



ZfAB V HfBax Z)HH;Z

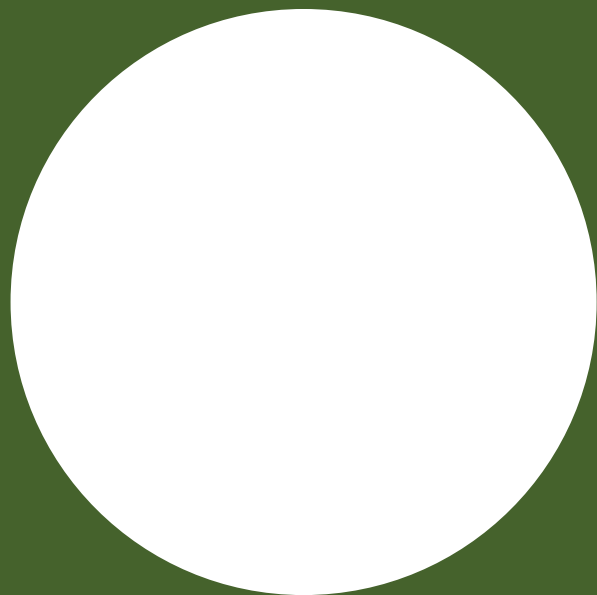
35(3\$5,1* *5\$'8\$7(6 (1*\$*,1* 0,1'6 '(9(/

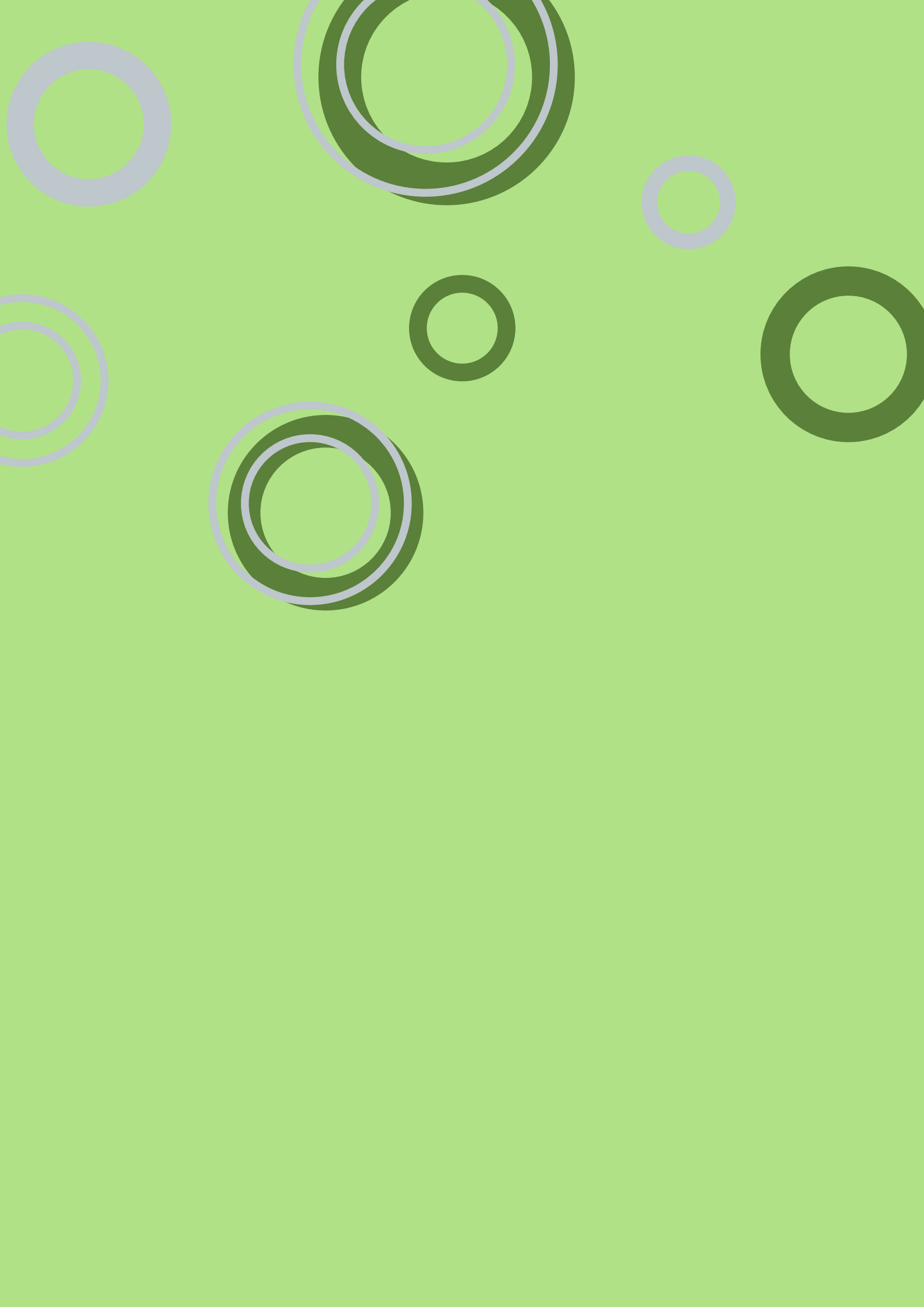
EMPLOYEE

HANDBOOK

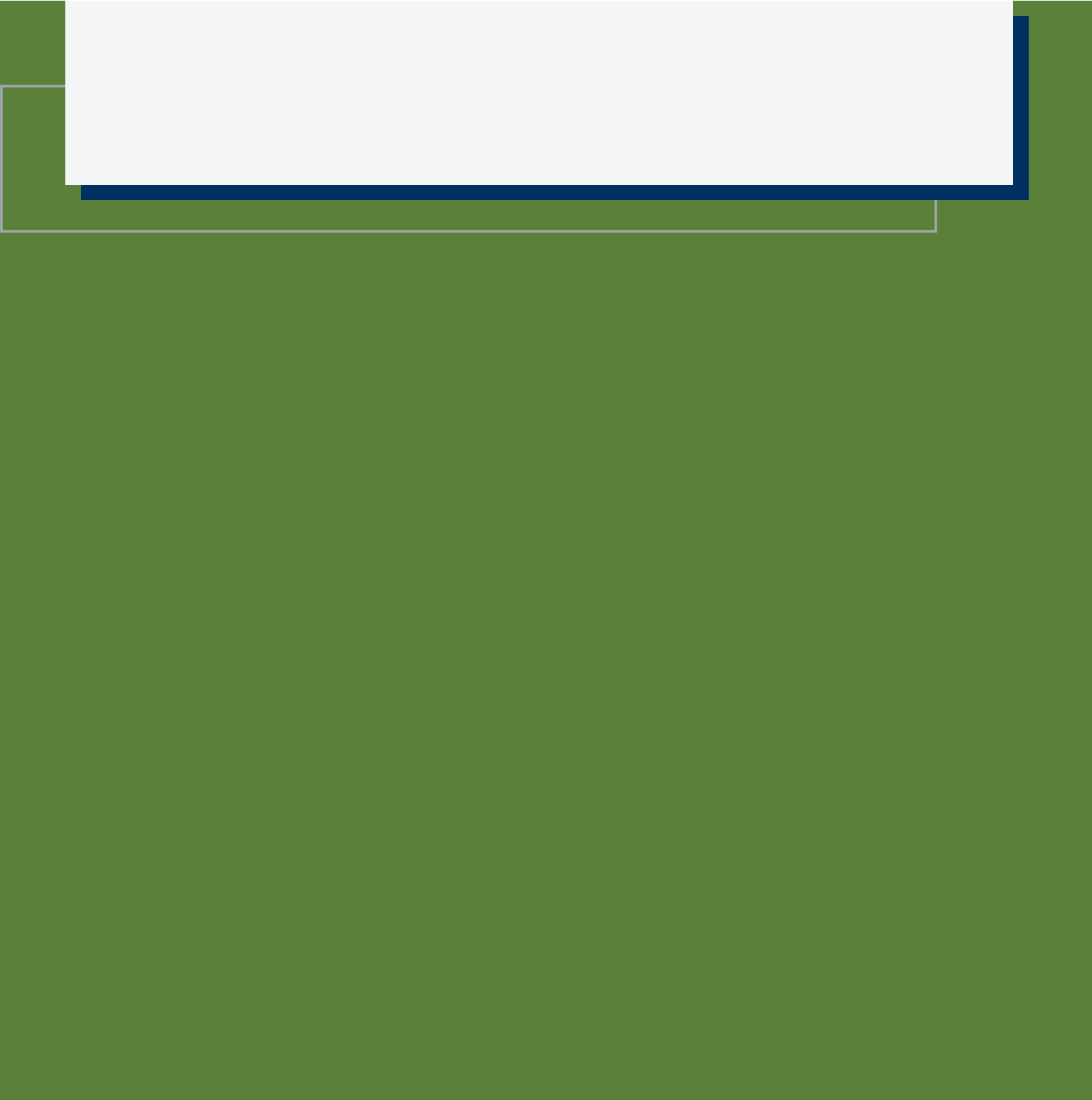
V a , # , Z a # #

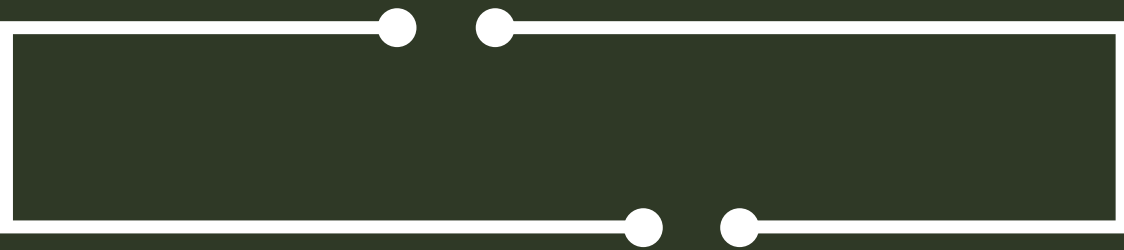






MISSION & VALUES







Employment at Sumner County Schools is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Director of Schools. All employment is contingent upon adequate funding and programmatic need for the position. This means that either the employee or the district may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to create an employment agreement, expressed or implied. Nothing contained in this handbook or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will continue for any period of time.



C

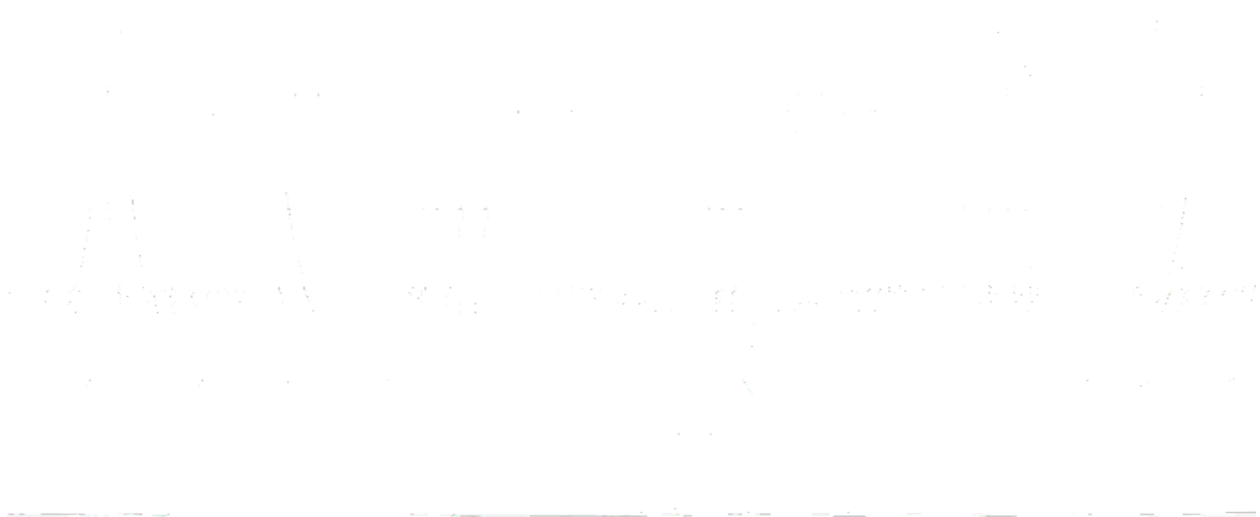
B

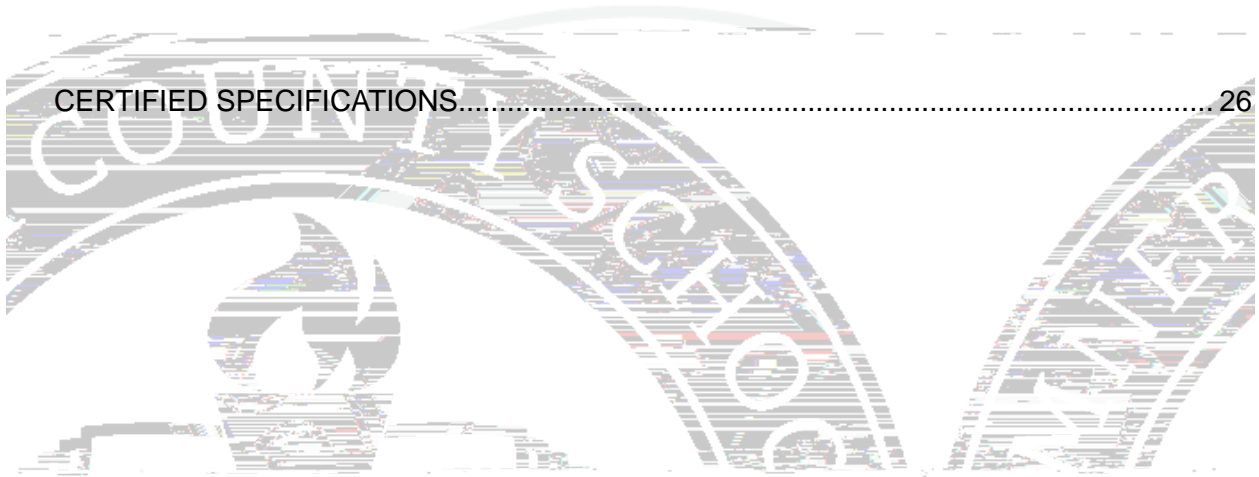
A DB

C

AB C

DETAILS OF EMPLOYMENT.....4





EMPLOYEE BENEFITS..... 45



EMPLOYEE RESPONSIBILITY..... 48

D A

\$] } W d ~] \$ ^ Œ W „ „ E 8 E Œ E d ^

0] G I j l g Z Q [I I Y Q O Q D Q Y Q j s N] g D I [I N Q j h • < [G j] I [h k g l E] Z d Y Q < [E I
Y < q h > g l O k Y < j Q] [h • / k Z [l g] k [j s / E P]] Y h E Y < h h Q N Q I h Q j h I Z d Y] s I I
/ E P]] Y h Z < s g l p Q l q] g E P < [O I I Z d Y] s I I E Y < h h Q N Q E < j Q] [h < j < [s j Q Z
G I N Q [I G < h j l < E P l g h < [G >] g h E P]] Y < [G G Q h j g Q E j < G Z Q [Q h j g < j] g h
d g] E I h h] N] D j < Q [Q [O j l [k g l

