

**SARASOTA MILITARY ACADEMY
BOARD OF DIRECTORS
Tuesday September 24, 2024**

- Call to Order
- Pledge of Allegiance
- Approval of the Minutes -Tab 1
 - August 27, 2024
- Head of School Report – SMA Prep Tab 2
 - Faculty Representative
- CEO/Head of School Report – SMA High Tab 3
 - Athletic Director Report
 - Faculty Representative
- SAI Report - Tab 4
- Treasurer’s Report - Tab 5
 - Monthly Financial Report
 - Teacher Increase Salary Allocation (TISA) Approval
 - SMA Operating Audit Approval
 - SMA Foundation Audit Approval
- Committee Report – Tab 6
 - Nominating Committee
 - By-Laws Committee
 - PTCC
- Chairperson’s Report
- Old Business
 - Organizational Chart
- New Business
 - Approve 2024-2025 Employee Handbook
- Public Comment
- Meeting Adjournment

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

27 AUGUST 2024

Board of Director Members' Attendance

Present:

Dr. Thomas J. McElheny, Former Capt, USMC, Chair

Erica Gregory, Lt Col, USAF (Ret), Vice Chair

Ben Knisely, COL, USA (Ret), Secretary

Pete Skokos, Treasurer

Brent Bogart, Former LT, USN

Heather Koester, Former SGT, USAR

Carlos Moreira, 1st Sgt, USMCR

Jerry Neff, BG, USA (Ret)

Ron Skipper, Former CPT, USAF

Richard Swoope, COL, USA (Ret)

Michael Tollerton, Former CPT, USA (virtual)

Absent: LTC Cheryl Korwin, Assistant Head of Middle School; SMA-MAJ Charlie Carver, Athletic Director; SMA-CPT Ellie De Murias, MS Faculty Representative

SMA Administrative Staff in Attendance:

SMA-COL Christina Bowman, Head of High School/Academy Provost

SMA-COL Tom Vara, Head of Middle School

SMA-LTC Caitlin West, Assistant Head of High School

SMA-LTC Abby Williams, Assistant Head of High School

SMA-LTC Steve Kok, Director of Finance

MAJ (Ret) Russ Osterfeld, SAI

Guests in Attendance: LTC Scott Lempe; SFC Ernesto Ramirez, HS Faculty Representative; SMA-CPT Bryan Burns, HS Faculty; Ms. Nikki Orth, PTCC President (virtual), Keller Button, cadet; Avery Alexander, cadet; Pierce Mihailoff, cadet

Location: SMA High School

The chair called the meeting to order at 2:30 pm.

Chair Thomas McElheny started the Pledge of Allegiance.

Motion to Approve the 18 June 2024 Minutes:

Ms. Heather Koester moved to approve the 18 June 2024 minutes; COL Ben Knisely seconded the motion and the board unanimously approved.

SMA-COL Christina Bowman introduced the top three leadership of the Regimental Staff. Each cadet introduced themselves and their goals for their roles for this school year.

Chair McElheny moved to amend the agenda with the chair report before the committee reports; Ms. Koester seconded the motion and the board unanimously approved.

Head of Middle School Report: SMA-COL Tom Vara provided a read-ahead report. He stated faculty cuts due to decrease in numbers. SMA-COL Vara announced his retirement on 20 December 2024.

Head of High School/Provost Report: SMA-COL Bowman provided a read-ahead report. She discussed staff reductions due to decrease in numbers. SMA-COL Bowman stated SMA-LTC Caitlin West would provide all components that comprise a school grade at the next board meeting and the new safety house bill has placed many challenges to this school year.

SAI Report: MAJ Russ Osterfeld provided a read-ahead report. He discussed the upcoming events for all military activities.

Academy Athletics Report: N/A

Staff Representatives: N/A

Treasurer's Report: SMA-LTC Steve Kok provided a read-ahead report. He discussed the profit and loss breakdown for both campuses, as well as millage expenditures and FTE adjustment.

COL Knisely moved to approve the new revised budget; Mr. Brent Bogart seconded the motion and the board unanimously approved.

Chair Report: Chair McElheny discussed the importance of focusing on the facilities and place a hold on the superintendent search. He recommended the nomination of LTC Scott Lempe as board member with focus on spearheading the Facilities Committee. Chair McElheny inquired to the Bylaws Committee as to process in amending the number of board members to no less than seven.

Chair McElheny discussed the goals of the Facilities Committee to gather research and options to include a current property appraisal of both properties at fair market value. He stated initial talks with a few banks have commenced on best approach and recommended the Facilities Committee to consist of Vice Chair Erica Gregory, Mr. Ron Skipper, COL Ben Knisely, BG Jerry Neff, LTC Lempe and himself.

Vice Chair Gregory moved to suspend superintendent search, BG Neff seconded the motion and the board unanimously approved.

Chair McElheny stated that the table of organization would revert to the original one without the superintendent position.

Bylaws Committee: Vice Chair Erica Gregory stated nothing new to add but reiterated the action items from last board meeting of forming sub-committees still need to be addressed.

PTCC Report: Ms. Nikki Orth provided a read-ahead report. She stated an increase in parent support and administrative support of PTCC initiatives from both campuses.

Chair Report: Chair McElheny assigned Mr. Skipper to research zoning laws and appraisers to maximize property value for an updated appraisal.

Board: N/A

Old Business: N/A

New Business: SMA-COL Bowman stated an approval for the 2024-25 School Improvement Plan to the district is needed.

Ms. Koester moved to approve to submit the 2024-25 School Improvement Plan to the district; BG Neff seconded the motion and the board unanimously approved.

SMA-COL Bowman stated the employee handbook would be presented at the next board meeting for board review.

Public Comments: N/A

The next board meeting will be on 24 September 2024 at 2:30 pm at the High School campus.

The chair adjourned the meeting at 3:17 pm.

Dr. Thomas McElheny, Chair

Date

COL Ben Knisely, Secretary

Date

Head of School Report for September 2024

Enrollment

Grade 6: 126
Grade 7: 151
Grade 8: 169
Total: 446

Campus Life/Events

- 9/2-Labor Day-No school
- 9/3-Cadet picture day
- 9/10-Epaulet ceremony-Alpha Company
- 9/11-Dress Down Day for Cadets
- 9/11-Patriot Day observance
- 9/13-Student led parent conference
- 9/16-Fall book fair begins
- 9/17-Epaulet ceremony-Bravo Company
- 9/17-Teacher of the Year ceremony
- 9/18-Early dismissal for cadets and teacher training
- 9/19-Bus Evacuation drill
- 9/19-Book fair evening event-4:30-6:30 pm
- 9/24-Board meeting at HS-2:30 pm
- 9/27-Dress Down Day for Cadets

Cadet Highlights

- Cadets of the Month: **September**
- The cadets will posted at the October meeting**

Staff Meetings

- 9/13-SMA Administration
- 9/20-New Teachers
- 9/25-Sarasota County principals meeting
- 9/25- SMA Administration
- 9/26-Threat Assessment Team
- 9/26-Safety Team

Parent and Community Highlights

- 9/4-Parent campus tour
- 9/10-Epaulet ceremony-Alpha Company
- 9/11-SMA Prep band performed the National Anthem at formation
- 9/17-Epaulet ceremony-Bravo Company
- 9/17-SMA Prep chorus sang the National Anthem at formation
- 9/24-BOD meeting at the HS-2:30 pm

Security

- Teachers were reminded they are the only ones to open the classroom door during class.
- Reminder for staff to be at their doors during passing time to assist in campus security.

Attention Items

- FSSAT report completed and submitted for safety and security

High School Head of School/Provost Report
September 24, 2024

Mission:

Within a culture where every cadet is valued, Sarasota Military Academy is committed to: Preparing students for College, Careers, & Citizenship; Developing tomorrow's Leaders; and Cultivating Character based on the steadfast values of Honor, Integrity, and Respect.

Strategic Plan Goals:

- **Resources:**
 - Academy Enrollment 1,010
 - High School: 564
 - Class Size: 20.22
 - SCF: 18 10 FT 8PT
 - STC: 32
 - OJT: 19
 - Prep: 446
 - Class Size: 18.14
 - HR: High School Reduction in Staff: 1 Instructor, 2 Positions Frozen
- **College, Careers, and Citizenship**
 - 2023-2024 School Grade: B
 - 2024 School Grade Overview
 - 2024 Data Results
 - Academy Goal: Increase Language Arts and Math Learning Gains for the Lowest 25% by 4% (from 56% to 60% in each area).
 - PM1 Data will be presented in October
- **Character and Leadership Development**
 - SPIN Event
 - September 17, 2024
 - Well attended and great event
 - SMA Ambassadors were amazing!
 - Kudos to SMA-LTC Williams, SFC Pellegrino and CSM Phinney for the great leadership for the "Dunk Tank"!

Communication/Community Outreach:

- Charter Renewal: All work due October, 2024
- Career Day: September 26, 2024 9:00-11:00 am
- Tiger Bay: October 3, 2024
- Veterans Day Parade: November 11, 2024
- Next Meeting: October 15, 2024 2:30 pm High School Campus



2024 School Grades Overview

School grades provide an easily understandable way to measure the performance of a school. Parents and the general public can use the school grade and its components to understand how well each school is serving its students. Schools are graded A, B, C, D, or F. Each school is graded based on the components for which it has sufficient data. Schools must test at least 95% of their students.

Components: In 2023-24, a school's grade may include up to twelve components. There are five achievement components and four learning gains components, as well as components for middle school acceleration, graduation rate and college and career acceleration. Each component is worth up to 100 points in the overall calculation.

