East Jackson			2340	3,822.50
		General Files			2340	19,376.35
		Deloach/Johnson			2340	314.25
		September Retainer			2526	4,500.00
		October Retainer			2732	4,500.00
		November Retainer			3033	4,500.00
		December Retainer			3223	4,500.00
		January Retainer				
		February Retainer				
		March Retainer				
		April Retainer				
		May Retainer				
		June Retainer				
		General Files			2789	19,987.90
		Hilton			2789	76.00
		Public Private			2789	8,610.15
		Deloach/Johnson			2789	9,905.85
		Collaborative Conferen			3231	4,516.30
		Public Private			3231	20,029.90
		Civil Rights			3231	494.00
		Deloach/Johnson			3231	4,969.43
		General Files			3231	99.75
		Collaborative Conferen			3757	76.00
		Public Private			3757	20,921.09
		Hilton			3757	114.00
		Ashport Property			3757	2,405.00
		General Files			3757	128.85

Rainey/Kizer	1911543	B. Ross	533100	2453	139.20
Park Vista - Gatlinburg	2000220	did not attend	552400		
TSBA BOEconnect	2000884		547100		
TSBA Leadership registration	2000574		552400	PCARD	3,475.00
Gaylord Leadership	2000575		552400	PCARD	4,815.72
TSBA membership	2000883.00		53200		
		31141		2092	8,347.00
Sam's	2000709		549900		
		8/16/2019		PCARD	135.13
		10/22/2019		PCARD	144.29
		12/3/2019		PCARD	257.48
Wal-mart	2000989		549900		
		7/18/2019		PCARD	13.48
		8/16/2019		PCARD	54.28
		11/1/2019		PCARD	58.01
		11/11/2019		PCARD	16.17
		12/9/2019		PCARD	19.07
Lexis Nexis Books	2001354		549900		
		10/29/2019		2982	452.61
Heavenly Ham	2001996		549900		
		8/15/2019		PCARD	172.30
Liberty Tech Culinary	2001790	103921	549900	2526	150.00
TSBA/TETA Conference	2001063	31900	549900	2322	375.00
TSBA Fall District	2001064		552400		660.00
		31922		2322	660.00
		refund for Kevin 60.00			

TSBA Board Chairman	2001065		552400			
		31903 Janice			2322	125.00
		32180 James			2688	125.00
		James reimbursement			2789	124.08
Kent Freeman	2002911		549900			
		T. Person funeral			PCARD	15.75
Hobby Lobby	2003280		549900			
		9/24/2019			PCARD	49.01
Chick fil-A	2004330		549900			
		11/2/2019			PCARD	72.90
Panera	2004332		549900			
		11/4/2019			PCARD	59.98
Tacos 4 Life	2004374		549900			
		11/2/2019			PCARD	239.75
Heavenly Ham	2005543		549900			
		12/9/2019			PCARD	91.45
The Blacksmith	200543		549900			
		12/4/2019				
		12/5/2019 Board & TSBA			PCARD	164.53
NSBA Conference Chicgao	2004780	Hotel-Hyatt Regency	552400			
		James Jonson				
		Doris Black				
NSBA Registration	2004108		552400			
3/3/2020		James Johnson			3910	1,025.00
		James travel				
		Doris Black			3910	1,025.00
		Doris travel				
NSBA airlight						
TSBA Policy	2005961		532000		3853	5,500.00
Board of Distinction plaque	2006820		549900		3853	125.00
Old Country Bd of Distinction	2006935		549900		pcard	50.00

Board Secretary Workshop	2006821		552400		3853	125.00
Legis/Legal Conference	2007000		552400			
		Janice registration				
		Janice travel				
Legis/ Legal Double tree	2007125	Janice Hampton	552400		pcard	266.42
TSBA SCOPE	2006467		552400		3853	664.00
						\$ 172,639.93
				Date Paid	BATCH	Amount Paid