Z d Y] s I I h Q [< [l r l Z d j d] h Q j Q] [< g l d < Q G] [< s l < g Y s • h < Y < g Q I G D < h
E] Z d l [h < j] g s j Q Z I •

k Y Q Z I I Z d Y] s I I h < g l [] j Q [< j l Z d] g < g s h j < j k h < [G q] g X < Z Q [Q Z k Z] N
< [G Z < Q [j < Q [E] [j Q [k] k h I Z d Y] s Z I [j h j < j k h • I [l g < Y Y s • j P I h l I Z d Y] s I I
N k Y Q Z I D I [I N Q j h d < E X < O I < [G < g l h k D W I E j j] j P l j l g Z h • E [G Q j Q] [h •
D I [I N Q j h d g] O g < Z •

+ < j Q Z I I Z d Y] s I I h < g l [] j Q [< j l Z d] g < g s h j < j k h < [G < g l g l O k Y < g Y s h E
N l q l g j P < [Ä Ä P] k g h q l I X Y s • D k j < j Y l < h j Ä Ä P] k g h q l I X Y s • < [G Z < Q [j
I Z d Y] s Z I [j h j < j k h •

/ k D h j Q j k j l h q] g X < h < g l d Y < E I Z I [j g l g Y j Q D O I N g] Z < [h k D P] Q j k j l Z < s
] [Y s q] g X k d j] Ä Ä E] [h l E k j Q p l G < s h N] g j P I h < Z I I Z d Y] s I I < D h l [E l < [h
h k D h j Q j k j l G < Q Y s g < j l • N j P l d] h Q j Q] [g l f k Q g l h Z] g l j P < [Ä Ä E] [h l E
d] h Q j Q] [Q h E < j l O] g Q v l G < h < [Q [j l g Q Z d] h Q j Q] [•

[j l g Q Z I Z d Y] s I I h < g l d < Q G] [< [P] k g Y s D < h Q h < [G k h k < Y Y s N] g < d

] \$ W € \$ T

k Y Y Y j Q Z I I Z d Y] s I I h h Z Q Y G l j k x l < Q Ä Z I < Y D g l < X l < E P G < s [] Y < j l g
h Q r j P ÷ Ç l P] k g] N q] g X • k [E P D g l < X h h P] k Y G [] j D I j < X I [G k g Q [O j P
h E P I G k Y I • [] Y { g] N R •

œ E] \$ € \$ d € „

r l Z d j l Z d Y] s l l h q P] q] g X < G G Q j Q] [< Y W] D h • h k E P < h G g Q p Q [O < D
g l f k Q g l G j] E] Z d Y l j l < E E k g < j l Z] [j P Y s j Q Z I g l d] g j h h P] q Q [O < Y Y j Q
g l E] g G h < g l g l f k Q g l G D s O] p l g [Z I [j < Y g l O k Y < j Q] [h • j j P I l [G] N l <
< [G P Q h] g P l g h k d l g p Q h] g Z k h j h Q O [j P I j Q Z I h P I l j < j j l h j Q [O j] Q j h
N] g q < g G Q [O Q j j] j P I + < s g] Y Y l d < g j Z I [j .

d] } \$ ^ „ œ d € ¬ œ E] \$

0 l < E P l g h • D s Y < q < g l l r l Z d j l Z d Y] s l l h < [G E < [[] j < E E g k l E] Z d l [h < j]
] p l g j Q Z I •

E œ E d ^ W } d „ E œ E d ^ „ ^

d ≠ \$ € œ E] \$

k Y Y Ÿ 0 Q Z I 0 l < E P l g h •

! < s q] g X < [< G G Q j Q] [< Y W] D j P < j < Y Y] q h < G G Q j Q] [< Y l < g [Q [O l
g < [O l] N j P l < G G Q j Q] [< Y W] D < [G h j l d < h h] E Q < j l G q Q j P j P I l Z d
P] k g Y s g < j l] N j P I W] D •

G G Q j Q] [< Y W] D h h P] k Y G D I] k j h Q G I] N j P I [] g Z < Y h E] d l] N q] g

R r < Z d Y l • 0 l < E P l g ≠ d g Q Z < g s ! Ũ k h j] G Q < [≠ h l E] [G < g s !

G G Q j Q] [< Y G k j Q l h j P < j G Q g l E j Y s N < Y Y q Q j P Q [< [l r l Z d j l Z d Y]
Q [< G G Q j Q] [< Y l < g [Q [O h •

0 Q Z I h P I l j h Z k h j D I h k D Z Q j j l G N] g j P l < G G Q j Q] [< Y W] D ≠ h l j] D I

+ < g j Ÿ 0 Q Z I 0 l < E P l g h Z < s q] g X Q [< [< G G Q j Q] [< Y W] D Q N •

Z d Y] s l l ' h E] Z D Q [I G P] k g h h j < s k [G l g Ä Á P] k g h d l g q l l X ••

] Z D Q [I G P] k g h G] l h [] j Z < X l < [l Z d Y] s l l l Y Q O Q D Y l N] g D I [I N Q j

0 l < E P l g k h k j s k Q G I Y Q [l h •

h [] j] p l g j Q Z I I Y Q O Q D Y I •
< [D I E] Z D Q [I G q Q j P] j P l g < G G Q j Q] [< Y W] D h •

} - A \$ T „ ^ E € \$ Œ \$ } d „ E Œ

+ < s G < s N] g < Y Y I Z d Y] s l l h Q h P I] N P I p N G s N Z]]] P P ≠ A Œ < s G < s N < Y Y h] [< P] Y Q G < s] g < q l I X I [G • I Z d Y] s l l h q Q Y Y g l E I Q p l j P I Q g d < s E P I E X] [j P
Z d Y] s l l h < g l g l f k Q g l G j] h l j k d G Q g l E j G l d] h Q j • + < s E P I E X h < g l G Q
I Z d Y] s l l h E P I E X Q [O < [G >] g h < p Q [O h < E E] k [j h • N G Q g l E j G l d] h Q j
j P I I Z d Y] s l l q Q Y Y P < p l j] d Q E X k d j P I Q g d < s E P I E X < j j P I I [j g < Y \$ N M

€ \$ W Œ E ≠ \$ „ E ^ Œ A \$! d € T } W

. I Y < j Q p l h < [G G] Z I h j Q E d < g j [l g h Z < s D I P Q g l G D s / k Z [l g] k [j s / E P]
E] [E l g [I G q Q Y Y] [j q] g X Q [< G Q g l E j h k d l g p Q h] g s g l Y < j Q] [h P Q d < [G
G Q N N Q E k Y j Q l h N] g h k d l g p Q h Q] [• h l E k g Q j s • h < N l j s •] g Z] g < Y I •] g
“ g l Y < j Q p l h ” < g l G I N Q [I G < h h d] k h l h • E P Q Y G g l [• h Q D Y Q [O h • d < g l [j
d < g j [l g h P Q d ” Q h O I [l g < Y Y s G I N Q [I G < h < E] Z Z Q j j I G g l Y < j Q] [h P Q d
h P < g Q [O < P] Z I] g Y Q p Q [O < g g < [O I Z I] j •

k g g l [j I Z d Y] s l l h q P] Z < g g s l < E P] j P l g] g D I E] Z I Q [p] Y p l G Q [< G] Z I
D I d l g Z Q j j I G j] E] [j Q [k l I Z d Y] s Z I [j q Q j P Q [j P I Y] E < j Q] [d g] p Q G I G j P
G Q g l E j h k d l g p Q h] g s g l Y < j Q] [h P Q d q Q j P l < E P] j P l g] g] j P l g q Q h l d] h
I Z d Y] s l l h q P] Z < g g s] g Y Q p l j] O l j P l g G] q] g X Q [< G Q g l E j h k d l g p Q h]
] j P l g Q j q Q Y Y D I < j j I Z d j I G j] g l < h h Q O [] [I] N j P I I Z d Y] s l l h j] < [] j P l g
d] h Q j Q] [Q h < p < Q Y < D Y I •] [I] N j P I I Z d Y] s l l h Z < s D I g l f k Q g l G j] Y I < p

h < O I [l g < Y g k Y I • N < Z Q Y s Z I Z D I g h q Q Y Y] [j D I < h h Q O [I G j] j P I h < Z I
I r E l d j Q] [h Z k h j D I g l f k l h j I G < [G < d d g] p l G D s j P I Q g l E j [I G j ð ° • - g

AC A

T9€d'^ A\$ T,,

/kZ[Ig]k[js /EP]]Yh Qh < d<gjQEQd<[j Q[jPI . +D<EX +g]Og<Z qPQ
-jjPI jQZI]N PQgl•]g <j Æsl<gh d]hj gQZQ[<Y <EX Og]k[G PIEX ¥
plgQnQIG <[G EYI<glG DsjPI kZ<[.lh]kgElh Id<gjZI[j <[G I[g]YYI
dg]Og<Z• 0PQh Q[N]gZ<jQ][Qh]Dj<Q[IG jPg]kOP NQ[OlgdgQ[jQ[O
/ <[G hlr]NNI[Glg gld]gjQ[O• [s Dgl<X Q[hlgpQEI qQYY glfkQgl <
gljkg[Q[O IZdY]sll qPQEP Q[EYkGIh <[I[g]YYZI[j NII Q[j] jPI . +D<
««.ljQgllh Ng]Z/kZ[Ig]k[js /EP]]Yh qP] <gl glPQglG qQjPQ[ÊÁ G<
G<jl qQYY []j P<pl j] E]ZdYIjl < •

€ ' 9 g 8 € \$ \$! d € T } W \$

/kZ[Ig]k[js /EP]]Yh Qh E]ZZQjjIG j] dg]pQGGQ[O IZdY]sllh <[G hjkG
I[pQg][ZI[j Ngll]N jPI ZQhkhI]N QYYIO<Y GgkOh• dglhEgQdjQ][Gg
jPI hdQgQj <[G Q[jI]g]IN 7Pq XgdKQ EI Ej]N ÂÊÉÉ• /kZ[Ig]k[js /EP]]Y
E]ZZQjjIG j]]dIlg<jQ[O Q[E]ZdYQ<[EI qQjP <YY <ddYQE<DYI 0I[[Ih
0g<[hd]gj<jQ][.IOkY<jQ][h• <[G Z<Q[j<Q[Q[O jPI gldkj<jQ][Q[jPI
hshjIZ qPIgl Y<qh <gl]DIsIG <[G h<NIjs N]g hjkGI[jh <[G IZdY]sllh •
<[G dglhEgQdjQ][GgkO ZQhkhI <[G QYYIO<Y GgkOh <gl Q[E][hQhj
<[G qQYY []j DI j]YIlg<jIG k[Glg <[s EQgEkZhj<[Eih•

ZdY]sllh <gl lrdIEjIG j] DI NQj N]g Gkjs• ZI<[Q[O jPIs <gl <DYI j] dl
Nk[EjQ][h h<NIYs <[G INNQEQL[jYs• qPI[Iplg jPIs <gl q]gXQ[O• dgl
]dIlg<jQ[O GQhjgQEj pIPQEYIh]g]NNQEQ<YYs gl dglhI[jQ[O /kZ[Ig
[]j NQj N]g Gkjs• glO<gGYIhh]N jPI gl<h][• hP]kYG QZZIGQ<jIYs []j
NQj[Ihh• ZdY]sllh hP]kYG [Iplg I[G<[Ö]lg Xfgh I]Ypljk•G P]Q gNE] /•

ZdY]sllh <gl dg]PQDQjIG Ng]Z khQ[O• d]hhIhhQ[O• DksQ[O• hIYY
GgkOh]g QYYIO<Y GgkO d<g<dPIg[<YQ< qPI[lp]g jPls <gl q]gXQ[O
/EP]]Y'h dg]dlgjs•]dlg<jQ[O < GQh]gQEj pIPQEYI•]g]NNQEQ<YYS
glY<jIG <EjQpQjQih Q[EYkGQ[O]NNI]gQ[O <[G›]g E][hdQgQ[O j] hI
E]g]gXlgh <Nj]g q]gX]g]NN hEP]]Y GQh]gQEj dg]dlgjs Qh <Yh] dg]P
<Yh] lrdIEjh IZdY]sllh j] g]P]W]D[O]N]Y]Z]Q]N]M GgkO <EjQpQjQih hKEP

ZdY]sllh <gl <Yh] dg]PQDQjIG Ng]Z ±<YE]P]Y <[G dg]hEgQdjQ][G
dg]hEgQdjQ][GgkO ZQhkhI Q[EYkGIh•

7]gXQ[O• DIQ[O dg]hI[j] [GQh]gQEj dg]dlgjs•]g]dlg<jQ[O < G
QZd<QglG Ds <YE]P]Y]g GgkOh ¥lpI[QN jPI IZdY]sll Qh []j QZ
hj<jl 1 › 7 Y<qh!Ž

][hkZQ[O <YE]P]YQE DIp]g<OIh qPQYI q]gXQ[O]g]dlg<jQ[O •
DkhQ[O <YE]P]Y <[G›]g dg]P]W]D[j]Q]P]IG]g]k]Q]h]P]N]N<j]I[G<[EI]g
][Y]P]W]D d]gN]gZ <[EI dg]DYIZh]EEkg•

[s dg]GkEjh E][j<Q[Q[O 0 ¥ r• p<dih• OkZZQih• Y]jQ][h•]QY

I [ûhøF "a @€F "df0[Y %• c°i iP Ôa @P½ Pa @



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial system and for providing a clear audit trail. The text notes that without proper record-keeping, it would be difficult to identify any discrepancies or errors that may occur over time.

2. The second part of the document outlines the various methods used to collect and analyze data. It describes how different types of information are gathered from various sources and how this data is then processed to identify trends and patterns. The text highlights the importance of using reliable and consistent methods to ensure the accuracy of the results.

3. The third part of the document focuses on the interpretation of the data and the drawing of conclusions. It explains how the collected information is analyzed to determine its significance and how it relates to the overall objectives of the study. The text stresses the need for a thorough and objective analysis to avoid any bias or misinterpretation of the findings.

4. The final part of the document provides a summary of the key findings and conclusions. It reiterates the importance of the data and the methods used, and highlights the main results of the study. The text concludes by emphasizing the value of the information and the need for continued research and analysis in this area.