Five Achievement Components: The five achievement components are English Language Arts (ELA), Grade 3 ELA, Mathematics, Science, and Social Studies. These components include student performance on statewide standardized assessments, including the comprehensive assessments and end-of-course (EOC) assessments. The components measure the percentage of full-year enrolled students who achieved a passing score.

Four Learning Gains Components: These components are learning gains in ELA and Mathematics, as well as learning gains for the lowest performing 25% of students in ELA and Mathematics. These components include student performance on statewide standardized assessments including the comprehensive assessments and EOC assessments for the current year and the prior year. The components measure the percentage of full-year enrolled students who achieved a learning gain from the prior year to the current year.

English Language Arts	Mathematics	Science	Social Studies	Graduation Rate	Acceleration Success
Achievement (0% to 100%)	Achievement (0% to 100%)	Achievement (0% to 100%)	Achievement (0% to 100%)	4-year Graduation Rate (0% to 100%)	High School (0% to 100%)
Grade 3 Achievement (0% to 100%)	Learning Gains (0% to 100%)				Middle School (0% to 100%)
Learning Gains (0% to 100%)	Learning Gains of the Lowest 25% (0% to 100%)				
Learning Gains of the Lowest 25% (0% to 100%)					

Middle School Acceleration: This component is based on the percentage of eligible students who passed a high school level EOC assessment or industry certification.

Graduation Rate: The graduation rate is based on an adjusted cohort of ninth grade students and measures whether the students graduate within four years.

College and Career Acceleration: This component is based on the percentage of graduates from the graduation rate cohort who earned a passing score on an acceleration examination (qualifying AP, IB, or AICE), earned a passing grade in a dual enrollment course that qualified for college credit, earned 300 clock hours through career dual enrollment courses in the same approved program, earned an Armed Services Qualification Test score and two course credits within the same military branch, or earned an industry certification.

School Grades Calculation: The number of points earned for each component is added together and divided by the total number of available points to determine the percentage of points earned.

School Grading Scale: [6A-1.09981\(4\)\(e\)3, F.A.C.](#), has been amended so that the grading scale for **elementary schools** is as follows: A=62% of points or greater; B=54% to 61% of points; C=41% to 53% of points; D=32% to 40% of points; and

F=31% of points or less. Additionally, the grading scale for **middle, high, and combination schools** is as follows: A=64% of points or greater; B=57% to 63% of points; C=44% to 56% of points; D=34% to 43% of points; and F=33% of points or less.

Data Results 2023 - 2024

Sarasota Military Academy
High School

Overall Grade:

B - 57% of total
possible points

Based on the following components:

- ELA Achievement
- Math Achievement
- Science Achievement
- Social Studies Achievement
- Graduation Rate
- ELA Learning Gains
- Math Learning Gains
- Lowest Quartile Learning Gains (ELA/Math)
- Acceleration
 - Middle School (students passing HS Assessments)
 - HS (AP, DE, ASVAB, CTE Certification assessments)

Lowest Quartile:

56% Learning Gains
in math (L25)

56% Learning Gains
in ELA (L25)

What does this mean:

- 56% of the lowest quartile made learning gains in the areas of reading and math from PM 3 of the 2022-2023 school year to PM 3 of the 2023-2024 school year.
- ELA up 29% from 2021 - 2022
- Math up 16% from 2021 - 2022

Goal for 2024 - 2025 school year

- Increase Learning Gains for the L25 by 4% in the areas of reading and math.

Achievement:

ELA: 47%

Math: 45%

What does this mean?

- Measurement of students earning a passing score for the current school year.

- ELA up 4% from 2022-2023
- Math up 2 % from 2022 - 2023

- District ELA - 64% (all grades)
- District Math - 68% (all grades)

Acceleration Rate:

HS: 39 (1 year lag)

Middle School

- Passing a HS level EOC or Industry Certification

High School

- Passing an AP Exam, ASVAB, or Industry Certification
 - Junior class took ASVAB as a whole in 2023-2024
 - Up 3 points from previous year

Goal

- Increase acceleration rate at the HS by 6 points by providing ASVAB for all juniors, offering FLVS on campus lab for additional AP offerings, increase AP testing pass rate.

Graduation Rate

2023 Cohort 95.5%

What does this mean?

- 1 year lag in data
- Projection for 2024 is 96.09%
- Goal for 2025 is 97%

District Comparison

- 2023 rate is 90%
- 2024 projection is 92.18%

The fall athletic seasons at the high school and Prep are well underway.

Our high school volleyball team continues to impress. They scored a major victory winning their first ever conference game on September 12 at Imagine School North Port. After not winning a game last season, the volleyball is sporting a winning record midway through the season so far. The cross-country team is also midway through their season as well. The girls' team builds on last season's success and looks to advance through district to a regional birth. While on the boys side the team continues to improve as the season progresses.

Also, in an effort to improve attendance at high school athletic events, the administration team has come up with student incentives for supporting SMA athletics.

At the Prep, the volleyball team is working hard and enjoying some joint practices and workouts with our high school team. We are hoping the collaborative effort continues to build our volleyball program to greater success. The Prep golf team started their season last week after being delayed by weather.

On a continued note, facilities are and will continue to be the greatest challenge for SMA high school athletics. SMA high school has no on-campus facilities to host athletic competitions. No other FHSAA registered schools that we schedule in athletics are restricted to this degree. Besides creating a disservice to our current cadet-athletes, this factor is a major deterrent when attempting to recruit students to SMA high school. Not only are the facilities on our campus unsuitable for athletic competitions, they severely limit what can be accomplished in our physical education classes. It is the desire of the athletic department to provide our students a complete high school experience. Our current facilities greatly limit this experience.

SARASOTA MILITARY ACADEMY

Senior Army Instructor
801 North Orange Avenue
Sarasota, Florida 34236

19 September 2024

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY

THRU: Superintendent Sarasota Military Academy

SUBJECT: Significant Activities Report (SAR)

Significant Activities (AUG 2024):

- **17 SEP 2024:** SMA JROTC Spin Night Fundraiser (SMA Prep).
- **20 SEP 2024:** SMA JROTC Bake Sale Fundraiser (SMA H.S. Campus).
- **21 SEP 2024:** Braden River Raider Invitational (Braden River H.S.).
- **28 SEP 2024:** Sarasota County Rifle Meet (SMA H.S. Campus).

Significant Activities (SEP 2024):

- **5 OCT 2024:** SMA Raider Invitation (SMA H.S. Campus).
- **8 & 15 OCT 2024:** Honor Flight Information Night and Sign-Up Deadline
- **15-17 OCT 2024:** ASVAB Testing (SMA Computer Lab).
- **24 OCT 2024:** SMA JROTC Bake Sale Fundraiser (SMA H.S. Campus).
- **26 OCT 2024:** JROTC Drill Meet (Mulberry H.S.).
- **28 SEP 2024:** Sarasota County Rifle Meet (SMA H.S. Campus).

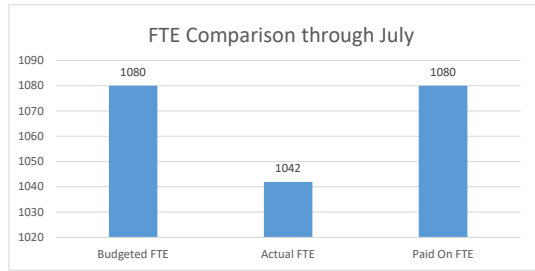
SAI Summary and Outlook:

- **Summary:** The SMA JROTC Department has kicked off the first 2 months of school in full gear. We have been busy with uniform issue, JROTC Team tryout's and practices, and new student/cadet assimilation to the SMA JROTC Culture. Our outstanding cadet leadership organized and executed a fantastic SMA High Spin Night to include multiple table displays, food and beverage vending, as well as dunk tank fundraising entertainment. We have identified areas for sustainment and improvement and look forward to strengthening the SMA JROTC program to be the program of choice for Sarasota and Manatee counties.
- **Outlook:** SMA JROTC Department is focused on cadet/student improvement, adherence to standards, motivation to succeed, and academic achievement for all cadets. As such, our Cadet Regimental and Battalion

Leadership have gone above and beyond what has been asked of them and have been essential to the early success of the JROTC Program for the 2024-2025 School Year, GO EAGLES!! Upcoming muscle movements are the SMA Veterans Day Run on 10 NOV 2024 and the 2024 SMA Military Ball on 13 DEC 2024. We have been planning for and executing our project plans to ensure both events are run efficiently and serve as a community force multiplier for SMA for years to come.