LEGAL FEES

G2310000/533100	
Budget Amount	225,000.00

REMAINING BALANCES			\$50,000.00	\$68,651.78
Date	P.O. #	Vendor/ Name	P.O. Amount	Invoice Amt
3/12/2019	1908894	Brenda McCommon	\$ 3,000.00	
4/48/2019		B. Ross		\$ 550.00
5/9/2019		B. Ross		\$ 1,878.00
3/22/2019	1909256	Arlington Community Board of Ed	\$ 10,000.00	
6/17/2019		B. Ross		\$ 8,150.60
5/17/2019	1911139	Brenda McCommon B. Ross	\$ 1,500.00	
6/4/2019	1911543	Chuck Cagel-B. Ross	\$ 10,000.00	
7/16/2019		B. Ross		\$ 2,475.00
8/23/2019		B. Ross		\$139.74
3/22/2019	1909262	Brenda McCommon L. Conner	\$ 3,000.00	
3/22/2019	1909253	Dewsner & Kennedy	\$ 10,000.00	
5/10/209		L. Conner		\$ 805.00
7/9/2018	1900547	Rainey/Kizer PO carried over to FY20		
		Madison Academic and East Jackson	\$1,045.00	
		Taylor Passmore Lane property	\$ 762.85	
		B. Ross	\$ 635.70	
		A. Taylor	\$ 513.00	
		H. Hilton	\$ 266.00	
7/8/2019	2000397	Rainey/Kizer	\$ 175,000.00	
7/1/2019		Retainer for July		\$ 4,500.00
7/29/2019		Retainer for August		\$ 4,500.00
		Retainer for September		\$ 4,500.00
		Retainer for October		\$ 4,500.00
		Retainer for November		\$ 4,500.00
		Retainer for December		\$ 4,500.00
		Retainer for January		\$ 4,500.00
		Retainer for February		\$ 4,500.00
		Retainer for March		\$ 4,500.00
		Retainer for April		
		Retainer for May		
		Retainer for June		
8/13/2019		Madison Academic and East Jackson		\$3,822.50
		General Files		\$19,376.35
		Deloach and Johnson		\$314.25
10/4/2019		General Files		\$19,987.90

		Hilton		\$76.00
		Public Private		\$8,610.15
		Deloach and Johnson		\$9,905.85
12/3/2019		Collaborative Conferencing		\$4,516.30
		Public Private		\$20,029.90
		Civil Rights		\$494.00
		Deloach and Johnson		\$4,969.43
		General Files		\$99.75
2/10/2020		Collaborative Conferencing		\$76.00
		Public Private		\$20,921.09
		Hilton Dismissal		\$114.00
		Ashport Property School		\$2,405.90
		General Files		\$128.85
		TOTAL	\$175,000.00	\$156,348.22

MISC, ITEMS FOR BOARD/SUPPLIES

G2310000/549900	
Budget Amount	4,000.00

REMAINING BALANCES			\$650.00	\$1,826.15
Date	P.O. #	Vendor/ Name	P.O. Amount	Invoice Amt
7/11/2019	2000709	SAM'S	\$ 1,000.00	
		8/16/2019		\$ 135.13
		10/22/2019		\$ 144.29
		12/3/2019		\$ 257.48
7/30/2019	2001354	Lexis Nexis Books	\$ 450.00	
		Purchase Order Change Order		
		invoice 14146827 = \$2.61		\$ 452.61
8/13/2019	2001996	Heavenly Ham	\$ 250.00	
		8/15/2019		\$ 172.30
12/8/2019	2005543	Heavenly Ham Board & Stud Adv	\$ 200.00	
		12/9/2019		\$ 91.45
8/22/2019	2001790	Reconciliation Dinner	\$ 150.00	
		Liberty Culinary Arts		\$ 150.00
9/12/2019	2002911	Kent Freeman	\$ 200.00	
		Averitt Family (TE at Pope) paid		\$ -
		Collier (Student at Lincoln) paid		\$ -
		T. Person (café worker)		\$ 15.75
		L. Braswell Dad		\$ 77.50
9/23/2019	2003280	Hobby Lobby	\$ 150.00	
	9/24/2019	Powell and Stitts Family (Isaac Lane)		\$ 49.01
	1/28/2020	have items on hand from Board		\$ 14.09
7/17/2019	2000989	Wal-Mart	\$ 200.00	
		11/1/2019		\$ 58.01
		12/9/2019		\$ 19.07
10/28/19	2004332	Panera Bread	\$ 100.00	
		11/4/2019		\$ 59.98
10/28/19	2004330	Chick-fil-A	\$ 100.00	
		11/2/2019		\$ 72.90
10/29/19	2004374	Tacos 4 Life	\$ 300.00	
		11/2/2019		\$ 239.75
12/4/19	2005430	The Blacksmith	\$ 250.00	