! \$ } d ^ , , d ^] } ' , ,

/kZ[Ig]k[js /EP]]Yh dg]PQDQjh jPl d]hhIhhQ][]N ql<d][h][Qjh dg]
Q[EYkGQ[O d<gXQ[O Y]jh]g GQhjgQEj pIPQEYIh• GGQjQ][<YYs• d
< ql<d][]N <[s jsdl• 7l<d][h Q[EYkGI• Dkj <gl][j YQZQjIG j]• P<[GO
ql<d][h• <[G X[Qplh jP<j E<[DI khIG <h ql<d][h ¥lrEYkGQ[O kjQYQj
<gl khIG j]]dl[d<EX<OIh• Ekj hjgQ[O• <[G N]g]jPlg ZQhEIYY<[I]kh
d<g<dPlg<YQ<• hjk[Ok[h• <[G jl<g O<h• [s lZdY]sll pQ]Y<jQ[O jP
GQhEQdYQ[I kd j] <[G Q[EYkGQ[O GQhZQhh<Y N]g jPI NQghj]NNI[
0PI GQhjgQEj glhlgplh jPl gQOPjj] Q[hdlEj <YY DIY][OQ[Oh]N lZd
DgQINE<hIh• dkgghIh <[G P<[GD<Oh• OsZ D<Oh• <[G dlgh][<Y pIPQ
dg]dlgjs•

d]] E Œ] \$ ^ Œ Œ d , , 8 \$ Œ ¬

+g]jIEjQ[O jPl h<NIjs]N lZdY]sllh <[G pQhQj]gh Qh /kZ[Ig]k[js /EP
YY lZdY]sllh P<pl jPl]dd]gjk[Qjs <[G glhd][hQDQYQjs j] E][jgQDK
l[pQg][ZI[j Ds khQ[O E]ZZ][hl[hl• gkYIh• h<NI dg<EjQEIh• <[G Ds []
qPI[<[s Pl<YjP]g h<NIjs Qhhklh <gl dgIhl[j• YY lZdY]sllh <gl I[E]k
Yl<GlghPQd j] I[hkgI Z<rQZkZ h<NIjs N]g <YY• [jPl lpl[j]N <[lZlg
][jQNs jPl <ddg]dgQ<jl lZlgOI[Es dlgh][[IY Ds GQ<YQ[O lQOPj ¥É!
<[G jPl[GQ<Y ÊÂÂ j] <EjQp<jl jPl Y<q l[N]gEIZI[j]g]jPlg lZlgOI[Es

A € , ,] \$ ^ Œ

/lrk<Y <[G]jPlg k[Y<qNkY P<g<hhZI[j Qh <pQ]Y<jQ][]N 0QjYl 6]I
¥0QjYl 6 !• <h <ZI[GIG• <h qlIYY <h Z<[s hj<jl Y<qh• <g<hhZI[j D<h
dg]jIEjIG Ds Y<q• hkEP <h g<EI• E]Y]g• <[Elhjs• [<jQ][<Y]gQOQ[•
OI[Glg QGI[jQjs• Z<gQj<Y hj<jkh• glYQOQ][• <OI• GQh<DQYQjs• pl
dg]jIEjIG Ds hj<jl]g NIGlg<Y Y<q• Qh dg]PQDQjIG•



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This includes recording the date, amount, and purpose of each transaction. It also emphasizes the need to review these records regularly to ensure they are correct and complete.

2. The second part of the document discusses the importance of maintaining accurate records of all transactions. This includes recording the date, amount, and purpose of each transaction. It also emphasizes the need to review these records regularly to ensure they are correct and complete.

3. The third part of the document discusses the importance of maintaining accurate records of all transactions. This includes recording the date, amount, and purpose of each transaction. It also emphasizes the need to review these records regularly to ensure they are correct and complete.

4. The fourth part of the document discusses the importance of maintaining accurate records of all transactions. This includes recording the date, amount, and purpose of each transaction. It also emphasizes the need to review these records regularly to ensure they are correct and complete.



1. The first part of the document discusses the importance of maintaining accurate records of student progress and performance. It emphasizes the need for consistent data collection and analysis to inform instructional practices and identify areas for improvement.

2. The second part of the document focuses on the role of the school principal in leading the implementation of a comprehensive curriculum framework. It outlines the key responsibilities of the principal, including ensuring that the curriculum is aligned with state standards and that all students have access to high-quality learning experiences.

3. The third part of the document addresses the importance of professional development for teachers and staff. It highlights the need for ongoing learning opportunities that are tailored to the specific needs of the school and its students. This includes providing opportunities for collaboration, reflection, and sharing of best practices.

4. The fourth part of the document discusses the importance of community engagement and partnerships. It emphasizes the need for the school to work closely with parents, community organizations, and other stakeholders to create a supportive learning environment for all students.

5. The fifth part of the document concludes by reiterating the importance of continuous improvement and the need for the school to regularly evaluate its performance and make adjustments as needed. It encourages the school to embrace a culture of innovation and to strive for excellence in all aspects of its operations.

6. The sixth part of the document discusses the importance of data-driven decision making. It emphasizes the need for the school to use data to inform its instructional practices and to identify areas for improvement. This includes collecting and analyzing data on student performance, teacher effectiveness, and other key indicators of school success.

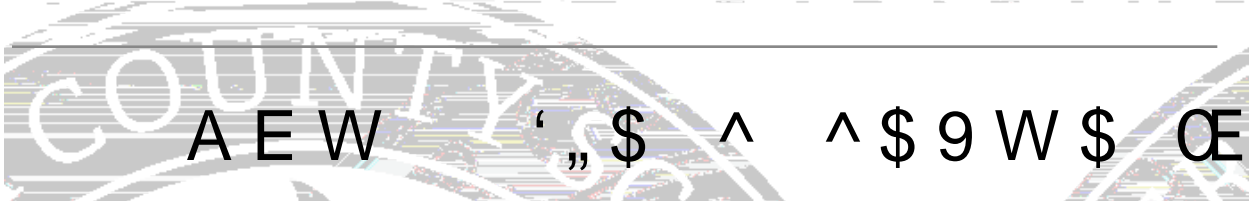
7. The seventh part of the document addresses the importance of equity and access for all students. It highlights the need for the school to ensure that all students have the opportunity to succeed and to provide additional support and resources for students who are at risk of falling behind.

8. The eighth part of the document discusses the importance of communication and transparency. It emphasizes the need for the school to keep parents and the community informed about its activities and to seek their input and feedback. This includes providing regular updates on the school's progress and making it easy for parents and community members to get involved.

9. The ninth part of the document concludes by reiterating the importance of a strong school culture and the need for the school to foster a sense of pride and ownership among all staff and students. It encourages the school to create a positive and supportive learning environment where all students can thrive and achieve their full potential.

gl<h][qPQEP q]kYG DI E][jg<gs j] jPI hdQgQj <[G Q[jl[j]N jPQh d]Y
j] QZZIGQ<jl <[G <ddg]dgQ<jl GQhEQdYQ[<gs <EjQ][•

N jPI Q[plhjQO<jQ][E][NQgZh E][GkEj E][jg/kZs][j]PQh sd]YQEs P<
/EP]]qY Y j<XI QZZIGQ<jl• <ddg]dgQ<jl• E]ggIEjQpl <EjQ][• Q[EYI
Q[EYkGQ[O QZZIGQ<jl jlgZQ[<jQ][•



A E W ‘ „ \$ ^ ^ \$ 9 W \$ Œ

0I[[lhhll]GI [[j]<YÄÄÄEhj<jlh• “ [s dlgh][qP] P<h X[]qYIGOI]N]g
kd][j] gl[Glg <QG j] <[s EPQYG qP] Qh hkNNlgQ[O Ng]Z]g P<h hkhj<
GQh<DQYQjs•]g dPshQE<Y]g ZI[j<Y E][GQjQ][hP<YY gl d]gj hkEP
hkEP <[<jkg l <h j] gl<h][<DYs Q[GQE<jl jP<j Qj P<h DII[E<khIG Ds
]g jP<j•][D<hQh]N <p<QY<DYI Q[N]gZ<jQ][• gl<h][<DYs <ddl<gh j
<Dkhl•]g [IOYIEj•” []jPlg q]g Gh• hkhdIEjIG EPQYG <Dkhl <[G [IOY

/kZ[lg]k[js /EP]]Yh glfkQglh <YY IZdY]sllh j] khlijPI PQYG Dkhl
QZZIGQ<jlYs gl d]gj E][Elg[h]N EPQYG <Dkhl]g [IOYIEj• 0PQh N]g
N]YY]qIG <[G hP]kYG DI <p<QY<DYI Q[jPI E]k[hIYQ[O]NNQEih]N
r<ZdYlh]N PQYG Dkhl <[G "IOYIEj [EYkGI•

+PshQE<Y]Dkhl• QGI[j<Y dPshQE<Y jg<kZ<]g Q[Wkgs Q[NYQEjIG D
EPQYG• j<Yh] Q[EYkGIh <d<gl[j°h]g <E<glj<Xlg°h N<QYkgl j] dg
qP]dlgdld@Đp 1 dlgh][
!u u h]Y]g [IOPH"F IEj d• d1VI[u£ 5d•&„`Đ Q]<g

+hsEP]Y]OQEGMl<glZ• d<jjlg[]N E<glOQplg DIP<pQ]g]g lrrjglZI Q[E
E][plsj] EPQYGGl[jP<jjPls <gl q]gjPYlhh• NY<qIG• k[Y]plG• k[q<[
]N p<Ykl Q[ZlljQ[O <[]jPlg°h [llgh <[G Z<s Q[EYkGI D]jP <DkhQpl <
N<QYkgll j] <Ej•]g [lOYIEjNkYdDl]g dgQ]g lqP]Q]IQh glfkQgIG N]g <
Pl<YjP GIplY]dZI[j• j E<[]EEY]QzhQkEgQ]N]k]Dkj Qh khk<YYs EPg][
/EP]]Y jI<EPlgh• hEP]]Y]NNQEQ<Yh• <[G]jPlg hEP]]Y dlgh][[lY Zk
<YY Q[N]gZ<jQ][glO<gGQ[O <[s EPQYG <Dkhl]g EPQYG hlrk<Y <D
hIEjQ][<[G <YY Q[N]gZ<jQ][glO<gGQ[O jPI hkhdIE]lG EPQYG <Dk
Z<Q[j<Q[IG Ds jPI hEP]]Y EPQYG <Dkhl E]]gGQ[<j]g Q[<E][NQGI[j
EPQYG°h IGkE<jQ][<Y NQYI•
/EP]]Y EPQYG <Dkhl E]]gGQ[<j]gh• hEP]]Y jI<EPlgh• hEP]]Y]NNQ
hP<YY []j dg]pQGI <[s Q[N]gZ<jQ][glYlp<[]j] jPI hkhdIE]lG EPQYG
jPI EPQYG°h d<gl[j]g Ok<gGQ[• <[G Zkhj glNIg <[s fklhjQ][h Ng]Z
j] jPI Q[plhjQO<jQ[O Y<q l[N]gEIZI[j <OI[Es <[G jPI GI d<gjZI[j• /g
0g<Q[Q[O N]g OI[[lhhll PQYG Dkhl .ld]gjQ[O qQYY DI dg]pQGIG k
jPlgl<Njlg jPg]kOP +kDYQE /EP]]Y 7]gXh ¥/kZ[lg]k[js /EP]]Y'h jg<

AC D

R d } \$ € 8 d €] ^ \$ \$ ¥ W ' Œ E d ^ „

]ZZk[QE<jQ][DIjqll [IZdY]sllh <[G hkdlgpQh]gh]g dgQ[EQd<Yh Q
QhEkhhQ][h glO<gGQ[O W]D dlgn]gZ<[EI <gl] [O]Q[O <[G]NjI[Q[
hP]kYG Q[QjQ<jl E][plgh<jQ][h qQjP jPIQg hkdlgpQh]gh QN jPls NI
[llGIG•

l [lg<YYs• N]gZ<Y dlgn]gZ<[EI glpQlqh <gl E][GkEjIG <[[k<YYs• O
qgQjll [dlgn]gZ<[EI <ddg<Qh<Y <[G <GQhEkhhQ][DIjqll [jPI IZdY]
hkdlgpQh]g <D]kj W]D dlgn]gZ<[EI <[G lrdIEj<jQ][h N]g jPI E]ZQ[O

0PI dgQZ<gs dkgd]hl]N <[[k<Y jI<EPlg <[G dgQ[EQd<Y lp<Yk<jQ][
hkdd]gj Q[hjgkEjQ][jP<j qQYY Yl<G j] PQOP YlplYh]N hjkGI[j <EPC



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This includes recording the date, amount, and purpose of each transaction. It also emphasizes the need for regular reconciliation of accounts to ensure that the records are up-to-date and accurate.

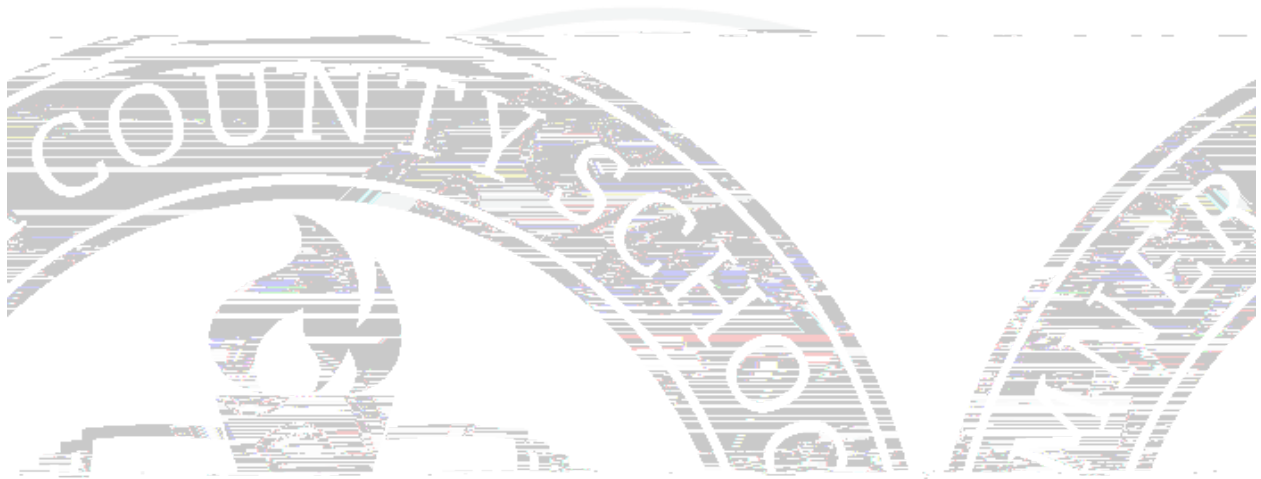
2. The second part of the document discusses the importance of maintaining accurate records of all assets and liabilities. This includes recording the date, amount, and location of each asset and liability. It also emphasizes the need for regular reconciliation of accounts to ensure that the records are up-to-date and accurate.

3. The third part of the document discusses the importance of maintaining accurate records of all income and expenses. This includes recording the date, amount, and source of each income and expense. It also emphasizes the need for regular reconciliation of accounts to ensure that the records are up-to-date and accurate.

4. The fourth part of the document discusses the importance of maintaining accurate records of all taxes and other legal obligations. This includes recording the date, amount, and type of each tax and other legal obligation. It also emphasizes the need for regular reconciliation of accounts to ensure that the records are up-to-date and accurate.

5. The fifth part of the document discusses the importance of maintaining accurate records of all other financial information. This includes recording the date, amount, and purpose of each transaction. It also emphasizes the need for regular reconciliation of accounts to ensure that the records are up-to-date and accurate.