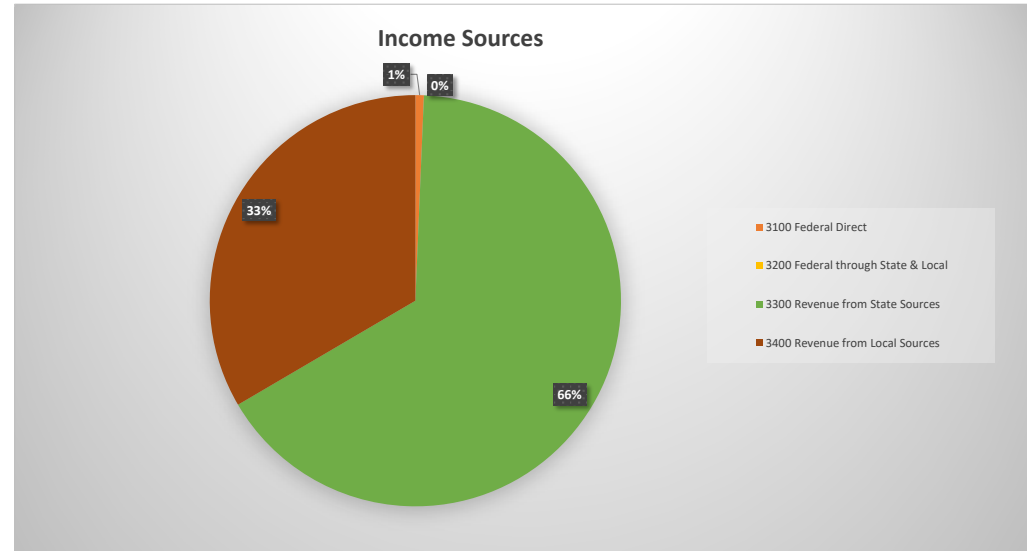
RUSSELL R. OSTERFELD
MAJ (Retired), U.S. Army
JROTC, Senior Army Instructor

Profit and Loss Pie Charts through July 2024



Income		
3100 Federal Direct	\$	7,535
3200 Federal through State & Local	\$	-
3300 Revenue from State Sources	\$	748,062
3400 Revenue from Local Sources	\$	379,593

Total Revenue **\$1,135,190**



Expenses		
4100 Salaries	\$	478,200
4200 Employee Benefits	\$	126,598
4300 Purchased Services	\$	375,319
4400 Energy Services	\$	13,801
4500 Materials & Supplies	\$	20,071
4600 Capital Outlay	\$	46,645
4700 Other Expenses (less depreciation)	\$	39,657

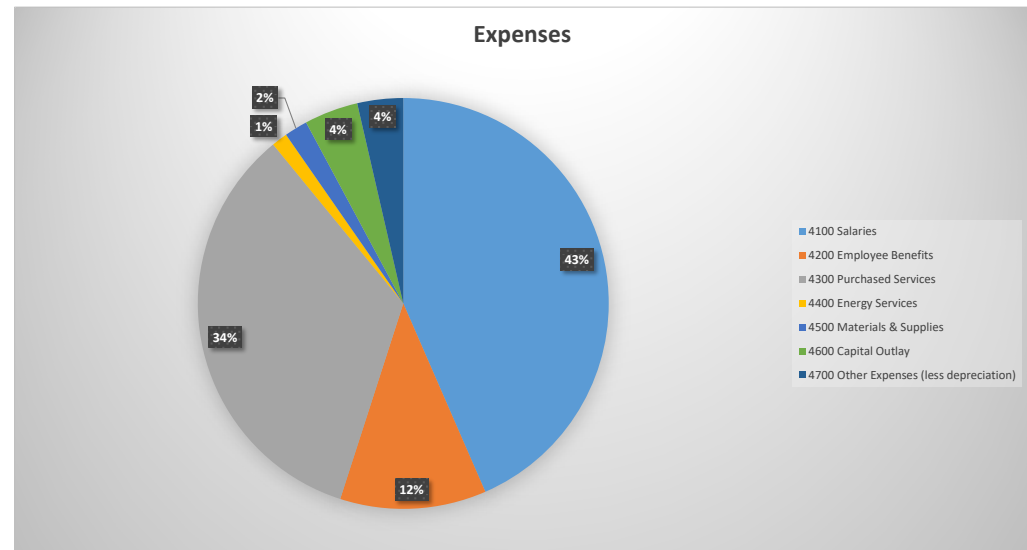
Total Operating Expenses **\$1,100,291**

Net Operating Income **\$34,899**

Depreciation Expense **\$58,594**

Net Income **-\$23,695**

Salaries & Benefits Equal **55 % of Operating Budget**



Sarasota Military Academy

Balance Sheet- By Campus

As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and cash equivalents	1,941,601
8-1111 Sport Team Bank Accounts	35,904
Total Bank Accounts	\$1,977,505
Other Current Assets	
1220 Due from Other Governments	138,694
Total Other Current Assets	\$138,694
Total Current Assets	\$2,116,199
Fixed Assets	\$18,796,895
TOTAL ASSETS	\$20,913,094
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$96,390
Credit Cards	\$80,856
Other Current Liabilities	\$1,071,253
Total Current Liabilities	\$1,248,499
Long-Term Liabilities	\$8,963,287
Total Liabilities	\$10,211,786
Equity	
3010 Invested In Capital Assets, Net	8,812,050
3020 Temporarily Restricted Net Asse	83,948
3030 Unrestricted Net Assets	1,829,005
Net Income	(23,694)
Total Equity	\$10,701,308
TOTAL LIABILITIES AND EQUITY	\$20,913,094

$\$2,116,199 - \$1,248,499 = \$867,700$ Working Capital

Ratio of Assets to Liabilities = $\$2,116,199 / \$1,248,499$; 1.69

The reason why we were in the red for July was because we used 1.5 millage to pay for the entire P&C bill of \$228,000 so we would not have to pay interest over the year. Caused expenses to be much higher...

Sarasota Military Academy

Budget vs. Actuals: FY25 Budget - FY25 P&L

July 2024

1 Month in should be 8%

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
3100 Federal Direct	7,535	211,080	4.00 %
3200 Federal Through State & Local		41,218	
3300 Revenue from State Sources	748,062	8,122,101	9.00 %
3400 Revenue from Local Sources	379,593	5,427,321	7.00 %
Total Income	\$1,135,191	\$13,801,720	8.00 %
GROSS PROFIT	\$1,135,191	\$13,801,720	8.00 %
Expenses			
4100 Salaries	478,200	6,656,556	7.00 %
4200 Employee Benefits	126,598	2,427,922	5.00 %
4300 Purchased Services	375,319	2,070,461	18.00 %
4400 Energy Services	13,801	284,532	5.00 %
4500 Materials & Supplies	20,071	301,843	7.00 %
4600 Capital Outlay	46,645	237,721	20.00 %
4700 Other Expenses	98,251	1,338,449	7.00 %
Total Expenses	\$1,158,885	\$13,317,484	9.00 %
NET OPERATING INCOME	\$ -23,694	\$484,236	-5.00 %
NET INCOME	\$ -23,694	\$484,236	-5.00 %

Sarasota Military Academy

Profit and Loss - YTD - By Campus

July 2024

	HS	PREP	TOTAL
Income			
3100 Federal Direct	7,535		\$7,535
3300 Revenue from State Sources	399,772	348,290	\$748,062
3400 Revenue from Local Sources	235,673	143,920	\$379,593
Total Income	\$642,980	\$492,211	\$1,135,191
GROSS PROFIT	\$642,980	\$492,211	\$1,135,191
Expenses			
4100 Salaries	259,767	218,433	\$478,200
4200 Employee Benefits	64,864	61,734	\$126,598
4300 Purchased Services	205,585	169,734	\$375,319
4400 Energy Services	7,940	5,861	\$13,801
4500 Materials & Supplies	8,948	11,122	\$20,071
4600 Capital Outlay	30,148	16,498	\$46,645
4700 Other Expenses	65,750	32,501	\$98,251
Total Expenses	\$643,002	\$515,883	\$1,158,885
NET OPERATING INCOME	\$ (22)	\$ (23,672)	\$ (23,694)
NET INCOME	\$ (22)	\$ (23,672)	\$ (23,694)

Again, keep in mind we paid the entire P&C invoice of \$228K to save interest.

**2024-25 SALARY INCREASE ALLOCATION
CHARTER DISTRIBUTION PLAN
DUE OCTOBER 1, 2024**

This file is a template to assist school districts with providing the necessary Salary Increase Allocation information to the department to comply with section 1011.62, Florida Statutes. Please review the Frequently Asked Questions provided with the department's 2024-25 Salary Increase Allocation memorandum for additional information on the administration of these funds.

All charter schools are required to submit this template. Please see FAQ Q21 regarding receiving the growth allocation from the district. The following instructions will help you complete this requirement.

1. Complete the following table:

Sponsoring District Name (choose from drop-down menu)	Sarasota
Charter School Name	Sarasota Military Academy, Inc.
Charter School Number (ex. 1234)	74
Grouped Charter School Numbers (Do not enter names. Enter school numbers only and separate multiple numbers with commas. Do not fill this box in if this plan is for one school only.)	
Contact Name:	Stephen R. Kok
Contact Phone:	941-926-1700 ext 266
Contact Email:	steve.kok@oursma.org
Does this file represent a board-approved plan?	Yes

2. Navigate to the "Charter Plan" tab of this workbook. Enter data where indicated by colored cells. Once this has been completed, review the error report in Section D and ensure that the last item shows a "Yes" before moving on.

3. Charter schools should submit their distribution plans directly to their sponsoring school district.

**2024-25 SALARY INCREASE ALLOCATION
CHARTER DISTRIBUTION PLAN TEMPLATE
DUE OCTOBER 1, 2024**

Instructions: Use this template only if you are submitting a plan for a charter school. School districts should use the district-specific template. Complete the following sections in order, then review the error report at the end of the survey. **DO NOT modify this template.** Enter data as directed, as any modification will result in the need for a resubmission.

Boxes with this color indicate that data should be entered. Do not modify other cells.

Sponsoring District Name (From the Charter Plan Tab)	Sarasota
Charter School Number	74
Charter School Name	Sarasota Military Academy, Inc.

SECTION A - Allocation Data

A1	Charter proportionate share of the Maintenance Allocation	\$306,103
A2	Charter proportionate share of the Growth Allocation	\$58,592
A3	Charter proportionate share of the Salary Increase Allocation from 2024-25 FEFP Conference Calculation	\$364,695
A4	Additional funding used for increases to the minimum base in the current year (do not include these expenses below)	\$0

SECTION B - Maintenance Allocation: Used to maintain the salary increases provided through Salary Increase Allocation in previous fiscal years. If the cost to maintain these increases is greater than the charter's Maintenance Allocation, other funding sources must be used to cover this difference. If the cost to maintain these increases is less than the charter's Maintenance Allocation, the remaining funds will be combined with the charter's Growth Allocation. See FAQs Q1 through Q4.