	12/8/2019		\$ 164.53
		TOTAL	\$3,350.00
			\$2,173.85

Board Expenses

G2310000/552400	
Budget	27,000.00

		REMAINING BALANCES	\$15,190.00	\$15,131.43
Date	P.O. #	Vendor/ Name	P.O. Amount	Invoice Amt
7/8/2019	2000220	Summer Law 2019 - Park Vista Hotel	\$ 300.00	
		Janice Hampton - Did not attend		\$ -
5/2/2019	1910622	Summer Law 2019 registration		
		Janice Hampton - Did not attend		
		paid 175.00 on FY19 REFUNDED 175.00		
		Summer Law = registration 175.00 REFUNDED		
#####	2001063	TSBA/TETA in Nashville	\$ 625.00	
		Kevin Alexander registration		\$ 125.00
		Kevin Alexander travel		\$ -
		James Johnson registration		\$ 125.00
		James Johnson travel		\$ 113.74
		Janice Hampton registration		\$ 125.00
		Janice Hampton travel		\$ -
		TSBA/TETA registration 375.00 + travel 113.74 = 488.74		
#####	2001064	Fall District in Decatur County	\$ 660.00	
		Kevin Alexander registration REFUND		\$ 60.00
		Kevin Alexander travel		\$ -
		Wayne Arnold registration		\$ 60.00
		Wayne Arnold travel		\$ 46.06
		Doris Black registration		\$ 60.00
		Doris Black travel		
		Jim Campbell registration	REFUNDED	\$ 60.00
		Jim Campbell travel		
		Janice Hampton registration		\$ 60.00
		Janice Hampton travel		
		James Johnson registration		\$ 60.00
		James Johnson travel		\$ 46.06
		AJ Massey registration		\$ 60.00
		AJ Massey travel		
		Morris Merriweather registration		\$ 60.00
		Morris Merriweather travel		\$ 46.06
		Shannon Stewart registration		\$ 60.00
		Shannon Stewart travel		
		Ray Washington registration		\$ 60.00
		Janith Stack registration		\$ 60.00
		Janith Stack travel		
		Fall District = registration 600.00 + travel 138.18 = 738.18		
7/19/19	2001065	Board Chairman Workshop	\$ 375.00	
		Janice Hampton registration	REFUNDED	\$ 125.00
		Janice Hampton travel		
		James Johnson registration		\$ 125.00
		James Johnson travel		\$ 124.08
		Board Chairman = registration 125.00 + travel 124.08 = 249.08		
7/9/19	2000574	2019 Leadership Conference	\$ 4,000.00	
		Doris Black registration		\$ 500.00
		Doris Black travel		\$ 261.10
		Jim Campbell registration		\$ 175.00
		Jim Campbell travel		\$ -
		Janice Hampton registration		\$ 575.00
		Janice Hampton travel		\$ 280.60
		James Johnson registration		\$ 575.00
		James Johnson travel		\$ 270.50
		AJ Massey registration		\$ 575.00
		AJ Massey travel		\$ 261.10
		Morris Merriweather registration		\$ 500.00
		Morris Merriweather travel		\$ 287.10
		Shannon Stewart registration		\$ 575.00
		Shannon Stewart travel		\$ 407.10
7/9/19	2000575	Gaylord	\$ 5,000.00	
		Doris Black Hotel		\$ 687.96
		Jim (did not need a hotel room)		
		Janice Hampton hotel		\$ 687.96
		James Johnson hotel		\$ 687.96
		AJ Massey hotel		\$ 687.96
		Morris Merriweather hotel		\$ 458.64
		Shannon Stewart hotel		\$ 687.96
		Leadership = registration 3,475.00, hotel 3,898.44, travel 1,767.50 total = 9,140.94		
2/24/20	2006467	TSBA SCOPE	\$ 700.00	
		10 Students and 4 Adults		\$ 664.00
		Enterprise		
2/28/20	2007000	Legislative and Legal Conference	\$ 150.00	
		Janice registration		\$ 150.00
		Janice travel		\$ 252.63
		total Legislative and Legal = 402.63		
TOTAL			\$11,810.00	\$11,868.57

PD for Secretary

G2310000/552400	
Budget Amount	1,000.00

REMAINING BALANCES			\$875.00	\$715.20
Date	P.O. #	Vendor/ Name	P.O. Amount	Invoice Amt
6/13/2019	no PO	BOEconnect training Board Secretary		
		Janith Stack travel		\$ 28.20
		BOEconnect training = 28.20		
11/16/2019	no PO	TSBA Conference registration		\$ -
		TSBA Conference travel		\$131.60
2/24/2020	2006821	Board Secretary Work Shop	\$ 125.00	
		invoice 32682		\$ 125.00
		travel		