} ' WE „ AddW id€T „



© 2011 by the Board of Regents of the State of Tennessee
All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the Board of Regents of the State of Tennessee.

d Œ A \$ € \$] } W d ~] \$ ^ Œ

ZdY]sllh <gl dIlgZQjjIG j] q]gX < hIE][G W]D <h Y][O <h Qj G]Ih []j Q
dIlgN]gZ<[EI qQjP / /]g gINyIEj k[N<p]g<DYs][jPI hEP]]Y hshjIZ•
W]D <gl lrdIEjIG j] q]gX jPIQg <hhQO[IG hEPIGkYIh <[G Zkhj []jQNs
qQjP <[]kjhQGIIZdY]slg• hIE][G W]D qQYY []j DI E][hQGIgIG <[Ir
dIlgN]gZ<[EI• <DhI[j]I QhZ• j<gGQ[Ihh• YI<pQ[O I<gYs• gINkh<Y j]j
]pIgjQZI]g GQNNIgl[j P]kgh• N]kjhQGI q]gX <E]QjQjE <khIh]g E
dg]DYIZh• Qj Zkhj DI GQhE][jQ[kIG•]g jPI IZdY]sll Z<s DI hkDWIEj
j] <[G Q[EYkGQ[O j]lgZQ[<jQ][•

Œ € ¥ \$ W € \$ E] ' € „ \$] \$ ^ Œ

0g<pIY glQZDkghIZI[j Qh GIhQO[IG j] <hhQhj IZdY]sllh Q[E]ZdYIjG
<gl<h]N Q[hjgkEjQ][<Y hkdd]gj hlg<gE]E p jgkEjQ][<Y IEjQpQjqI

€ \$ „ „ d \$

j Qh QZd]gj<[jj] dg]WIEj < dg]NIhhQ][<Y QZ<OI j] E]q]gXlgh• pQhQ
jP<j lZdY]sllh hP]kYG []j ql<g EY]jPQ[O jP<j Qh glpl<YQ[O• YY lZd
Gglhh Q[< Z<[[lg E][hQhjl[j qQjP O]]G PsOQI[l• h<NIjs• <[G O]]G j<
d]YQEs N]g hjkGI[j Gglhh E]GI q]kYG DI DI[INQEQ<Y•

/]ZlEY<hhQnQIG d]hQjQ][h hkEP <h Z<Q[jl<[EI• hEP]]Y [kjgQjQ][
jPIQg]q[hdIEQNQE OkQGIYQ[lh•

[s fklhjQ][h]g E]ZdY<Q[jh glO<gGQ[O jPI <ddg]dgQ<jl[lhh]N <jjQ
jPI hkdIgpQhQ[O dgQ[EQd<Y]g kZ<[.lh]kgElh lId<gjZl[jN]g NQ[<

„ d E W]\$ E \$ }œ W \$ ‘ „ \$

OPl GQh jgQEj l[E]kg<OIh lZdY]sllh j] h]k]g]l]g]h]N]g]Z]q]Q]P]j]Q]h]P]E]
]kjhQGI jPI GQh jgQEj N]g jPI dkgd]hlh]N O<jPIgQ[O Q[N]gZ<jQ][•
Yl<g[Q[O Ng]Z jPI q]gX]N]jPIgh qPQYl DIQ[O glhdIEjNkY <[G GQO
Q[lrdl[hQpl• Q[N]gZ<Y• <[G jQZlYs q<sh j] d<gjQEQd<jl Q[<[lreP<
]qlplg• Q[N]gZ<jQ][d]hjIG][< qIDhQjl Qh <p<QY<DYl j] jPI dkDYQ
GQh jgQEj P<h lhj<DYQhPIG jPIN]YY]qQ[O OkQGIYQ[lh N]g lZdY]s

/kZ[lg]k[js /EP]]Yh glhdIEjh jPI gQOPj]N lZdY]sllh j] khI h]EQ<Y Z
dlgh][<Y qlDhQjlh <[G DY]Oh• Dkj Qj Qh QZd]gj<[jjP<j <[lZdY]sll'h
hQjlh []j Q[jlgNIgl qQjP]NNQEQ<Y GkjQlh• pQ]Y<jl <[s GQh jgQEj d
jPI hEP]]Y GQh jgQEj• Q[GQpQGk<Y hEP]]Yh• Qjh lZdY]sllh• Qjh hj

[lZdY]sll'h khI <[G E]ZZI[jh Z<GI][h]EQ<Y ZIGQ< hQjlh <gl hkdW
Zl[GZl[j dg]jIEjQ][h•]qlplg• <[s dlgh][<Y khI Zkhj DI E][GkEjIG Q]
jP<j < gl<Glg q]kYG []j jPQ[X jP<j jPI lZdY]sll Qh hdl<XQ[O N]g]g][
]k[js /EP]]Yh•

ZdY]sllh hP]kYG hlj <ddg]dgQ<jl D]k[G<gQlh DIjqll[dlgh][<Y <[G
k[G lghj<[GQ[O jP<j qP<j Qh dgQp<jl Q[jPI GQOQj<Y q]gYG]NjI[P<
dkDYQE• lpl[qQjP]kj X[]qYlGOl]g E][hl[j• j Qh glE]ZZI[GIG jP<j lZ
glpQlq jPI dgQp<Es hljjQ[Oh][<[s h]EQ<Y ZIGQ< <EE]k[jh <[G lrlg
d]hjQ[O E][jI[j <[G Q[N]gZ<jQ][][hkEP hQjlh•

ZdY]sllh hP]kYG <GPIgl j] jPI N]YY]qQ[O OkQGIYQ[Ih E][hQhjl[j q
][P<g<hhZI[j• hjkGI[j glY<jQ][hPQdh• dg]NIhhQ][<Y E]ZZk[QE<jQ]
hjkGI[j Q[N]gZ<jQ][•

ZdY]sllh qP] P<pl < dglhl[EI][h]EQ<Y [ljq]gXQ[O qIDhQj]h <gl dg]
dP]j]Og<dPh]g Q[N]gZ<jQ][jP<j qQYY E<hj jPI IZdY]sll Q[<[k[dg]
Qh YQXIYs j]Egl<jl < GQhgkdjQ][j] hEP]]Y•

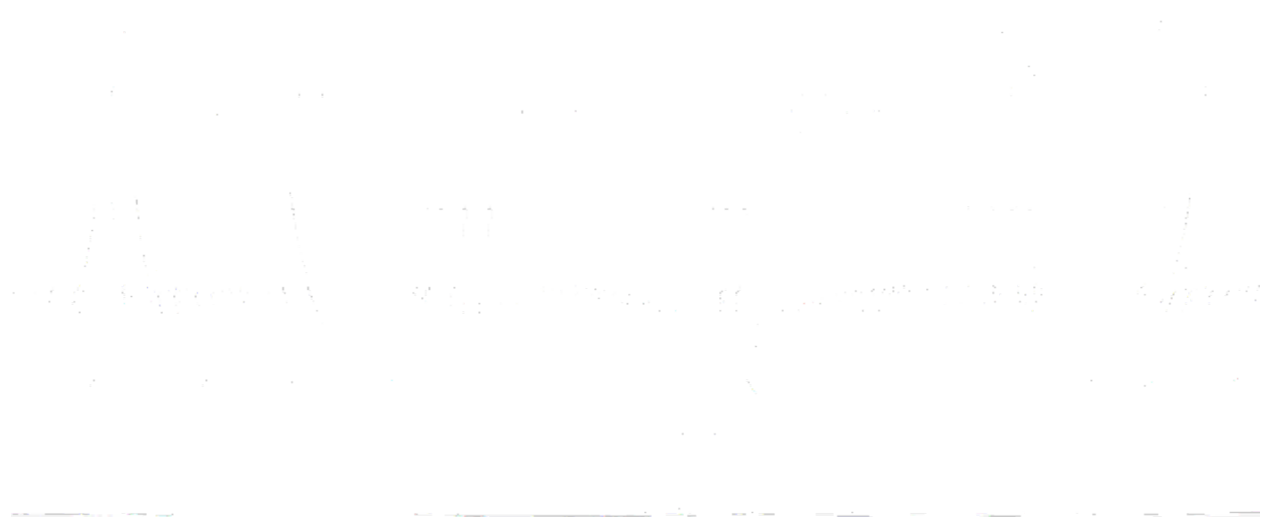
ZdY]sllh <gl dg]PQDQj]G Ng]Z <EEIhhQ[O dlgh][<Y h]EQ<Y [ljq]gX
]g dlgh][<Y GIpQEIh• GkgQ[O q]gXQ[O P]kgh IrEIdj N]g YIOQjQZ<jl

/kZ[Ig]k[js /EP]]Y IZdY]sllh <gl dgQps j] E][NQGI[jQ<Y IGkE<jQ][
E][NQGI[jQ<Y Q[N]gZ<jQ][•]g Q[N]gZ<jQ][gl<h][<DYs glY<jIG j] E
DI hP<glG]g d]h]IG][jPI]jlg[Ij Q[<[s N]gkZ ¥Q•I•• dkDYQE]g dlgh
GQhEY]hl <[s E][NQGI[jQ<Y Q[N]gZ<jQ][]Dj<Q[IG GkgQ[O jPI E]kg
jPI hEP]]Y GQh]gQEj• <[s hEP]]Y• Q[GQpQGk<Yh]g]gO<[Qv<jQ][h
N<ZQYQIh•

0PI]<gG GQhE]kg<OIh IZdY]sllh Ng]Z h]EQ<YQvQ[O qQjP hjkGI[j
qIDhQj]h• 0PI h<Zl glY<jQ][hPQd• IrEP<[OI• Q[jlg<EjQ][• Q[N]gZ<
k[<EEIdj<DYI qE R]]Y]OQE<Y ZIGQkZ Qh k[<EEIdj<DYI qPI[G][IjPg
jIEP]]Y]Os• 7PI[Qj Qh [IEIhh<gs j] E]ZZk[QE<jl IYIEjg][QE<YYs qG
IZdY]sllh <gl I[E]kg<OIGY]kdh]gChzgQ[h]N IYIEjg][QE E]ZZk[QE<j
<h hEP]]Y IZ<QY]g < GQh]gQEj hd][h]glG hIEkgl ZIhh<OQ[O hlgpQ

ZdY]sllh qP] GIhQgl j] khI h]EQ<Y ZIGQ< <h <[I[P]gEhZ P]]Y jPIQg
D<hIG glhd][hQDQYQjQIh hP]kY Gdhgk]Y Qh PE<QNGZIEQ kG<[QI]g <
N]g hkEP dkgd]hIh qQjP jPI dlGZQhhQ][]N jPI hEP]]Y dgQ[EQd<Y• C
<GZQ[Qh]g<j]gh glj<Q[IGQj]gQ<Y E][jg]Y]plg <[s hQjI]g <EE]k[j k
DkhQ[Ihh• Q[EYkGQ[O jP]hl <EE]k[jh]g d<OIh khIG N]g Q[GQpQGK

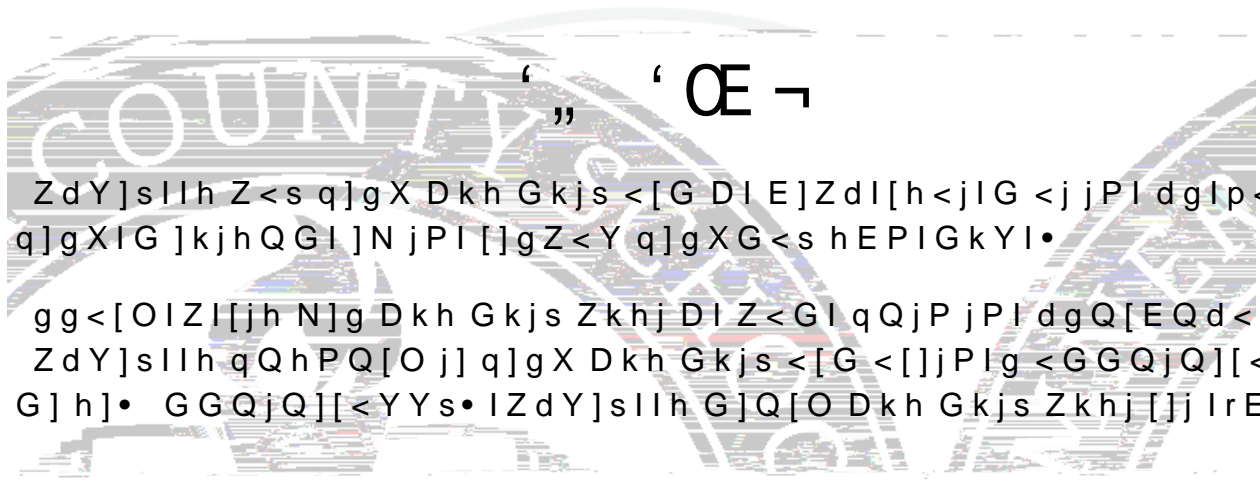
ZdY]sllh hP<YY QZZIGQ<jlYs glZ]pl <[s]jlg[Ij d]hjQ[Oh jPI GQh]g
Q[<ddg]dgQ<jl]g k[dg]NIhhQ][<Y• ZdY]sllh Zkhj XIId Q[ZQ[G jP<j
][<h]EQ<Y ZIGQ< hQjI jP<j Qh Q[pQ]Y<jQ][]N E]Zd<[s d]YQEs <[G
jPI GQhEY<QZlg qQYY]j]hPQIYG jPIZ Ng]Z GQhEQdYQ[<gs <EjQ][



© 2011 County School District
All rights reserved.

[]gGlgj] EP<[OI < [<ZI Q[jPI hshjIZ• < h]EQ<Y hIEkgQjs E<gG qQY
kZ<[.lh]kgEih Id<gjZI[j•

0PQh Qh <ddYQE<DYI j] gIhQO[Q[O]g gljQgQ[Ö]ZdY]sIIh N]g jPI d



ZdY]sIIh Z<s q]gX Dkh Gkjs <[G DI E]Zdi[h<jIG <j jPI dgIp<QYQ[O g
q]gXIG]kjhQGI]N jPI []gZ<Y q]gXG<s hEPIGkYI•

gg<[OIZI[jh N]g Dkh Gkjs Zkhj DI Z<GI qQjP jPI dgQ[EQd<Y <j jPI h
ZdY]sIIh qQhPQ[O j] q]gX Dkh Gkjs <[G <[]jPIg <GGQjQ][<Y d]hQjC
G]h]• GGQjQ][<YYs• IZdY]sIIh G]Q[O Dkh Gkjs Zkhj []j IrEIIIG Å Á P

€ \$ „ œ € E ^ œ

ZdY]sIIh Q[E]lgj<jQgq]œQ]Q]k]sh

€ \$ „



1. The first part of the document discusses the importance of maintaining accurate records of student performance and attendance. It emphasizes the need for consistent data collection and reporting to ensure that all students are being tracked and supported.

2. The second part of the document outlines the various methods used to collect and analyze student data. This includes standardized testing, classroom assessments, and the use of data management systems to track individual student progress over time.

3. The third part of the document focuses on the role of teachers and administrators in interpreting and using this data. It provides guidance on how to identify trends, set goals, and implement interventions based on the information gathered.

4. The final part of the document discusses the importance of communication and collaboration among all stakeholders involved in the educational process. It stresses the need for transparency and shared responsibility in ensuring that every student has the opportunity to succeed.