B1	Funds available for the maintenance of prior year Teacher Salary Increase Allocation increases	\$306,103
B2	Total cost to maintain the salary increases provided through the Salary Increase Allocation in previous years (enter the total cost here, even if it exceeds the allocation)	\$373,167
B3	Funds remaining from the charter's share of the 2024-25 Maintenance Allocation	\$0

SECTION C - Growth Allocation: Used to either (a) increase the minimum base salary reported on the charter school's performance salary schedule, as defined in section 1012.22(1)(c), F.S., to at least \$47,500 or the maximum amount achievable based on the amount the 1.07 percent generates, and/or (b) provide salary increases to other full-time instructional personnel as defined in section 1012.01(2)(a)-(d), F.S. See FAQs Q5 through Q7.

C1	Funds available from the growth allocation and remaining maintenance allocation (A2+B2)	\$58,592
C2	2023-24 minimum base salary for teachers as defined in s. 1012.01(2)(a), F.S., including certified prekindergarten teachers funded in the 2023-24 FEFP	\$50,250
C3	Adjusted minimum base salary for 2024-25 for teachers as defined in s. 1012.01(2)(a), F.S., per implementation of the Salary Increase Allocation and any additional funding sources used	\$50,250
C4	Increase in the minimum base salary as a result of the Salary Increase Allocation (Item C4 minus Item C3)	\$0
C5	Total planned expenditure of funds used to increase salaries for full-time classroom teachers to the minimum base salary listed in item C3, if applicable. (Example: One teacher receives \$5,000 increase + two teachers receive \$3,000 increase each = \$11,000).	\$0

C6	Total planned expenditure of funds used to provide salary increases to full-time classroom teachers who do not fall under Item C5. (Example: One teacher receives \$4,000 increase + two teachers receive \$1,000 increase each = \$6,000)	\$0
C7	Total planned expenditures of funds used to increase full-time instructional personnel as defined by s. 1012.01(2)(b)-(d), F.S. (Example: One staff receives \$5,000 increase + two staff receive \$1,500 increase each = \$8,000)	\$58,592
C8	Total dollar amount of unused funds (Item C1 minus Item C5, C6 and C7). This cell should be zero.	\$0

Section D - Error Report: The following items will indicate whether there is an error with the data entered on the report or if some data should be verified for accuracy. Do not submit this report unless item D3 in this section is marked YES.

D1	Data entered in all fields (if "No", verify that all orange boxes contain data, even if 0)	Yes
D2	The minimum base salary is greater than or equal to the previous year (if "No", please correct, as the minimum base cannot be lower than what was established in the previous year)	Yes
D3	2024-25 Salary Increase Allocation Distribution Plan ready to submit?	Yes

SARASOTA MILITARY ACADEMY, INC.

A CHARTER SCHOOL AND COMPONENT UNIT OF THE
SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

INDEPENDENT AUDITORS' REPORT AND
FEDERAL SINGLE AUDIT

JUNE 30, 2024



TABLE OF CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)	4
BASIC FINANCIAL STATEMENTS	
Government-Wide Financial Statements	
Statement of Net Position	8
Statement of Activities	9
Fund Financial Statements	
Combined Balance Sheet – Governmental Funds	10
Reconciliation of the Combined Balance Sheet of the Governmental Funds to the Statement of Net Position.....	11
Combined Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds	12
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Funds to the Statement of Activities	13
Statement of Fiduciary Net Position – Fiduciary Funds.....	14
Statement of Changes in Fiduciary Net Position – Fiduciary Funds.....	15
Notes to the Financial Statements	16
REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary Comparison Schedule – General Fund (Unaudited).....	31
Schedule of Proportionate Share of Net Pension Liability and Contributions – FRS (Unaudited)	32
Schedule of Proportionate Share of Net Pension Liability and Contributions – HIS (Unaudited)	33
COMPLIANCE AND INTERNAL CONTROL	
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	34
Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance	36
Schedule of Expenditures of Federal Awards.....	39
Notes to the Schedule of Expenditures of Federal Awards.....	40
Schedule of Findings and Questioned Costs – Federal Programs.....	41
Management Letter	42

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Sarasota Military Academy, Inc.

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of Sarasota Military Academy, Inc., (the "School") (a component unit of the School Board of Sarasota County, Florida) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the School, as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedule, schedule of proportionate share of net pension liability and contributions – FRS, and schedule of proportionate share of net pension liability and contributions – HIS be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School's basic financial statements. The schedule of expenditures of Federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of Federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 12, 2024, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Sarasota, Florida
September 12, 2024

SARASOTA MILITARY ACADEMY, INC.
Management's Discussion and Analysis (Unaudited)
June 30, 2024

The following pages represent Management's Discussion and Analysis (MD&A) of Sarasota Military Academy, Inc. a charter school and component unit of the School Board of Sarasota County, Florida (the "School"). It depicts and reviews the financial picture and activities of the School as of and for the year ended June 30, 2024.

The intent of this MD&A is to present a picture and assessment of the School's financial performance in an effort to more clearly demonstrate to readers the results of this year's financial operations. Readers should also review the basic financial statements and notes to enhance their understanding of the School's financial performance.

Using the Financial Statements

This financial report includes a series of financial statements and notes to those financial statements. These statements are organized so the reader can understand the School as a financial whole, or as an entire operating entity.

The Statement of Net Position and the Statement of Activities provide information about the activities of the School as a whole, presenting both an aggregate view of the School's finances and a longer-term view of those finances. The General Fund statements show how services were financed in the short-term as well as what financial resources remain for future spending.

Financial Highlights

Statement of Net Position

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Current and other assets	\$ 2,169,082	\$ 1,858,364	\$ 310,718
Capital assets	18,431,182	18,853,352	(422,170)
Right to use leased assets	236,720	345,976	(109,256)
Total Assets	<u>20,836,984</u>	<u>21,057,692</u>	<u>(220,708)</u>
Deferred Outflow of Resources	<u>(1,663,044)</u>	<u>(642,994)</u>	<u>(1,020,050)</u>
Total Assets and Deferred Outflow of Resources	<u>\$ 19,173,940</u>	<u>\$ 20,414,698</u>	<u>\$ (1,240,758)</u>
Current liabilities	\$ 583,806	\$ 556,580	\$ 27,226
Noncurrent liabilities	16,947,232	17,487,374	(540,142)
Total Liabilities	<u>17,531,038</u>	<u>18,043,954</u>	<u>(512,916)</u>
Deferred Inflow of Resources	<u>1,371,750</u>	<u>905,111</u>	<u>466,639</u>
Net investment in capital	8,812,050	8,901,910	(89,860)
Restricted	83,948	28,337	55,611
Unrestricted	<u>(8,624,846)</u>	<u>(7,464,614)</u>	<u>(1,160,232)</u>
Total Net Position	<u>271,152</u>	<u>1,465,633</u>	<u>(1,194,481)</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 19,173,940</u>	<u>\$ 20,414,698</u>	<u>\$ (1,240,758)</u>

Total assets decreased 6.1% due to the net decrease in fixed assets of approximately \$422,000 due to depreciation in the current year and the decrease in deferred outflow of resources of approximately \$1,020,000.

Deferred outflow of resources decreased by 158.6% due to the estimated pension contribution in the current year to the Florida Retirement System (FRS) Pension Plan and the Retiree Health Insurance Subsidy (HIS) Program as required by Governmental Accounting Standards Board Statement No. 68, Accounting and Financial Reporting for Pensions (GASB 68).

Total liabilities decreased 0.2% this year due to the net increase in the net pension liability (NPL) for the FRS and HIS programs of approximately \$155,000, the decrease in debt by the pay down of the bond and note principals of approximately \$588,000 and the decrease in lease liability of approximately \$103,500, which were offset by the increase in the deferred inflow of resources by approximately \$466,000.

Deferred inflow of resources increased 51.6% due to the difference between projected and actual earnings on investments of the FRS and HIS programs and the effect of economic/demographic gains and losses.

SARASOTA MILITARY ACADEMY, INC.
Management's Discussion and Analysis (Unaudited)
June 30, 2024

Statement of Activities

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Revenues			
Program revenues			
Operating grants and contributions	\$ 295,765	\$ 300,803	\$ (5,038)
Capital grants and contributions	633,720	639,189	(5,469)
General revenues			
Grants and contributions not restricted to specific programs	12,741,934	12,700,227	41,707
Investment income (loss)	36,118	173,655	(137,537)
Other	<u>533,278</u>	<u>517,423</u>	<u>15,855</u>
Total revenues	<u>14,240,815</u>	<u>14,331,297</u>	<u>(90,482)</u>
Expenses			
Basic instruction	7,527,076	7,197,171	329,905
Exceptional instruction	1,034,984	837,526	197,458
Other instruction	225,831	347,969	(122,138)
Guidance services	28,168	287,566	31,602
Health services	201,118	166,301	35,347
Instructional media services	95,422	129,847	(34,425)
School administration	2,608,998	2,519,622	89,376
Fiscal services	397,046	353,790	43,256
Pupil transportation	582,008	514,818	67,190
Operation of plant	1,930,865	1,604,497	326,368
Maintenance of plant	152,303	110,756	41,547
Debt service	<u>359,947</u>	<u>378,188</u>	<u>(18,241)</u>
Total expenses	<u>15,435,296</u>	<u>14,448,051</u>	<u>987,245</u>
Change in net position	(1,194,481)	(116,754)	(1,077,727)
Net position, beginning of year	<u>1,465,633</u>	<u>1,582,387</u>	<u>(116,754)</u>
Net position, end of year	<u>\$ 271,152</u>	<u>\$ 1,465,633</u>	<u>\$ (1,194,481)</u>

Total revenue decreased approximately 0.6% due to the increase in school recognition funds of approximately \$207,000 and the increase in millage capital of approximately \$638,000, which were offset by the change in value of the interest rate swap that decreased by approximately \$170,000 along with the decrease in FEFP of approximately \$346,000, the decrease in classroom for kids funding of approximately \$120,000 and the decrease of donations of approximately \$109,000.