5. In conclusion, the document highlights the critical role of data in driving educational improvement. It calls for a commitment to ongoing assessment and a focus on using evidence-based practices to meet the needs of all learners.

j Qh []j d]hhQDYI j] GINQ[I <YY jPI EQgEkZhj<[Eih <[G glY<jQ][hF
]N Q[j]glhj• N < hQjk<jQ][<gQhIh qPIgl jPIgl Qh < d]jI[jQ<Y E][N
hP]kYGGQhEkhh jPQh qQjP < hkdIgpQh]g N]g <GpQEI <[G OkQG<[E

ZdY]sIIh qQYY []j I[O<OI Q[•]g P<pl < NQ[<[EQ<Y Q[j]glhj Q[•
gl<h][<DYI fklhjQ][]N E][NYQEj]N Q[j]glhj qQjP jPIQg GkjQIh <[G
jPI hEP]]Y hj<NN•

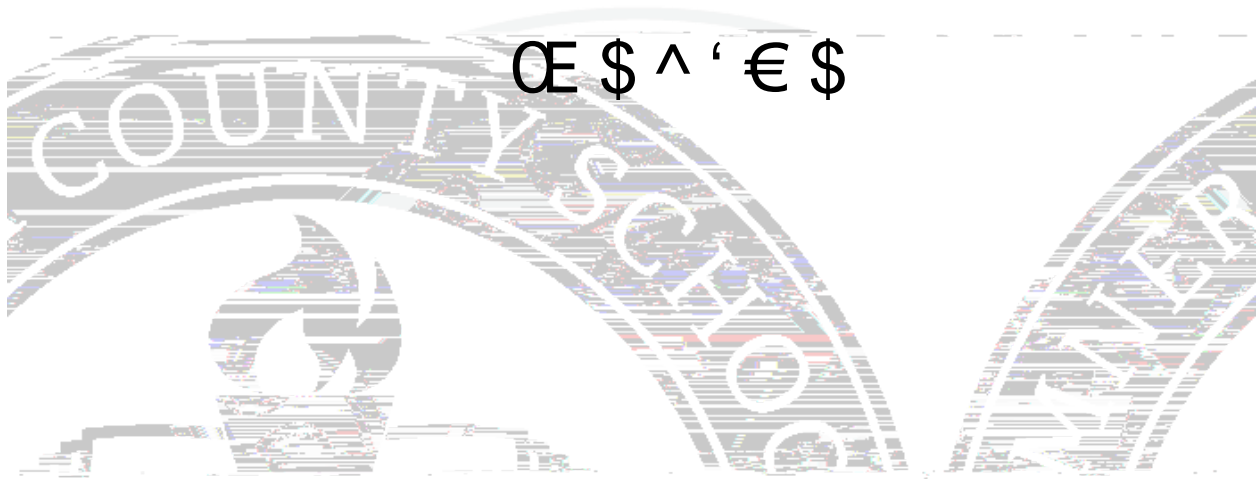
/EP]]Y IZdY]sIIh Z<s []j dkgEP<hl <[s O]]Gh]g IfkQdZI[j N]g h<YI j]
hjkGI[jh]g gl[Glg <[s hIgpQEI j] jPI hEP]]Y hshjIZ][< E]ZZQhhQ][D

ZdY]sIIh qP] P<pl d<jI[j]IG]g E]dsgQOPjIG <[s GIpQEI• dkDYQE<jC
hP<YY []j glEIQpl g]s<YjQIh N]g khI]N hkEP QjIZ Q[jPI hEP]]Y hshj

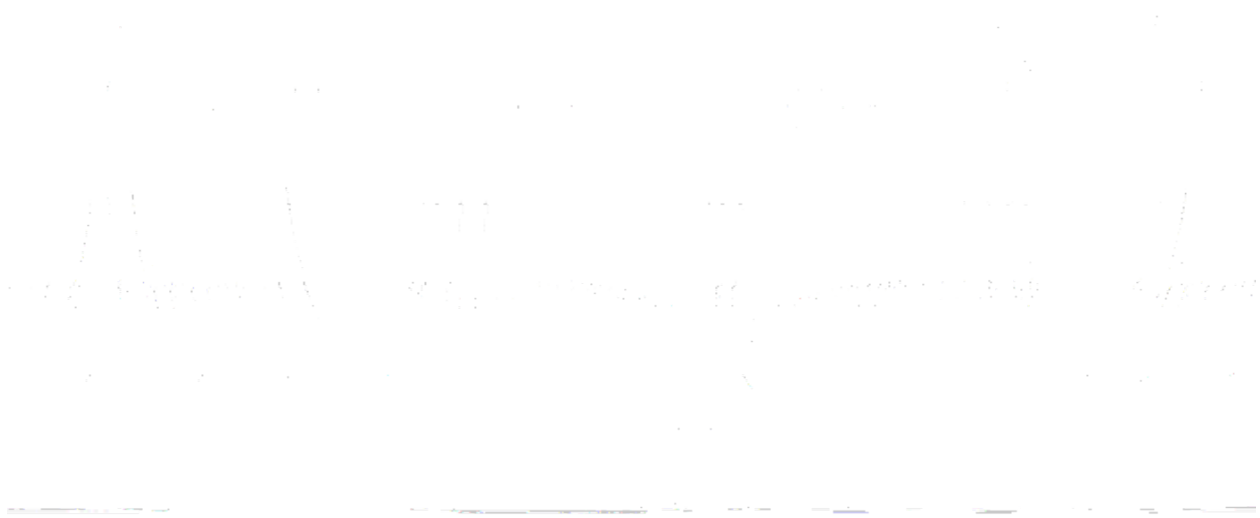
ZdY]sIIh Z<s []j I[O<OI Q[<[s jsdl]N q]gX qPIgl jPI h]kgEI]
Q[N]gZ<jQ][E][E]lg[Q[O < Ekhh]Zlg• EYQI[j•]g IZdY]slg]gQOQ
Q[N]gZ<jQ][]Dj<Q[IG jPg]kOP jPI hEP]]Y hshjIZ•

OP I]<gG]N GkE<jQ][Z<s []j dkgEP<hl hkddYQIh• Z<jlgQ<Yh•]g I

C D C CA



OE \$ ^ ' € \$





1. The first part of the document discusses the importance of maintaining accurate records of student performance and attendance. It emphasizes the need for consistent data collection and reporting to ensure that all students are being tracked and supported.

2. The second part of the document outlines the various methods used to collect and analyze student data. This includes standardized testing, classroom assessments, and the use of data management systems to track individual student progress over time.

3. The third part of the document focuses on the role of teachers and administrators in interpreting and using this data. It provides guidance on how to identify trends, set goals, and implement interventions based on the information gathered.

4. The final part of the document discusses the importance of communication and collaboration between all stakeholders involved in the educational process. It stresses the need for transparency and shared responsibility in ensuring that every student has the opportunity to succeed.

5. The document concludes by reiterating the commitment to continuous improvement and the pursuit of excellence in education. It encourages all members of the school community to work together to create a supportive and challenging environment for every student.

lp<Yk<jQ][h N]g Z]gl jP<[jPI Z]hj glEI[j NQpl ¥Æ! sl<gh• hjkGI[j ZI
N]g][I Pk[GgIG NQNjs ¥ÁÆÁ! G<sh]N EY<hhg]]ZQ[Qh]gkEjQ][Q[<DY]EX hEPIGkYI DIN]gl jP<j hjkGI[j°h g
EY<hhg]]Z Q[hjgkEjQ][Q[<DY]EX hEPIGkYI DIN]gl jP<j hjkGI[j°h g
hdIEQNQE jl<EPIg•

0PI IhjQZ<jIh]N hdIEQNQE jl<EPIg INNIEjh][jPI IGkE<jQ][<Y dg]C
dkDYQE glE]gG <[G qQYY DI Z<GI <p<QY<DYI][Ys j]jPI hdIEQNQE
<GZQ[Qh]g<j]gh <h GIhQO[<jIG Ds jPI Y]E<Y D]<gG]N IGkE<jQ][<[
kQYGGQ[O dgQ[EQd<Yh <[G <hhQhj<[j dgQ[EQd<Yh• jPI GQglEj]g]
hEP]]Yh N]g Q[hjgkEjQ][• N]g dkdQY hlgpQEIH• <[G N]g PkZ<[glh]k
E]]gGQ[<j]g• <[G Q[hjgkEjQ][<Y E]]gGQ[<j]gh <gl GIhQO[<jIG <h <
GQhjgQDkjI• glpQlq• <[G XIId hIEkgl <[G E][NQGI[jQ<Y jI<EPIg INN

} E O E E] \$

IgjQnQIG jl<EPIgh qP] <gl GIhQO[<jIG <h ÁÁÁ G<s IZdY]sIIh <gl
jl[¥ÁÁ! G<sh]N hEPIGkYIG P]YQG<sh• NQpl ¥Æ! <GZQ[Qh]g<jQpl
YI<g[Q[O G<sh•]dQIh]N IZdY]sII E<YI[G<gh E<[DIN]k[G][]kg G
[Pjjdh•>>qqq•hkZ\[IghEP\]\]Yh•\]EGYQ\[IGYh\]OPQjP<EN\]gjQNQIG d\]hQjQ](#)
Z<s q]gX Z]gl jP<[ÁÁÁ G<sh•

\$ € O E E 8 E O E E d ^ ¥ \$ € E 8 E O E

j Qh jPI glhd][hQDQYQjs]N I<EP dg]NIhhQ][<Y IZdY]sII j] I[hkgl jP
OI[[IhhI]jl<EPQ[O YQEI[hI N]g jPIQg <hhQO[IG <gl<¥h!•

\$ « } \$ € E \$ ^ \$

lgjQnQIG IZdY]sllh l<g[lrdlgQI[EI D<hIG][d<QG G<sh q]gXIG <h
[s G<sh k[d<QG]g <Dhl[j qQjP]kj d<s• G] []j E]k[jj]q<gG lrdlgQI[EI
gljQgIZI[j•



\$ 9 € \$ \$ A ^ 9 \$,

GkE<j]gh ZkhjNQYI < []jQNQE<jQ][]N < GIOglI EP<[OI qQjP jPI kZ
dgQ]g j] E]ZdYIjQ][]N E]kghlq]gX N]g < GIOglI EP<[OI j] j<XI INNIE
/kZ[Ig]k[js /EP]]Yh qIDhQjI N]g GIj<QYIG Q[hjgkEjQ][h][E]ZdYIj
pQGI[EI]N jg<Q[Q[O Qh glfkQglG N]g plgQNQE<jQ][<[G <ddg]p<Y
INNIEjjqQEI <sl<g dIlg 0 •

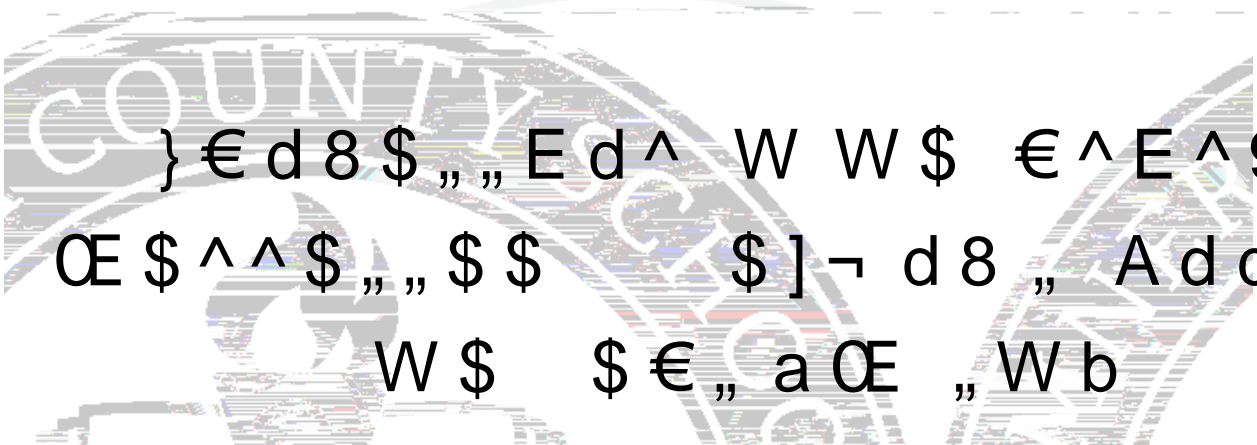
WE \$ ^ , ' € \$ € \$ ^ \$! W

QEI[hkgl gl[lq<Y Qh jPI h]YI glhd][hQDQYQjs]N jPI IGkE<j]g <[G h
jPI lrdQg<jQ][]N jPI YQEI[hI• 0I[[Ihhll hj<jI Y<q G]Ih []j <YY]q N]g j
<EjQpl YQEI[hI• QEI[hkgl Qh hkDWIEjj] EP<[OIh Ds jPI 0I[[Ihhll I

dg<EjQjQ][lg YQEI[hI Qh QhkhIG j] <jI<EPIg qP] E]ZdYIjIh <[<ddg
dg]Og<Z]g Q[h]ZI <YjIlg[<jQpl d<jPq<sh j] YQEI[hkgl <gl E]ZdYIjQ
dgl d<g<jQ][dg]Og<Z <[G P<h ZIj <YY dg]NIhhQ][<Y <hhllhhZI[j glfk
/j<jI]<gG]N GkE<jQ][• 0PI dg<EjQjQ][lg YQEI[hI Qh p<YQG N]g jF
]N <ZQ[QZkZ]N Æ Z][jPh]N fk<YQNsQ[O YQEI[hIG jI<EPQ[O lrdlg
dg]NIhhQ][<Y GIplY]dZI[j d]Q[jh• jPI jI<EPIg E<[<ddYs j] <Gp<[EI
\$jPIg glfkQglZI[jh Z<s DI glfkQglG D<hIG][jPI I[G]ghIZI[j >E][jI[j <

dg]NIhhQ][<Y jI<EPIg YQEI[hI Qh QhkhIG j] <jI<EPIg qP] P<h E]Z
Z][jPh]N fk<YQNsQ[O YQEI[hIG IGkE<j]g e1Qh QhkhIG j] Z]S&e!S&f

p<YQG• <[G <EjQpl \$kj]N /j<jl +g]NIhhQ][<Y YlplY QEI[hl• 0PI dg]
¥ÁÁ! sl<gh <[G Qh gl[lq<DYI Ds ZlljQ[O gl[lq<Y glfkQglZI[jh• \$[EI
jl<EPIg YQEI[hl E<[DI gl[lqIG Ds]Dj<Q[Q[O ÇÁ dg]NIhhQ][<Y GIpl
jq] sl<gh]N fk<YQNQIG lrdlgQI[EI GkgQ[O jPI p<YQGGQjs dlGQ]G]N
Z<s DI glfkQglG D<hIG][jPI I[G]ghlZI[j>E][jI[j <gl<]N jPI YQEI[hl•



}€d8\$,, Ed^ W W\$ €^E^9 ©
œ \$ ^^ \$,, \$ \$ \$]~ d8 ,, Add W
W\$ \$€,, aœ ,, W b

0PI 0I[[Ihhll /j<jl Id<gjZI[j]N GkE<jQ][glfkQglh jP<j <YY Q[hjgkE
0 / Z<[G<jIG d]hQjQ][h Zkhj l<g[0 / EglGQjh• YY dgQ[EQd<Yh <[
0 / Z<[G<jIG• \$jPlg Q[hjgkEjQ][<Y Yl<G lgh <gl glfkQglG j] l<g[0 /
ÆÁ dlGEl[j]g Z]gl]N jPIQg jQZI Q[GQglEj GIYQplgs]N Q[hjgkEjQ][
N]YY]qQ[O• jl<EPIgh• dgQ[EQd<Yh• <[G>]g]jPlg lGkE<j]gh Q[<GZ
d]hQjQ][h•]g Z]gl Q[N]gZ<jQ][• dYl<hl glNlg j] jPI 0I[[Ihhll /j<jl l<
GkE<jQ][7IDhQjI• YY 0 / ŸZ<[G<jIG d]hQjQ][h <gl glfkQglG j] E]Z
E<GIZs lplgs Æ sl<gh k[YIhh jPls <gl 0 / ŸlrEldj <Njlg ÅÆ sl<gh Q[
d]hQjQ][•

0PI 0I[[Ihhll /j<jl Id<gjZI[j]N GkE<jQ][glfkQglh jP<j <YY ElgjQN
hEP]]Yh E]ZdYljl jPQgjs P]kgh Ÿ]gsNEQ plgE \$h]Q[dg ÅMÁ hQ][<Y Yl<g
l<EP sl<g• 0I[[Ihhll]GI [[j]j<jIG• ddiŸQArÁ• h]EjjQh] ÅEj <jl<EPIg
ÅÅŸ <s E][jg<Ej Zkhj Q[EYkGI NQpl ¥Æ! G<sh]N dg]NIhhQ][<Y Yl<g
qP] P]YGHŸQkM ¥EPQ[O d]hQjQ][<[G Qh lZdY]slG Ds jPI /kZ[lg]kl
GkE<jQ][ŸQZ<g] <EPIgh' + glfkQglZI[jh <gl <GWkhjIG <EE]gGQ[OY
]N jPI lGkE<j]g j] NkYNQYY jPQh NQpl ¥Æ! G<s glfkQglZI[j]• <sh ÅŸ
dg]NIhhQ][<Y Yl<g[Q[O G<sh• 0PI glZ<Q[Q[O jq] G<sh <gl D<hIG][

\$] \$ € 9 \$ ^ ¬ W \$ „ „ d ^ } W ^ „ ^
€ E „ E „ € \$ „ } d ^ „ \$ } W ^ „

7PI[dlgh][<Y<[G>]ghEP]]YIZIlgOI[EQIh<gQhI•QjQhjPIIrdIEj<jQ
j]jPINQghjG<s]NhEP]]Y•dgl d<gl<[GP<plgl<GQYs<p<QY<DYI>
dY<[h•<EPji<EPIghP]kYG<Yh]P<plEgQhQhglhd][hIdY<[hQ[EY
I<hs<EEIhh•

7PI[<jl<EPIgX[]qhQ[<Gp<[EijP<jjPIsqQYYDI<DhI[j•jPIs hP]kY
YIhh][dY<[<[G<EjQpQjQIh]jP<j<YQO[qQjPjPIEkggI[jYI<g[Q[O<

jQhjPIIrdIEj<jQ][jP<jhEP]]Y<GZQ[Qhjg<j]ghZ<XIIZIlgOI[EsYI
I<EPji<EPIg]hDR]X<EE]k[j<DQYQjsEPIEXYQhj•

€ \$ • ‘ \$ „ œ „ œ d d ^ ‘ œ

€ \$ „ \$ € A

.IhI<gEPdg]d]h<YhN]gIGkE<jQ][<Yd<dlgh<[GGIOglIhZkhjDIh
dgQ]gjjDIQ[O<jjIZdjIG•<EPdg]d]h<YZkhjDI<[<YsvIGN]gjPIG

€ \$ • ‘ \$ „ œ „ œ d } } W ¬ 8 d € 9 € ^ œ

GkE<j]gh qQhPQ[O j] <ddYs N]g Og<[jh jP<j qQYY DI[INQj EY<hhg]
QZd<Ej hjkGI[j dlgn]gZ<[El hP<YY NQghj]Dj<Q[dlgnZQhhQ][Ng]Z j
Og<[j• 0PI Og<[j <ddYQE<jQ][<Y][O qQjP jPI ±.lfklhj N]g -]<gG dd
jPI[DI E]ZdYIjIG <[G hQO[IG Ds jPI IGkE<j]g <[G dgQ[EQd<Y DIN]g
hhQh]j[j QglEj]g]N/EP]]Yh N]g [hjgkEjQ][¥ N]g [hjgkEjQ][!• \$
DII[<ddg]pIG Ds jPI - N]g [hjgkEjQ][• jPIs qQYY N]gq<gG jPIN]gZ
jPI PQIN Q[<[El \$NNQE]g¥ \$!N]g <ddg]p<Y• \$[El jPI - \$ P<h <dd
jPIs qQYY I[hkg]jP<jjPI Og<[j <ddYQE<jQ][glfklhj Qh <GGIG j]jPI
/kZ[Ig]k[js /EP]]Y]<gG•

] Og<[jh hP<YY DI hkDZQjjIG qQjP]kj jPI dgQ]g <ddg]p<Y]N jPI - N
<[G jPI /kZ[Ig]k[js /EP]]Y]<gG• YY IGkE<j]gh hP]kYG j<XI Q[j] E
[HIGIG N]g jPI <ddg]p<Y dg]Elhh j]]EEkg DIN]gl <ddYsQ[O N]g <Og

} € d \$ ‘ € \$ œ d € \$ • ‘ \$ „ œ 8 E \$ W
œ € E } „

[s jI<EPIg GIhQgQ[O j] j<XI <Og]kd]N hjkGI[jh][<[IGkE<jQ][<Y N
<Gp<[El <ddg]p<Y]N jPI dgQ[EQd<Y• 0PI jgQd Zkhj P<pl <GINQ[Qj
dY<[[Q[O• /jkGI[jh hP]kYG DI dgld<glG Ds OI[Ig<Y EY<hh GQhEkhh
hEP]]Y]]h]gIG jgQd [j]ZIIjQ[O jPI ±IGkE<jQ][<YYs DI[INQE<Y± g
dgQ]g <ddg]p<Y]N jPI QglEj]g]N/EP]]Yh]g PQh>PIg GIhQO[II• N
jPI dgQ[EQd<Y]g PQh GIhQO[II hP<YY Z<XI jPI [IEIhh<gs <gg<[OIZ
jPI hEP]]Y N]g ZQYI<OI qPI[hEP]]Y hshjIZ DkhIh <gl khIG• /QO[IG d
Zkhj DI]Dj<Q[IG N]g lplgs hjkQZkXQgQ & D]N]G jPI QZZIGQ<jl p
]N jPI hEP]]Y• jQh jPI glhd][hQDQYQjs]N jPI dgQ[EQd<Y j]I[hkg]j
N]g jPI glZ<Q[Glg]N jPI hEP]]Y sl<g• 0PIN]gZ N]g d<gl[j<Y dlgnZQh
G<jI• jQZI]N Gld<gjkgl <[G gljkg[• jg<plY dY<[h• GIhjQ[<jQ][• [kZD
lrdI[hI Q[p]YplG• gkYIh]NE][GkEj <[G dl[<YjQIh N]g pQ]Y<jQ][• <[
d<gl[jh j] DI NkYYs Q[N]gZIG• 0PQh Q[N]gZ<jQ][Qh j] DI E]ZdYIjIG
N]gZ Qh hQO[IG Ds jPI d<gl[j•

\$plg[QOPjIGkE<jQ][<Y jgQdh•NQIYG jgQdh j<XI[]kjhQGI gIOkY<g
Zkhj DI <ddg]plG Ds jPI dgQ[EQd<Y <[G jPI QgIEj]g]N /EP]]Yh]g P
[s hEP]]M[h]gIG jgQd qYQdEP]Qg]h]g[QOPj Zkhj P<pl dgQ]g <ddg]p
QgIEj]g]N /EP]]Yh]g PQh>PIg GIhQO[II•0PIhI Og]kdh Zkhj DI <EE
gIOkY<g hj<NN ZIZDIg <[G]jPIgh Ng]Z jPI hEP]]Y qP] <gl<ddg]dgQ
hkdIgpQhQ][<[G hP<YY DI glhd][hQDYI N]g hjkGI[j E][GkEj•0PIgl
<[G][I Z<YI EP<dI g][I QN jPI jgQd Qh N]g <ZQRIG Og]kd•!<YI <[G N
hId<g<jI <EE]ZZ]G<jQ][h•/jkGI[jh qQYY []j DI <YY]qIG Q[g]]Zh GIh
jPI]dd]hQjI hI r•0PI g<jQ]]NEP<dI g][Ih j] hjkGI[jh hP<YY DI <j YI <I
DI dI [<YQvIG N]g d<gjQE Qd<jQd Q]g <G dg Qd G hEP]Y QpQjQIh•0I<
dI gZQj hjkGI[jh j] Z<XI kd EY<hh <hhQO[ZI[jh ZQhhIG DIE<khI]N <

YY <EEQGI[jh jP<j]EYkG]h]g hEP]QY Zkhj DI gl d]gjIG Ds jPI jI<EPIg
dgQ[EQd<Y QZZIGQ<jI Ys kd][gljkg[Q[O j] hEP]]Y•/I gQ]kh <EEQGI
Zkhj DI gl d]gjIG QZZIGQ<jI Ys j] jPI dgQ[EQd<Y <[G]g GQgIEj]g• [I
qQjP dg]ZdjYs Ds jPI jI<EPIg]g]jPIg ZIZDIgh]N jPI hEP]]Y hj<NN D
<EjQ][•Q[EYkGQ[O hI][GQ[O jPI hjkGI[j j] jPI P]hdQj<Y]g hkZZ][Q[
<ZDKY<[EI• [E<hIh qPIgl Qj Qh [IEIhh<gs j] hI[G jPI hjkGI[j j] jPI P
INN]gj Zkhj DI Z<GI j] []jQNs jPI d<gl[j]Ok<gGQ<[•

]<gG d]YQEQIh <[G hEP]]Y gkYIh E][EIg[Q[O E][GkEj qQYY DI I[N]

„ \$ ‘ € E Œ ¬ } € d Œ d d W 8 d €
Œ \$ ^ ^ \$ „ „ \$ \$ d] } € \$ A \$ ^ „ E ¥ \$
„ „ \$ „ „] \$ ^ Œ } € d 9 €] a Œ } b

[E]ZdYQ<[EI qQjP /j<jI]<gG]N GkE<jQ][gIOkY<jQ][h• <YY Z<[O
jPI hEP]]Y sl<g Qh G][I k[Glg hIEkgQjs OkQGIYQ[Ih <kjP]g
YIOQhY<jQ][•0PI D<hQE dgI ZQhI]N jPIhI OkQGIYQ[Ih Qh j] I[hkgI
<hIEkgIG hIjjQ[O 0 0 ! /Ng]Z jPI jQZI jPIs <gl gIEIQpIG <jI<EP
jPIs <gl Q[khI• <[G k[jQY jPI jQZI jPIs <gl hPQddIG N]g hE]gQ[O• O
]N D]jP <EE]k[j<DQYQjs]N <[G dg]jIEjQ][N]g jPI EY<hhg]]Z jI<EPI



1. The Board of Directors shall have the authority to make and alter the bylaws of the corporation, subject to the approval of the stockholders.

2. The Board of Directors shall have the authority to elect and remove the officers and directors of the corporation, and to fix their terms of office.

3. The Board of Directors shall have the authority to manage the business and affairs of the corporation, and to exercise all the powers and authorities of the corporation, except those which are specifically reserved to the stockholders.

4. The Board of Directors shall have the authority to declare dividends on the shares of the corporation, and to make and alter the rules and regulations governing the distribution of dividends.

5. The Board of Directors shall have the authority to borrow money for the corporation, and to issue and sell bonds or other securities of the corporation, subject to the approval of the stockholders.

6. The Board of Directors shall have the authority to enter into contracts, leases, and other agreements on behalf of the corporation, and to execute and deliver all instruments necessary to carry out the business of the corporation.

7. The Board of Directors shall have the authority to sue and be sued, and to defend the corporation in any legal proceedings.

8. The Board of Directors shall have the authority to do all such other acts and things as may be necessary or proper to carry out the business of the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the corporation, this _____ day of _____, 20__.

Secretary

„ ‘] E Œ Œ E ^ 9 W \$ ¥ \$

0QZI]NN hP]kYG DI hkdZQjjIG j] d<sg]YY]][jPI Y<hj gQG<s]N jPI d
Qh QZdlg<jQpl jP<jjPI E]ggIEj YI<pl ¥ • + •]g / ! Qh GIhQO [<jIG •
hkDZQjjIG Q[lgg]g • lZdY]sllh P<pl k[jQY jPI [l rj d<s dl gQ]G j] glfkl

8] E W ^] \$ E W W \$ ¥ \$

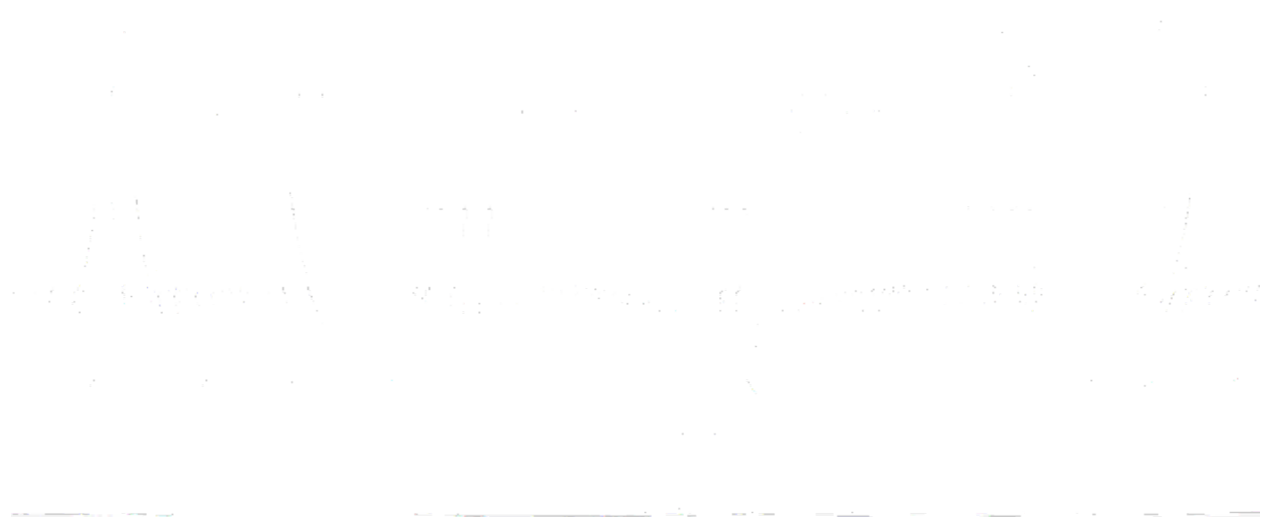
/kZ[lg]k[js /EP]]Yh E]ZdYQlh qQjP jPI NIGlg<Y <ZQYs <[G !IGQE
<[G OI[[lhhll <[G !IGQE<Y l<pl Ej ¥0! ! • qPQEP glfkQglh lZdY]slg
¥ÂÇ qllXh N]g DQgjP ><G]djQ][!]N k[d<QG • dg]jIEjIG YI<plh]N <Dh
N]g EIgj<Q[ZIGQEg<Y <[GNg dZQ]b •

+YI<hl]][jPIgl <gl Z<[s glfkQglZI[jh • fk<YQNQE<jQ][h • <[G l rEldj
l<EP lZdY]sll'h hQjk<jQ][Qh GQNNlgl[j • ZdY]sllh Z<s]][j<Xl YI<p
lZdY]sZI[j qQjP / / qQYY DI jlgZQ [<jIG • ZdY]sllh qQjP <hIE][G W]l
<gl][! qQjP <][jPIg W]D •][j<EjjPI kZ<[.lh]kgElh ld<gjZI[jj] G
N]g YI<pl •