Overall expenditures increased approximately 6.8% due to an increase in basic instruction of approximately \$330,000, exceptional instruction of approximately \$197,000, school administration of approximately \$89,000 and operation of plant of approximately \$326,000. These were offset by the decrease in other instruction expenses of approximately \$122,000.

SARASOTA MILITARY ACADEMY, INC.
Management's Discussion and Analysis (Unaudited)
June 30, 2024

Capital Assets

Below is a schedule of the School's capital assets as of June 30, 2024 and 2023. See Note 4 to the financial statements for a detail of the changes during the fiscal year.

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Capital assets, not being depreciated			
Land	\$ 8,398,300	\$ 8,398,300	\$ -
Capital assets, being depreciated			
Land improvements	153,483	153,483	-
Building and improvements	14,085,903	13,970,558	115,345
Furniture, fixtures and equipment	3,902,287	3,804,262	98,025
Motor vehicles	856,036	793,027	63,009
Total capital assets being depreciated	18,997,709	18,721,330	276,379
Less accumulated depreciation	8,964,827	8,266,278	698,549
Total capital assets being depreciated, net	10,032,882	10,455,052	(422,170)
Capital assets, net	\$ 18,431,182	\$ 18,853,352	\$ (422,170)

Capital asset changes during the year mainly included investments in computer equipment, equipment, and building improvements along with minimal investments in vehicles, which were offset by the annual depreciation of current capital assets.

Leased Asset Activity

At June 30, 2024, the School had \$236,720 in leased assets, net of amortization. The School began recording leased assets in fiscal year 2022-23, pursuant to Governmental Accounting Standards Board (GASB) Statement No. 87 - Leases. Refer to Note 6 in the notes to the financial statements for additional information on the leased assets.

Debt

Below is a schedule of outstanding debt as of June 30, 2024 and 2023. See Note 5 to the financial statements for a detail of changes during the fiscal year and specific debt provisions.

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Bonds payable	\$ 9,409,024	\$ 9,997,752	\$ (588,728)
Total debt payable	\$ 9,409,024	\$ 9,997,752	\$ (588,728)

Changes in debt during the year included payment of principal for bonds and notes of approximately \$589,000. The School intends to use a pay-as-you-go approach for any future renovations.

Net Pension Liability

The components of the net pension liability for each defined benefit plan as of June 30, 2024 and 2023 are shown below:

	<u>2024</u>	<u>2023</u>	<u>Change</u>
Net Pension Liability – FRS	\$ 4,520,533	\$ 5,076,588	\$ (556,055)
Net Pension Liability – HIS	2,794,271	2,082,819	711,452
Total Net Pension Liability	\$ 7,314,804	\$ 7,159,407	\$ 155,397

Economic Factors and the Budget

The School's overall expenses increased by \$987,245 and overall revenues decreased by \$90,482.

The viability of the School continues to rest with conservative and innovative financial management, with the primary focus on meeting the academic needs of our student body. For the year ended June 30, 2024, our fiscal situation remained stable. Furthermore, the Sarasota County school district continues to provide to their charter schools a share of the local millage for capital improvements. The receipt of the ESSER Grants, in addition to the capital improvement funds received from the district, will free up operational resources for other requirements.

SARASOTA MILITARY ACADEMY, INC.
Management's Discussion and Analysis (Unaudited)
June 30, 2024

Request for Information

This financial report is designed to provide a general overview of the finances of the School. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Christina Bowman, CEO at 801 North Orange Avenue, Sarasota, Florida 34236.

DRAFT

SARASOTA MILITARY ACADEMY, INC.

Statement of Net Position

June 30, 2024

	<u>Governmental Activities</u>
ASSETS	
Current Assets	
Cash and cash equivalents	\$ 2,106,069
Due from other governments	56,763
Prepaid items	<u>6,250</u>
Total Current Assets	2,169,082
Noncurrent Assets	
Capital assets, net of depreciation	18,431,182
Right to use leased assets, net of amortization	<u>236,720</u>
Total Noncurrent Assets	<u>18,667,902</u>
Total Assets	20,836,984
Deferred Outflows of Resources	
Deferred outflows related to pensions - FRS	(1,273,602)
Deferred outflows related to pensions - HIS	<u>(389,442)</u>
Total Deferred Outflows of Resources	<u>(1,663,044)</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 19,173,940</u>
 LIABILITIES AND NET POSITION	
Current Liabilities	
Accounts payable	\$ 76,996
Accrued expenses	<u>506,810</u>
Total Current Liabilities	583,806
Noncurrent Liabilities	
Due within one year	745,658
Due in more than one year	<u>16,201,574</u>
Total Noncurrent Liabilities	<u>16,947,232</u>
Total Liabilities	17,531,038
Deferred Inflows of Resources	
Deferred inflows related to pensions - FRS	722,767
Deferred inflows related to pensions - HIS	<u>648,983</u>
Total Deferred Inflows from Resources	<u>1,371,750</u>
Total Liabilities and Deferred Inflows of Resources	18,902,788
Net position	
Net investment in capital	8,812,050
Restricted	83,948
Unrestricted	<u>(8,624,846)</u>
Total net position	<u>271,152</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 19,173,940</u>

The accompanying notes to the financial statements are an integral part of this statement.

SARASOTA MILITARY ACADEMY, INC.
Statement of Activities
For the Year Ended June 30, 2024

		Program Revenues		Net (Expense) Revenue and Changes in Net Assets	
		Operating Grants and Contributions	Capital Grants and Contributions	Primary Government	Component Unit
	Expenses				
Primary government:					
Governmental activities					
Basic instruction	\$ 7,527,076	\$ 189,744	\$ 633,720	\$ (6,703,612)	
Exceptional instruction	1,034,984	29,604	-	(1,005,380)	
Other instruction	225,831	76,417	-	(149,414)	
Guidance services	319,168	-	-	(319,168)	
Health services	201,648	-	-	(201,648)	
Instructional media services	95,422	-	-	(95,422)	
School administration	2,608,998	-	-	(2,608,998)	
Fiscal services	397,046	-	-	(397,046)	
Pupil transportation	582,008	-	-	(582,008)	
Operation of plant	1,930,865	-	-	(1,930,865)	
Maintenance of plant	152,303	-	-	(152,303)	
Debt service	359,947	-	-	(359,947)	
Total governmental activities	\$ 15,435,296	\$ 295,765	\$ 633,720	\$(14,505,811)	
Component unit:					
Foundation	\$ 211,950	\$ 1,000	\$ -		(210,950)
General revenues:					
Grants and contributions not restricted to specific programs				12,741,934	385
Investment income				36,118	-
Other				533,278	-
Total general revenues				13,311,330	385
Change in net assets				(1,194,481)	(210,565)
Net position at beginning of year				1,465,633	210,565
Net position at end of year				\$ 271,152	\$ -

The accompanying notes to the financial statements are an integral part of this statement.

SARASOTA MILITARY ACADEMY, INC.
Combined Balance Sheet - Governmental Funds
June 30, 2024

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
ASSETS			
Current Assets			
Cash and cash equivalents	\$ 2,106,069	\$ -	\$ 2,106,069
Due from other governments	56,763	-	56,763
Prepaid items	<u>6,250</u>	<u>-</u>	<u>6,250</u>
Total Assets	<u><u>\$ 2,169,082</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,169,082</u></u>
LIABILITIES AND FUND BALANCES			
Current Liabilities			
Accounts payable	\$ 76,996	\$ -	\$ 76,996
Accrued expenses	<u>506,810</u>	<u>-</u>	<u>506,810</u>
Total Liabilities	583,806	-	583,806
Fund Balance			
Nonspendable	6,250	-	6,250
Restricted	83,948	-	83,948
Unassigned	<u>1,495,078</u>	<u>-</u>	<u>1,495,078</u>
Total Fund Balance	<u>1,585,276</u>	<u>-</u>	<u>1,585,276</u>
Total Liabilities and Fund Balance	<u><u>\$ 2,169,082</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,169,082</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

SARASOTA MILITARY ACADEMY, INC.
Reconciliation of the Combined Balance Sheet of the Governmental Funds
to the Statement of Net Position
June 30, 2024

		<u>Primary Government</u>
Total Fund Balance - Governmental Funds		\$ 1,585,276
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
Capital assets	\$ 27,396,011	
Less accumulated depreciation	<u>(8,964,829)</u>	18,431,182
Right to use leased assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
Right to use leased assets	455,232	
Less accumulated amortization	<u>(218,512)</u>	236,720
Noncurrent liabilities used in governmental activities are not financial uses and therefore are not reported in the governmental funds.		
Interest rate swap	49,606	
Compensated absences	(18,307)	
Net pension liability - HIS	(2,794,271)	
Net pension liability - FRS	(4,520,533)	
Leases	(254,703)	
Bonds payable	<u>(9,409,024)</u>	(16,947,232)
Deferred outflows and inflows related to net pension liability are based on the differences between actuarially determined actual and expected investment returns, changes in the actuarially determined proportion of the Charter School's amount of total pension liability and pension contributions made after the measurement date of the net pension liability. These amounts will be amortized over the estimated remaining average service life of the employees.		
Deferred outflows related to pension - FRS & HIS	(1,663,044)	
Deferred inflows related to pension - FRS & HIS	<u>(1,371,750)</u>	<u>(3,034,794)</u>
Net Position of Governmental Activities		<u>\$ 271,152</u>

The accompanying notes to the financial statements are an integral part of this statement.