.l<h][h N]g 0<XQl [G]lg<NIGlg<Y Y<q • k[d<QG YI<pl Z<s DI glfklhjIG
<[G dgl [<j<Y E<gl Ž dgl Ÿ dY<EIZI[j <EjQpQjQlh • DQgjP • <G]djQ][•
]g jPI hlgQ]kh PI<YjP E][GQjQ][]N < EPQYG • hd]khl • d<gl[j • G
lZdY]sll •

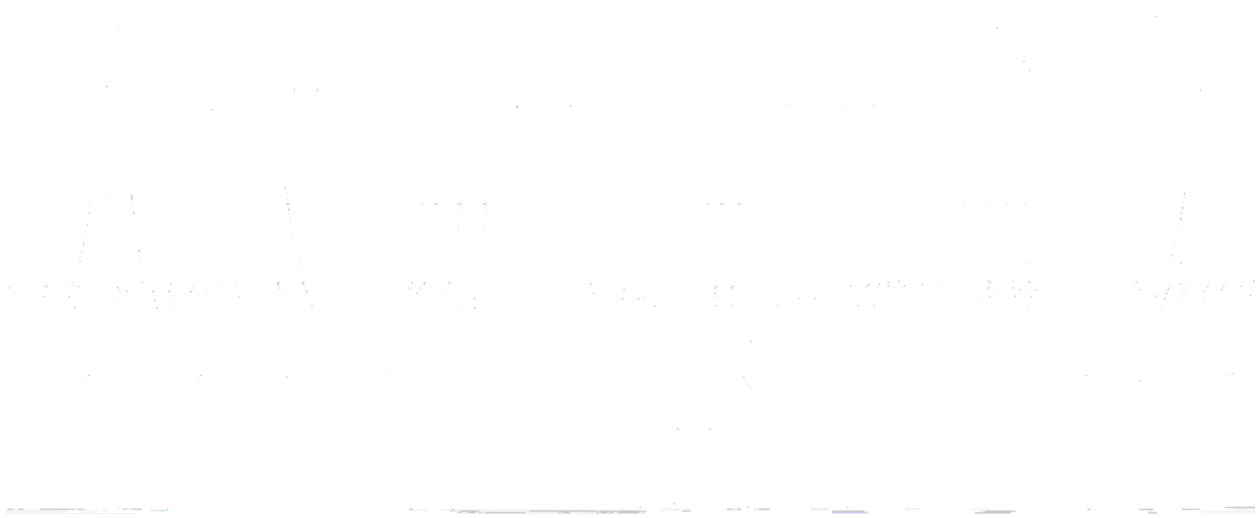
!QYQj<gs <ZQYs l<pl [G]lg<NIGlg<Y Y<q • k[d<QG YI<pl Z<s <Yh] D
lYQOQDYl lZdY]sllh qP] P<pl <[s fk<YQNsQ[O l rQOI[Es <gQhQ[O]
<h][• G<kOPjlg • d<gl[j • G]ZlhjQE d<gj[lg •]g [l rj]N XQ[]N jPI lZdY]
Gkjs ¥]g P<h DII[]][jQNQIG]N <[QZdl[GQ[O E<YY]g]gGIg j] E]plgl
N]gElh Ž lZdY]sllh Z<[G]lg<NIGlg<Y Y<q • k[d<QG YI<pl Z<s <Yh] D
EQgEkZhj<[Elh • -k<YQNsQ[O EQgEkZhj<[E]h]Z<Esl Q[E]Y][GQ[O dY]s
Elgj<Q[ZQYQj<gs lpl[jh • <gg<[OQ[O N]g <Yjlg [<jQpl EPQYG E<gl
Elgj<Q[NQ [<[EQ<Y <[G YIO<Y <gg<[OIZI[jh • <jjI][GQ[O Elgj<Q[E]h
glhj <[G glEkdlg<jQ][• <[G <jjI][GQ[O d]hj GldY]sZI[j glQ[jIOg<jQ][

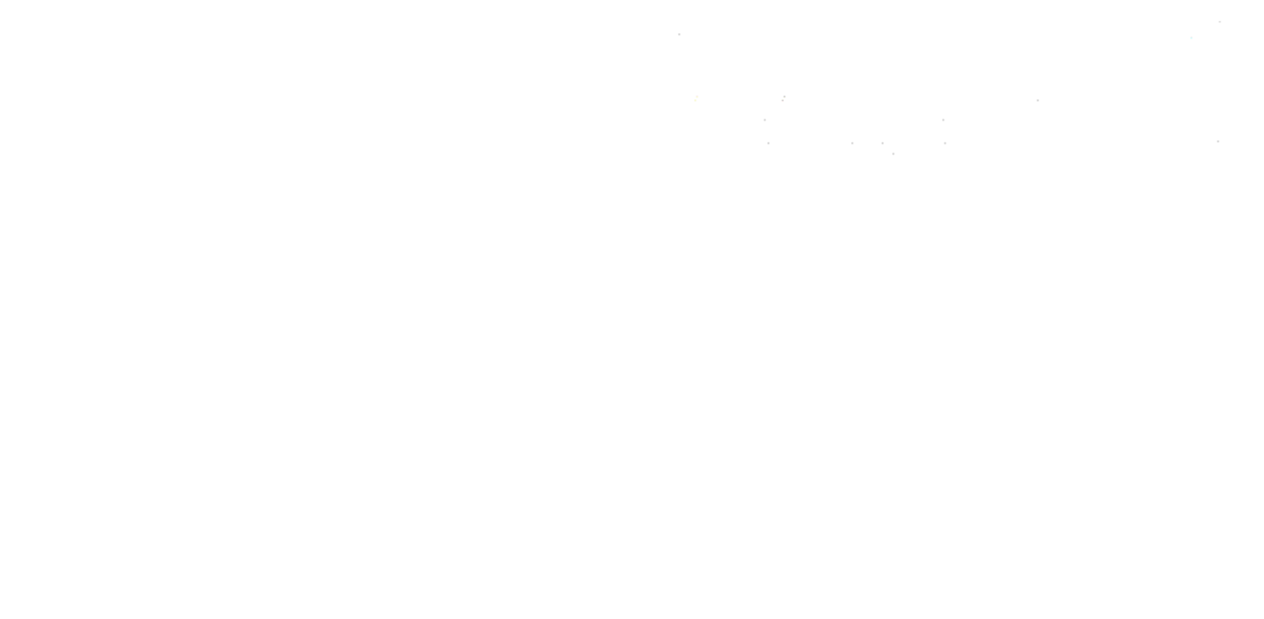
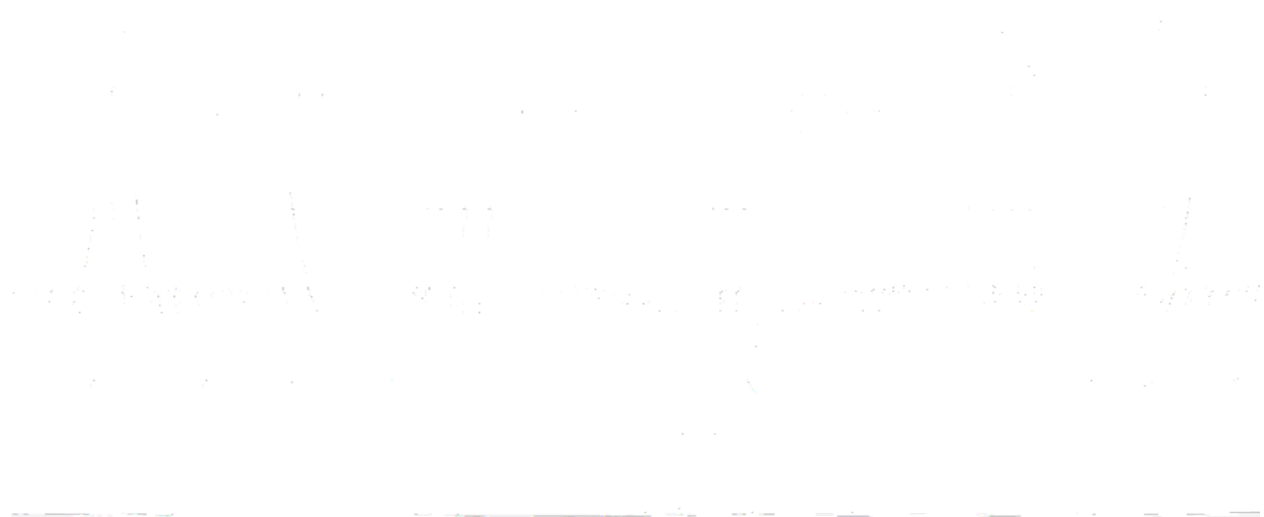
0PI NIGlg<Y ! <Yh] Q[EYkGIh <hdIEQ<Y YI<pl l[jQjYIZI[jjP<j dl g
j<Xl kd j] ÂÇ qllXh]N YI<pl j] E<gl N]g <E]plglG hlgQ]QEI ZIZDIg Gkg



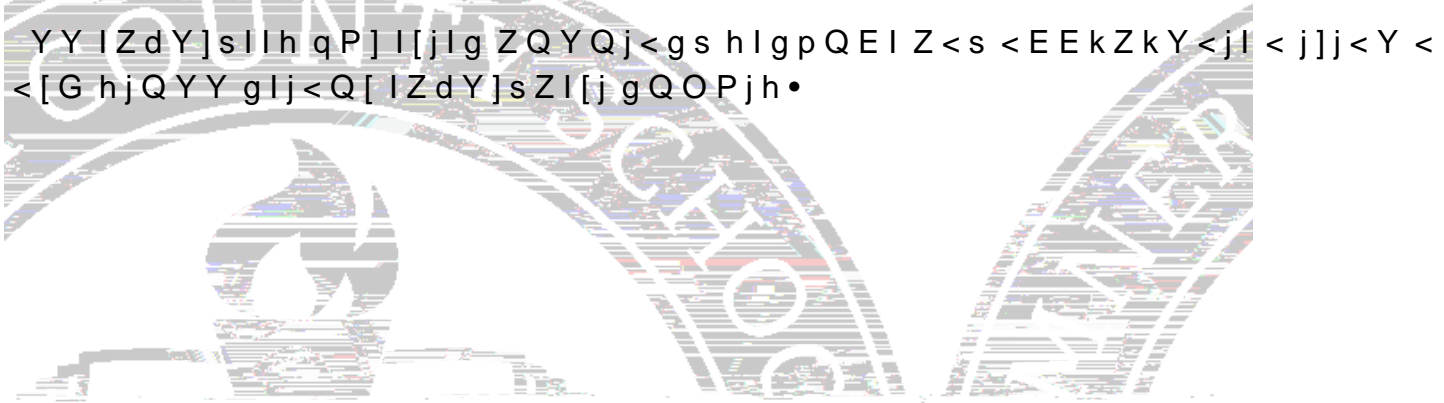
© 2010 County School Board
All rights reserved.

8]W } d,, Œ \$ €





g l O < g G Q [O j P I Y I < p I • N < [I Z d Y] s I I Q h k [< D Y I j] d g] p Q G I [] j Q E I D I M
h l g p Q E I • < N < Z Q Y s Z I Z D I g h P] k Y G [] j Q N s j P I h k d l g p Q h] g < h h]] [< h
1 d] [g l j k g [N g] Z Z Q Y Q j < g s Y I < p I • I Z d Y] s I I h q Q Y Y D I O g < [j I G j P I h < Z
D I [I N Q j h < h Q N j P I s P < G q] g X I G E] [j Q [k] k h Y s • < Q Y k g l j] g l d] g j N] g
d g l h E g Q D I G j Q Z I < N j l g E] Z d Y I j Q] [] N Z Q Y Q j < g s h l g p Q E I q Q Y Y D I E
j l g Z Q [< j Q]] •



Y Y I Z d Y] s I I h q P] I [j l g Z Q Y Q j < g s h l g p Q E I Z < s < E E k Z k Y < j l < j] j < Y <
< [G h j Q Y Y g l j < Q [I Z d Y] s Z I [j g Q O P j h •

B

] \$ E W S \$ ^ O E W S © ¥ E „ E d ^
E ^ „ ‘ € ^ \$

/kZ[Ig]k[js]<gG]N GkE<jQ][]NNIgh < EP]QEI jN ZIIIGQE<Y d
IZdY]sIIh][jPI NQghj G<s]N jPI Z][jP N]YY]qQ[O ÄÄ G<sh]N hI
/EP]]Yh d<sh jPI [IO]jQ<jIG <Z]k[j]N DI[INQjh•

ZdY]sIIh][YI<pl]N <DhI[El Z<s E][jQ[kIjPIQg Q[hkg<[El Ds d<sQ]
I<EP Z][jP [] Y<jI g jP<[jPI P N Q N G I I j P ¥ Ä Æ

1[G]I g jPI gIfkQgI ZI[jh]N jPI][h]YQG<jIG \$Z[QDkh kGOIj² .IE][EQ
¥ \$. i•<h <ZI[GIG• <[IZdY]sI g Zkhj]NNI g j] E][jQ[kI Og]kd PI<YjP
<[G GIdI[G]I[jh Q[Elgj<Q[Q[hj<[Elh qPIgl E]plg<OI k[G]I g jPI dY<[q
<[IZdY]sII hP]kY G P<pl fklhjQ][h <D]kj PQh>PIg \$. gQOPjh <[G]
E][jQ[k<jQ][E]plg<OI• jPI s hP]kY G E][j<Ej jPI]<gG'h ZY]sII I[I
ÆÄÄÄ•

]g Z]gl Q[N]gZ<jQ][• qY•<h Zp Qm E]P]]Yh• jg O>DI[INQjh

W E 8 \$ E ^ „ ‘ € ^ \$ © W d ^ 9 g O E \$ €
E „ E W E O E ¬

/kZ[Ig]k[p(‘wl Õ]k[QjI <I[I“P àI <[G• °°•G’jsd \$N<YjB€ <[G”p <S

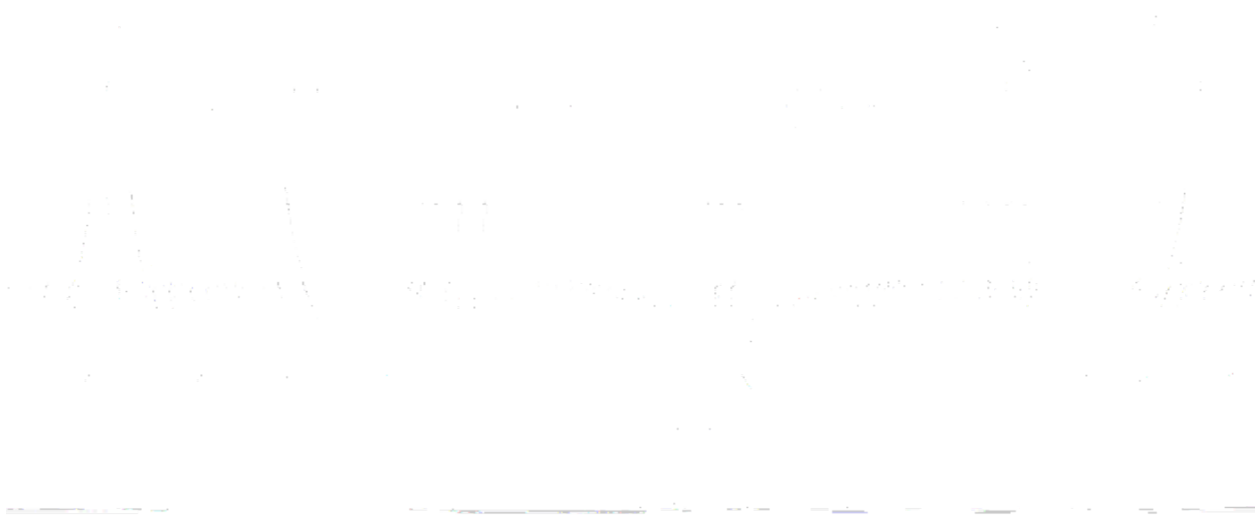
E OE E d ^ W \$ ^ \$ 8 E OE ,,

[< G G Q j Q] [j] ! I G Q E < Y • I [j < Y • < [G 6 Q h Q] [Q [h k g < [E I I Z d Y] s I I h P <
] j P I g p] Y k [j < g s D I [I N Q j h Y] [g Z Y K G Q [D Q Y R] s j] [O



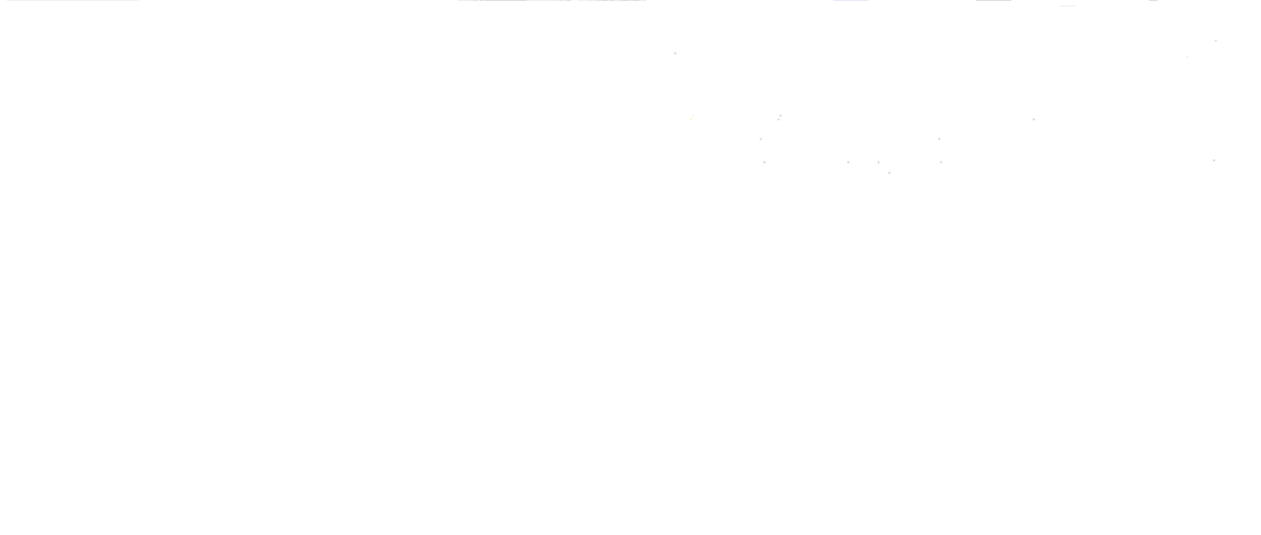
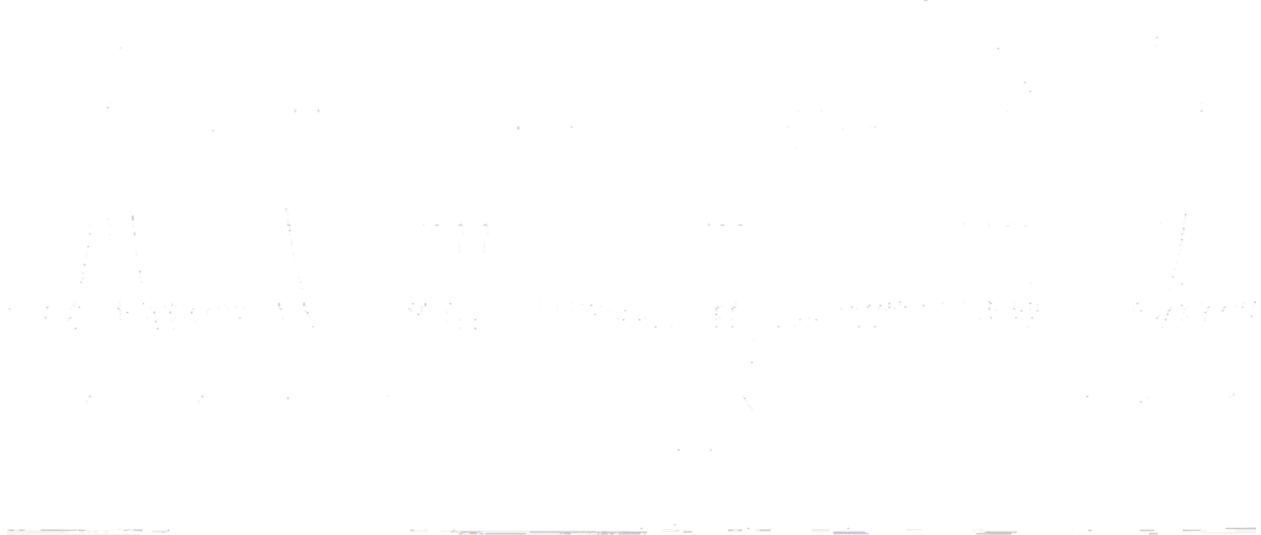
€ \$ Œ E € \$] \$ ^ Œ

kYYÿjQZIEIgjQnQIG IZdY]sIIh <gl I[g]YYIG Q[jPI 0I[[IhhII][h]Y
¥0 ./i kd][IZdY]sZI[j• Y<hhQNQE<jQ][]N I[g]YYZI[j Qh GI dI[GI[j]
dlgEI[j<OIh glfkQgIG Ds hj<jl qQYY DI GIGkEjIG• 0PI]<gG]N GkE
glfkQgIG IZdY]slg dlgEI[j<OI j] 0 ./• [IZdY]sII Qh plhjIG <Njlg NQp
hlgpQEI <[G IYQOQDYIN]g DI[INQjh kd][gljQgIZI[j IYQOQDQYQjs
0 ./ GIj<QYQ[O h<Y<gs• hlgpQEI EglGQj• DI[INQE Q<gs• <[G IZdY]s
<p<QY<DYI][s]kg Q[GQpQGk<Y 0 ./ ZdY]sII +]gj<Y]g Ds E][j<EjQ



\$] } W d - \$ \$ „ „ E „ Œ ^ \$ } € d 9 €]

0PI ZdY]sII hhQhj<[EI+g]Og<Z¥ +! dg]pQGIh PQOPYs E][NQGI[
E]k[hIYQ[O hIgpQEI•YIO<Y <[G NQ[<[EQ<Y E][hkYj<jQ][•q]gX





1. The County School Board shall have the honor of receiving the following:

2. The County School Board shall have the honor of receiving the following:

3. The County School Board shall have the honor of receiving the following:

4. The County School Board shall have the honor of receiving the following:

5. The County School Board shall have the honor of receiving the following:

6. The County School Board shall have the honor of receiving the following:

7. The County School Board shall have the honor of receiving the following:

8. The County School Board shall have the honor of receiving the following:

9. The County School Board shall have the honor of receiving the following:

10. The County School Board shall have the honor of receiving the following:

11. The County School Board shall have the honor of receiving the following:

12. The County School Board shall have the honor of receiving the following:

13. The County School Board shall have the honor of receiving the following:

14. The County School Board shall have the honor of receiving the following:

15. The County School Board shall have the honor of receiving the following:

16. The County School Board shall have the honor of receiving the following:

17. The County School Board shall have the honor of receiving the following:

18. The County School Board shall have the honor of receiving the following:

19. The County School Board shall have the honor of receiving the following:

20. The County School Board shall have the honor of receiving the following:

- QhEY]hQ[O]g ZQhkhQ[O]N E][NQGI[jQ<Y /jkGI[j• ZdY]sII]g /k Q[N]gZ<jQ][qQjP]kj <kjP]gQv<jQ][Ž
- IYQDIg<jl GIh]gkEjQ][]N dg]dlgjs Q[EYkGQ[O Q[jIYYIEjk<Y dg]
- .ld]gjQ[O j] q]gX Q[j]rQE<jIG• k[Glg jPI Q[NYki[EI]N]][ÿdglhEgO]jPIgqQhI k[NQj N]g GkjsŽ
- +]hhIhhQ][]N QYYIO<Y GgkOh• <YE]P]Y• qI<d][h•]g NQgl<gZh] dg]dlgjs]g <j <[s hEP]]Y lpl[j•
- 1hQ[O jPgl<jl [Q[O• Q[jQZQG<jQ[O• E]lgEQ[O•]DhEI[l]g <DkhQ]
- [O<OQ[O Q[EgQZQ[<Y E][GkEj• <Ejh]N pQ]YI[EI]g Z<XQ[O jPg /kZ[lg]k[jjs /EP]]Y]<gG +g]dlgjs]g qPQYI gldglhI[jQ[O jPI /kZ[lg
- 0Pgl<jl [Q[O• Q[jQZQG<jQ[O]g E]lgEQ[O NIYY]q ZdY]sIIh• /jkGI]k[jjs /EP]]Y]<gG +g]dlgjs <j <[s jQZl N]g <[s dkgd]hIŽ
- /jl<YQ[O dg]dlgjs Ng]Z•]g k[<kjP]gQvIG d]hhIhhQ][]N jPI dg]dlg /jkGI[jh• 6QhQ]]gh]g /kZ[lg]k[jjs /EP]]YhŽ
- !• QOPjQ[O• P]ghIdY<s]g dg]p]XQ[O <NQOPj][/kZ[lg]k[jjs /EP]]Y
- "• <QYkgI j] N]YY]q h<NIjs]g hIEkgQjs gIOkY<jQ][h dkj Q[dY<EI j]
- \$• <QYQ[O j] gl d]gj <[s dlgh][<Y Q[Wkgs hkhj<Q[IG qPQYI]][jPI W]
- +• .INkh<Y j] k[GlgO] GgkO hEgII[Q[O]g E]ZdYIjl <NQj[Ihh N]g Gkjs GIhQO[II
- [O<OQ[O Q[<[<Ej]N h<D]j<OI]g qQYYNkYYs]g qQjP Og]hh [IOY G<Z<OI]N /kZ[lg]k[jjs /EP]]Y dg]dlgjs]g jPI dg]dlgjs]N /jkGI[jh]g
- .• 1[<kjP]gQvIG glZ]p<Y• GkdYQE<jQ][•]g jg<[hNIggQ[O d]hhIhhQ]<gG +g]dlgjs Z<hjlg XlshŽ
- /• YjlgQ[O <EPIEX• Z<XQ[O k[<kjP]gQvIG EP<gOIh j] </kZ[lg]k[j X][qQ[OYs]plgEP<gOQ[O </jkGI[jŽ
- 0• <QYkgI j] N]YY]q /kZ[lg]k[jjs /EP]]Yh d]YQEs gIO<gGQ[O P<[GY Ihj<DYQhPIG <EE]k[jQ[O dg]EIGkgIhŽ
- 1• 1[<kjP]gQvIG khI]N /kZ[lg]k[jjs /EP]]Yh jIYIdP][Ih•]g lfkQdZI[j
- 6• 1[<kjP]gQvIG h]EQ<Y E][GkEj]g Ng<jlg[Qv<jQ][qQjP /jkGI[jh• Q]g khI]N <[s h]EQ<Y ZIGQ< ZIhh<OQ[O <j <[s jQZIŽ

7• 1[dg]NIhhQ][<Y <ddl<g<[EI]g E][GkEjŽ

8• !<XQ[O]g dkDYQhPQ[O N<YhI• pQEQ]kh•]g Z<YQEQ]kh hj<jIZI[
DkhQ[Ihh•]g khQ[O hEP]]Y IfkQdZI[j E][EIg[Q[O <[s ZdY]sII• /jkGI
/EP]]Yh•]g jPI /kZ[Ig]k[js /EP]]Y /shjIZŽ

9• [O<OQ[O Q[Q[hkD]gGQ[<jQ][Ž

;• /YIIdQ[O]g Y]QjIlgQ[O][jPI W]DŽ

• I<pQ[O hEP]]Y dgIZQhIh qQjP]kj dIlgZQhhQ][]g N<QYQ[O j] gIZ
I[G]N s]kg q]gX G<s k[YIhh gIYI<hIG I<gYQIlg Ds s]kg /kdIgpQh]g•+
]g QgIEj]g]N /EP]]Yh•

• Zd]dIlg gIE]gGQ[O]N P]kgh]NN]g P]kgh q]gXIG]g dk[EPQ[O <

• [jIlgQ[O < hEP]]Y]g]NNQEI <NjIlg []gZ<Y q]gX P]kgh qQjP]kj dgC

• <QYkgI j] Z<Q[j<Q[< gIfkQgIG YQEI[hI]g EIgjQNQE<jQ][gIfkQ

• <QYkgI j] E]ZdYIjI gIfkQgIG jg<Q[Q[O jPg]kOP +kDYQE /EP]]Y 7
[jIgpI[jQ][•

• <QYkgI j] gIjkg[/jkGI[j gIE]gGh <NjIlg jPI I[G]N <[<hhQO[ZI[j• j
hEP]]Y hshjIZ•

N <[ZdY]sII'h dIlgN]gZ<[EI• q]gX P<DQjh•]pIlg<YY <jjQjkGI• E][G
k[h<jQhN<Ej]gs Q[jPI WkGOZI[j]N /kZ[Ig]k[js /EP]]Yh• D<hIG [[p
<D]pI]g <[s]jPIg]N /kZ[Ig]k[js /EP]]Y'h d]YQEQIh• <GZQ[Qh]g<jC
.IOkY<jQ][h• jPI ZdY]sII qQYY DI hkDWIEj]j] GQhEQdYQ[<gs <EjQ
]N IZdY]sZI[j•

¥ d W ‘ ^ Œ € ¬ „ \$ } € Œ E d ^

IgjQNQIG hj<NN• gIlgE]g]Ejh qPQEP hP]kYGDIP][]gIG• [jPII p
gIhQO[<jQ][Qh jPI]][Ys pQ<DYI]djQ][N]g jPI IZdY]sII <[G•]g jPI h
Zkhj dg]pQ• <•]QEI• 0PIhI IZdY]sIIh qQYY YQXIYs DI E][hQGIGI
O]]G hj<[GQ[O <[G OI[Ig<YYs qQYY DI IYQOQDYI N]g gIPQgI• N <
DI jgI<jIG <h < [Iq IZdY]sII Q[EYkGQ[O Dkj []j YQZQjIG j] NQ[OIgdg

[jPI lpl [j < [IZdY] sll p] Yk [j < gQYs jlg Qs < [j] jQEQ] [] k k B Z A j h
qgQjji [[] jQEI jPI QZZIGQ < j l hkd lgpQh] g qQYY P < pl jPI < kjP] gQjs]
IZdY] sll D < hIG] [N < QYkg l j] gl d] gj j] q] gX • 0PI 0" QEI [hkg l \$NNQE
0 < [G D] < gG d] YQEs qPQEP E] kYG glhkYj Q [hkhdl [hQ] [] N YQEI []