SARASOTA MILITARY ACADEMY, INC.

Combined Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds
For the Year Ended June 30, 2024

	General Fund	Capital Projects Fund	Total Primary Government	Component Unit	Total Governmental Funds
Revenues					
Federal direct	\$ 189,744	\$ -	\$ 189,744	\$ -	\$ 189,744
Federal through state	44,375	-	44,375	-	44,375
State	8,314,722	633,720	8,948,442	-	8,948,442
Local	3,535,590	790,287	4,325,877	-	4,325,877
Other	696,259	-	696,259	1,385	697,644
Investment income	32,823	-	32,823	-	32,823
Total revenues	12,813,513	1,424,007	14,237,520	1,385	14,238,905
Expenditures					
Education					
Basic instruction	6,195,221	-	6,195,221	-	6,195,221
Exceptional instruction	892,043	-	892,043	-	892,043
Other instruction	225,731	-	225,731	-	225,731
Guidance services	271,101	-	271,101	-	271,101
Health services	172,290	-	172,290	-	172,290
Instructional media services	3,963	-	3,963	-	3,963
School administration	2,322,633	-	2,322,633	-	2,322,633
Fiscal services	344,538	-	344,538	-	344,538
Pupil transportation	485,161	-	485,161	-	485,161
Operation of plant	1,686,951	-	1,686,951	-	1,686,951
Maintenance of plant	129,341	-	129,341	-	129,341
Capital outlay	276,380	-	276,380	-	276,380
Debt service					
Principal	588,728	-	588,728	-	588,728
Interest	359,947	-	359,947	-	359,947
Foundation	-	-	-	211,950	211,950
Total expenditures	13,954,028	-	13,954,028	211,950	14,165,978
Excess (deficit) of revenues over expenditures	(1,140,515)	1,424,007	283,492	(210,565)	72,927
Other financing sources (uses)					
Transfer between funds	1,424,007	(1,424,007)	-	-	-
Net change in fund balance	283,492	-	283,492	(210,565)	72,927
Fund balance at beginning of year	1,301,784	-	1,301,784	210,565	1,512,349
Fund balance at end of year	\$ 1,585,276	\$ -	\$ 1,585,276	\$ -	\$ 1,585,276

The accompanying notes to the financial statements are an integral part of this statement.

SARASOTA MILITARY ACADEMY, INC.
Reconciliation of the Statement of Revenues, Expenditures and Changes
in Fund Balance of the Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2024

		Primary Government
Net Change in Fund Balance - Governmental Funds		\$ 283,492
Amounts reported in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation expense in the current period.		
Capital outlay expenditures	\$ 276,380	
Less current year depreciation	<u>(698,550)</u>	(422,170)
Amortization expense for right to use leased assets	<u>(109,256)</u>	(109,256)
Repayment of principal is an expenditure in the governmental funds, but, the repayment reduces noncurrent liabilities in the statement of net position.		
Capital leases	103,516	
Principal repayments	<u>588,728</u>	692,244
Pension expenses in the statement of activities differ from the amount reported in the governmental funds because pension expenses are recognized on the statement of activities based on the School's proportionate share of the expenses of the cost-sharing pension plan, whereas pension expenditures are recognized in the governmental funds when a requirement to remit contributions to the plan exists.		
	<u>(1,642,086)</u>	(1,642,086)
In the statement of activities, some revenues and expenses do not require the source or use of current financial resources and, therefore, are not reported as a revenue or expenditure in the governmental funds.		
Change in value of interest rate swap	<u>3,295</u>	<u>3,295</u>
Change in Net Position - Governmental Activities		<u>\$ (1,194,481)</u>

The accompanying notes to the financial statements are an integral part of this statement.

SARASOTA MILITARY ACADEMY, INC.
Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2024

	<u>Custodial Funds</u>
ASSETS	
Current Assets	
Cash and cash equivalents	<u>\$ 35,960</u>
Total Assets	<u><u>\$ 35,960</u></u>
 LIABILITIES	
Total Liabilities	<u>\$ -</u>
 NET POSITION	
Restricted for:	
Individuals, organizations, and other governments	<u>35,960</u>
Total Net Position	<u><u>\$ 35,960</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

SARASOTA MILITARY ACADEMY, INC.
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
For the Year Ended June 30, 2024

	<u>Custodial Funds</u>
ADDITIONS	
Miscellaneous	<u>\$ 90,108</u>
Total additions	<u>90,108</u>
DEDUCTIONS	
Payments for athletics, class and club activities	<u>111,744</u>
Total deductions	<u>111,744</u>
Net increase (decrease) in fiduciary net position	(21,636)
Net position at beginning of year	<u>57,596</u>
Net position at end of year	<u><u>\$ 35,960</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 1 – ORGANIZATION

Sarasota Military Academy, Inc. a charter school and component unit of the School Board of Sarasota County, Florida (the "School") is a not-for-profit corporation formed on March 30, 2001, pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act, and Section 228.056, Florida Statutes. The governing body of the School is a Board of Directors. The School is dedicated to teaching principles of leadership, high academic standards, patriotism, and honor in a high-quality setting. The School provides a full range of academic high school classes that follow the Sarasota School District approved curriculum guidelines that in turn follow the School Board of Sarasota approved curriculum guidelines.

The general operating authority of the School is contained in Chapter 1002.33, Florida Statutes. The School operates under a charter of the sponsoring school board, the School Board of Sarasota County, Florida (the "School Board"). The current charter is effective until June 30, 2025, and may be renewed by mutual agreement between the School and the School Board. The School is considered a component unit of the School Board and meets the definition of a governmental entity under the Audit and Accounting Guide – *State and Local Governments* issued by the American Institute of Certified Public Accountants; therefore, for financial reporting purposes, the School is required to follow generally accepted accounting principles applicable to state and local governmental units.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The basic financial statements of the School have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Government-Wide and Fund Financial Statements

The School's basic financial statements include both government-wide (reporting on the School as a whole) and fund financial statements (reporting on the General Fund and Capital Projects Fund). Both the government-wide and fund financial statements present only governmental activities. The School has no business type activities.

In the government-wide statement of net position, the School reports on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt obligations. The School's net position is reported in two parts (as applicable): investment in capital assets, net of related debt and unrestricted net position.

The government-wide statement of activities demonstrates the degree to which the direct expenses of a given function (or segment) are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions restricted to meeting the operational or capital requirements of a particular function or segment. Other revenues not properly included among program revenues are reported as general revenues.

The financial transactions of the School are reported in individual funds in the fund financial statements. The operations of the funds are accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues, and expenditures.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

B. Government-Wide and Fund Financial Statements – Continued

The individual generic fund types in the School's financial statements are governmental funds. The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income.

General Fund – is the School's general operating fund. It accounts for all financial resources of the school, except those required to be accounted for in another fund.

Capital Projects Fund – used to account for charter school capital outlay funding that is legally restricted by law or administrative action to expenditures for particular purposes.

Additionally, the School reports separately the following fiduciary fund type:

Custodial Fund – used to administer funds raised and earned at the school in connection with student athletics, class, club activities, and the School.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is made.

Florida Education Finance Program revenue, State Categorical revenue, and ROTC revenue associated with the current fiscal period are considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the School.

D. Budgetary Basis of Accounting

The annual budget was adopted on the modified accrual basis of accounting. The level of budgetary control is at the entity level. All annual appropriations lapse at fiscal year-end. For fiscal year ended June 30, 2024, appropriations exceeded expenses by \$283,492.

E. Cash Deposits

All deposits are held in a major bank and consist primarily of demand deposits at June 30, 2024. For financial reporting purposes, cash and cash equivalents include all highly liquid investments with a maturity of three months or less.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

F. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

G. Capital Assets

Capital assets, which include property and equipment, are reported in the total column in the government-wide financial statements and are not reported in the fund financial statements. Capital assets are defined by the School as assets with an initial cost of more than \$750 and an estimated useful life in excess of one year. Capital assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. All capital assets are depreciated using the straight-line method over their estimated useful lives. Useful lives vary from 5 to 39 years for buildings and improvements and 3 to 10 years for furniture, fixtures and equipment, motor vehicles and capital lease assets.

H. Interest Rate Swap

The School entered into an interest rate swap transaction to reduce the economic risks associated with variability of cash outflows for interest required under the Educational Facilities Refunding Revenue Bond Agreement for Series 2012. Interest rate swap is recognized as either an asset or a liability at its fair value on the statement of net position with the change in the fair value reported in investment income on the statement of activities.

I. Compensated Absences

Vacation benefits are accrued as a liability as the benefits are earned if the employee's right to receive compensation is attributable to services already rendered and it is probable that the employer will compensate the employees for the benefits through paid time off or some other means. The criteria for determining the vacation leave liability is derived from board policy, negotiated agreements, and state law.

The entire compensated absence liability is reported in the government-wide financial statements. For governmental fund financial statements, the amount of accumulated vacation and sick leave of employees has been recorded as accrued salaries and benefits to the extent that the amounts would normally be liquidated with expendable available financial resources, but the balance of the liability is not recorded. The liability at year-end includes salary related payments such as Social Security, Medicare and Florida retirement system contributions.

J. Deferred Outflows and Inflows of Resources

The statement of net position includes separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods that will be recognized as an expense or expenditure in future periods. Deferred inflows of resources represent an acquisition of net position or fund balance that applies to future periods and will be recognized as revenues in the future periods.

K. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the pension plan's fiduciary net position and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

SARASOTA MILITARY ACADEMY, INC.
Notes to the Financial Statements
June 30, 2024

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

L. Bonds Payable

Bond obligations that will be financed from resources to be received in the future by governmental funds are reported as liabilities in government-wide statement of net position.

In the governmental fund financial statements, bonds and other long-term obligations are not recognized as liabilities until due. Governmental fund types recognize bond discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

M. Leases

The School is a lessee for leases of equipment. A lease liability and an intangible right-to-use lease asset (RTU lease asset) are recognized in the government-wide financial statements for each lessee transaction.

At the commencement of each lease, the lease liability is measured at the present value of payments expected to be made during the lease term. Subsequently, the lease liabilities are reduced by the principal portions of lease payments made. The RTU lease assets are measured as the initial amount of the individual lease liabilities, adjusted for lease payments made at or before the lease commencement dates, plus certain initial direct costs. Subsequently, the RTU lease assets are amortized on a straight-line basis over their useful lives.

The School calculates operating lease liabilities using the interest rate charged by the lessor as the discount rate. When an interest rate charged by the lessor is not provided, the risk-free rate, using a comparable period with the lease term, is used as the discount rate for leases. Lease payments for leases with a term of 12 months or less are expensed on a straight-line basis over the term of the lease with no lease asset or liability recognized.

N. Interfund Transfers

The School reports its debt service and capital fund expenditures in the general fund. For the year ended June 30, 2024, the capital projects fund transferred \$1,424,007 to the general fund for current year expenditures and debt service payments.

O. Fund Equity

Reservations of fund balance represent amounts that are legally segregated for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

P. Net Position

Net position represents the difference between assets and liabilities. Net position, investment in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Net position invested in capital assets, net of related debt, excludes unspent debt proceeds.

Net position is reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, laws, or regulations. All net position not reported as net position, investment in capital assets, net of related debt and restricted net position, are reported as unrestricted net position.

When both restricted and unrestricted resources are available for use, it is the School's policy to use the restricted resources first, then unrestricted resources as they are needed.

SARASOTA MILITARY ACADEMY, INC.
Notes to the Financial Statements
June 30, 2024

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Q. Fund Balance

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the School is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components – nonspendable, restricted, committed, assigned and unassigned.

Nonspendable – This component includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted – This component consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation.

Committed – This component consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the School's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the School removes or changes the specified use by taking the same type of action it employed previously to commit those amounts.

Assigned – This component consists of amounts that are constrained by the School's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Board of Directors.

Unassigned – This classification represents amounts that have not been restricted, committed or assigned to a specific purpose within the general fund.

When both restricted and unrestricted resources are available for use, it is the School's policy to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources (committed, assigned and unassigned) are available, it is the School's policy to use committed resources first, then assigned, and then unassigned as they are needed.

R. Fund Balance/Net Position Policy

The School has a fund balance/net position policy tailored to the needs of the School to insure against unanticipated events that would adversely affect the financial condition of the School and jeopardize the continuation of services. This policy will ensure the School maintains adequate fund balance/net position and reserves in the School's operating fund to provide the capacity to: (1) provide sufficient cash flow for daily financial needs, (2) secure and maintain investment grade bond ratings, (3) offset significant economic downturns and revenue shortfalls, and (4) provide funds for unforeseen expenditures related to emergencies.

S. Revenue Sources

Revenues for current operations are received primarily from the School Board pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Chapter 1002.33(17), Florida Statutes, the School reports the number of full-time equivalent (FTE) students and related data to the School Board. Under the provisions of Chapter 1011.62, Florida Statutes, the School Board reports the number of FTE students and related data to the Florida Department of Education (FDOE) for funding through the Florida Education Finance Program (FEFP). Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted FTE students reported by the School during the designated FTE student survey periods.

The School also receives Federal awards for the enhancement of various educational programs. Federal awards are generally received based on applications submitted to and approved by various granting agencies. For Federal awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred. Additional revenues are derived from various fundraising activities, contributions and interest earned.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

T. Income Taxes

The School qualifies as a tax-exempt organization under Internal Revenue Code Section 501(c)(3). The School's status as a tax exempt not-for-profit entity is considered a tax position subject to reporting requirements under FASB Accounting Standards Codification 740-10. Entities are required to examine all tax positions and determine if it is more likely than not that the positions would be sustained upon examination by taxing authorities. The School has not recorded any accruals for uncertain income tax positions at June 30, 2024.

U. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

V. Discretely Presented Component Unit

Criteria for determining if other entities are potential component units which should be reported within the School's basic financial statements are identified and described in the Governmental Accounting Standards Board (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. The application of these criteria provides for identification of any entities for which the School is financially accountable and other organizations for which the nature and significance of their relationship with the School are such that exclusion would cause the School's basic financial statements to be misleading or incomplete.

Sarasota Military Academy Foundation, Inc. (the "Foundation"), is a not-for-profit corporation formed on January 09, 2017. The governing body of the Foundation is appointed by the board of trustees of the Foundation. The purpose of the Foundation is to receive, accept, and administer, for the benefit of the School, any funds, and tangible or intangible property, donated to the corporation.

In January of 2024, the Board of Trustees of Sarasota Military Academy Foundation, Inc. moved to approve the dissolution of the Foundation. As of June 30, 2024, the dissolution was completed as planned. All remaining funds were transferred to the School to assist with expenses incurred for community outreach.

NOTE 3 – CASH AND CASH EQUIVALENTS

Custodial credit risk is the risk that in the event of bank failure, the School's deposits may not be returned. The School can mitigate this risk by depositing funds in financial institutions insured by Federal depositary insurance. The deposits are insured by the FDIC up to \$250,000 per bank institution. At June 30, 2024, the carrying amount of the School's deposits was \$2,106,069 and bank balances totaled \$2,371,758. The School had uninsured balances of \$2,121,758 at June 30, 2024.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2024 was as follows:

	Balance July 1, 2023	Additions	Deletions	Transfers	Balance June 30, 2024
Capital assets, not being depreciated					
Land	\$ 8,398,300	\$ -	\$ -	\$ -	\$ 8,398,300
Capital assets, being depreciated					
Land improvements	153,483	-	-	-	153,483
Buildings and improvements	13,970,558	115,345	-	-	14,085,903
Furniture, fixtures and equipment	3,804,262	98,025	-	-	3,902,287
Motor vehicles	793,027	63,009	-	-	856,036
Total capital assets being depreciated	18,721,330	276,379	-	-	18,997,709
Less accumulated depreciation					
Land improvements	95,275	8,932	-	-	104,207
Buildings and improvements	4,684,199	419,212	-	-	5,103,411
Furniture, fixtures and equipment	2,848,594	231,022	-	-	3,079,616
Motor vehicles	638,210	39,383	-	-	677,593
Total accumulated depreciation	8,266,278	698,549	-	-	8,964,827
Total capital assets being depreciated, net	10,455,052	(422,170)	-	-	10,032,882
Capital Assets, net	\$ 18,853,352	\$ (422,170)	\$ -	\$ -	\$ 18,431,182

Depreciation expenses were charged to the following functions:

	June 30, 2024
Basic instruction	\$ 307,958
Exceptional instruction	7,619
Other instruction	100
Guidance services	566
Health services	78
Instructional media services	91,459
School administration	17,341
Fiscal services	776
Pupil transportation	38,598
Operation of plant	211,092
Maintenance of plant	22,962
Total	\$ 698,549

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 5 – NONCURRENT LIABILITIES

Activity for noncurrent liabilities for the year ended June 30, 2024 was as follows:

	Balance July 1, 2023	Additions	Reductions	Balance June 30, 2024	Due Within One Year
Governmental activities					
Interest rate swap	\$ (46,311)	\$ -	\$ 3,295	\$ (49,606)	\$ -
Compensated absences	18,307	-	-	18,307	18,307
Lease liabilities	358,219	-	103,516	254,703	112,217
Net pension liability – FRS	5,076,588	-	556,055	4,520,533	-
Net pension liability – HIS	2,082,819	711,452	-	2,794,271	-
Bonds payable	<u>9,997,752</u>	<u>-</u>	<u>588,728</u>	<u>9,409,024</u>	<u>615,134</u>
Totals	<u>\$ 17,487,374</u>	<u>\$ 711,452</u>	<u>\$ 1,251,594</u>	<u>\$ 16,947,232</u>	<u>\$ 745,658</u>

Bonds Payable and Interest Rate Swaps

Educational Facilities Refunding Revenue Bonds, Series 2012

On July 18, 2012, the School entered into a bond purchase agreement with Wells Fargo Bank and Sarasota County for the purchase and sale of \$5,565,000 of Educational Facilities Refunding Revenue Bonds (Sarasota Military Academy, Inc. Project), Series 2012. The bonds were sold to enable the School to refinance its obligations related to the Tax-Exempt Adjustable Mode Industrial Development Revenue Bonds Series 2005 and Series 2008. The bonds bear interest at a weekly rate and continue to bear interest at the weekly rate to the date upon which the interest rate is converted, if ever, to the Flexible Term Rate, the Medium Term Rate or the Fixed Rate in accordance with the terms of the Indenture. The bonds mature annually on July 19, with final maturity on July 19, 2037. The bonds are secured by an irrevocable, direct-pay letter of credit with Wells Fargo.

Additionally, the School entered into an interest rate swap agreement with Wells Fargo Bank in conjunction with these bonds through July 18, 2027. The interest rate swap agreement had an original notional amount of \$5,565,000 and declines as debt service payments are made. Under the swap agreement, the Charter School pays a fixed rate of 4.63% and receives interest at a variable rate equal to 77% of the USD-LIBOR-BBA, based on the notional amount which at June 30, 2024, was \$3,764,000. Effective June 1, 2023, the variable rate has been adjusted to 77% of the USD-SOFR. Interest payments are due monthly and the variable rate resets weekly based on a weighted average.

The School has certain loan covenants within their agreements with Wells Fargo. As of June 30, 2024, the School was in compliance with the loan covenants.

Annual debt service requirements to maturity for the bonds are as follows:

Fiscal Year Ending June 30:	Principal Series 2012	Interest	Total
2025	\$ 204,000	\$ 139,943	\$ 343,943
2026	211,000	128,344	339,344
2027	221,000	117,252	338,252
2028	<u>3,128,000</u>	<u>14,568</u>	<u>3,142,568</u>
Total	<u>\$ 3,764,000</u>	<u>\$ 400,107</u>	<u>\$ 4,164,107</u>
Total bonds payable		3,764,000	
Current portion		<u>(204,000)</u>	
Noncurrent portion		<u>\$ 3,560,000</u>	

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 5 – NONCURRENT LIABILITIES – CONTINUED

Bonds Payable and Interest Rate Swaps – Continued

Educational Facilities Revenue Bonds, Series 2016A and 2016B

On March 25, 2016, the School entered into a bond purchase agreement with Wells Fargo Bank and Sarasota County for the purchase and sale of \$7,554,540 of Educational Facilities Revenue Bonds (Sarasota Military Academy, Inc. Project), Series 2016A and Series 2016B in an aggregate principal amount not to exceed \$1,000,000 in one or more advances. The bonds were sold to enable the School to finance the acquisition of land and existing building constituting a middle school located at 3101 Bethel Lane in Sarasota, Florida and the cost of constructing on such land, a new classroom building and payments of cost in connection with the issuance of the bonds.

The Series 2016A bonds bear interest at a rate of 2.74% per annum. Principal and interest are due to be paid on the 15th day of each month in accordance with the terms of the Indenture. On the maturity date, all the outstanding principal shall be due and payable. Interest shall be computed on an actual/360 simple interest basis. The Series 2016A bonds mature on April 15, 2036. The bond is secured by an assignment by Sarasota County, Florida (the issuer) of Wells Fargo Bank of its rights in the Agreement and the Note, and an endorsement by the issuer without recourse of the note payable to the order of Wells Fargo Bank. Payment of the bond is further secured by a First Mortgage, Assignment of Leases and Rents and Security Agreement and a Second Mortgage, Assignment of Leases and Rents and Security Agreement from the Charter School to Wells Fargo Bank.

During the year ended June 30, 2016, the School was advanced \$196,772 in accordance with the Series 2016B bond agreement. The Series 2016B bonds bear interest at a rate of 2.84% per annum. Interest is to be paid on the 15th day of each month commencing on May 15, 2016. Interest shall be computed on an actual/360 simple interest basis. The Series 2016B bonds mature on April 15, 2036. On the maturity date, all outstanding principal shall be due and payable. The bond is secured by an assignment by Sarasota County, Florida (the issuer), to Wells Fargo Bank of its rights in the Agreement and the Note, and an endorsement by the issuer without recourse of the note payable to the order of Wells Fargo Bank. Payment of the bond is further secured by a First Mortgage, Assignment of Leases and Rents and Security Agreement and a Second Mortgage, Assignment of Leases and Rents and Security Agreement from the School to Wells Fargo Bank.

The School has certain loan covenants within their agreements with Wells Fargo. As of June 30, 2024, the School was in compliance with the loan covenants.

Annual debt service requirements to maturity for the bonds are as follows:

Fiscal Year Ending	Principal Series 2016A & Series 2016B	Interest	Total
<u>June 30:</u>			
2025	\$ 411,134	\$ 149,581	\$ 560,715
2026	422,591	138,124	560,715
2027	434,368	126,347	560,715
2028	446,472	114,243	560,715
2029	458,916	101,799	560,715
Thereafter	<u>3,471,543</u>	<u>330,887</u>	<u>3,802,430</u>
Total	\$ <u>5,645,024</u>	\$ <u>960,981</u>	\$ <u>6,606,005</u>
Total bonds payable		5,645,024	
Current portion		<u>(411,134)</u>	
Noncurrent portion		<u>\$ 5,233,890</u>	

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 6 – LEASES

Leased Assets

The School enters into leases for copiers and equipment. Certain leases can be short-term or renewable at the option of the School, and are accounted for appropriately per GASB Statement No. 87, Leases. As of June 30, 2024 there were no leases with variable payments not included in the measurement of the lease liability and none of the leases contained residual value guarantees. Leased assets are amortized on a straight-line basis over the life of the lease. Amortization expense for the fiscal year ended June 30, 2024 was \$109,256.

Leased assets	\$ 455,232
Accumulated amortization	(218,512)
Leased assets, net	\$ 236,720

Amortization for the remaining lease term as of June 30, 2024 are as follows:

Fiscal Year Ending June 30	Total
2025	\$ 109,256
2026	109,256
2027	18,208
Total amortization	\$ 236,720

Lease Liabilities

The School routinely leases copiers and equipment in lieu of purchasing assets. As of June 30, 2024 the School's lease liabilities total \$254,703. Annual principal and interest payments due for lease payments as of June 30, 2024 are as follows:

Fiscal Year Ending June 30	Principal	Interest
2025	\$ 112,217	\$ 5,843
2026	121,455	2,507
2027	21,031	50
Total lease liabilities	\$ 254,703	\$ 8,400

NOTE 7 – DERIVATIVE INSTRUMENTS

The School is a party to contracts for various derivative instruments, as discussed below. At June 30, 2024, the Charter School has the following derivative instruments outstanding:

Governmental Activities Fair Value Hedge	Amount	Fair Value		Changes in Fair Value	
		Notional Classification	Amount	Classification	Amount
Pay-fixed interest rate swap	\$ 3,764,000	Debt	\$ 49,606	Investment Revenue	\$ 3,295

The School is exposed to interest rate risk on its swap agreement. On the pay-fixed, recent variable interest rate swap, the School's net payment increases as USD-SOFR decreases.

The derivative instrument may be terminated at any time if certain events occur that result in one party not performing in accordance with the agreement. The derivative instrument can be terminated due to illegality, a credit event upon merger, or an event of default. It can also be terminated if credit ratings fall below established levels.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 8 – DEFINED BENEFIT PENSION PLAN – FLORIDA RETIREMENT SYSTEM

Plan Description

All part-time and full-time permanent employees of the School are covered by the Florida Retirement System. The Florida Retirement System (FRS) is a cost-sharing, multiple-employer, defined benefit retirement plan available to governmental units within the State of Florida. The plan was created by the Florida Legislature and is administered by the State of Florida, Department of Administration.

The plan provisions are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and Florida Retirement System rules, Chapter 60S, Florida Administrative Code, wherein eligibility, contributions, and benefits are defined and described in detail. Senate Bill 2100, effective July 1, 2011 made a number of substantial changes to the FRS, including requiring 3% employee contributions on all compensation on or after July 1, 2011. The following are brief descriptions of the Plan in effect as of June 30, 2024.

For a more complete description, refer to the Florida Retirement System Pension Plan and Other State Administered Systems Comprehensive Annual Financial report. The report may be obtained by writing to the Florida Retirement System, Division of Retirement, P.O. Box 9000, Tallahassee, Florida 32315-9000.

Benefits Provided

Benefits in the plan vest at six years of service for those enrolled in the FRS prior to July 1, 2011 and eight years of service for those enrolled in the FRS on or after July 1, 2011. The plan also includes an early retirement provision, but imposes a penalty for each year a member retires before his or her normal retirement date. The plan provides retirement, disability, and death benefits and annual cost-of-living adjustments, as well as supplements for certain employees to cover social security benefits lost by virtue of retirement system membership.

The plan provides vesting of benefits after six years for those enrolled in the FRS prior to July 1, 2011 and eight years for those enrolled in the FRS on or after July 1, 2011. Members who were enrolled prior to July 1, 2011 are eligible for normal retirement after they have met one of the following: (1) thirty years of service, regardless of age, or (2) age 62 and six years of service. Members who were enrolled on or after July 1, 2011 are eligible for normal retirement after they have met one of the following: (1) thirty-three years of service, regardless of age or (2) age 65 and eight years of service.

Early retirement may be taken any time after completing six years of service for those enrolled in the FRS prior to July 1, 2011 and eight years for those enrolled in the FRS on or after July 1, 2011; however, there is a 5% benefit reduction for each year prior to normal retirement. The normal retirement age is 62 for those enrolled in the FRS prior to July 1, 2011 and 65 for those enrolled in the FRS on or after July 1, 2011. Benefits are computed on the basis of age, average final compensation, and service credit. Average final compensation is the average of the five highest years of earnings.

The plan also provides death and disability benefits. Benefits are estimated by Florida Statutes and include cost of living adjustments.

Contributions

Effective July 1, 2011, both employees and employers of the FRS are required to make contributions to establish service credit for work performed in a regularly established position. Effective July 1, 2002, the Florida Legislature established a uniform contribution rate system for the FRS, covering both the Pension Plan and the Investment Plan. The uniform employer contribution rate for regular class members for the fiscal year 2023-2024 was 11.51%. These rates exclude the 2.00% contribution for the Retiree Health Insurance Subsidy, the fee of 0.06% for administration of the FRS Investment Plan and provision of educational tools for both plans, and unfunded actuarial liability rates. The employee contribution rate was 3% for the fiscal year ended June 30, 2024.

The School's contribution to the plan for the year ended June 30, 2024 was \$875,332.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 8 – DEFINED BENEFIT PENSION PLAN – FLORIDA RETIREMENT SYSTEM – CONTINUED

FRS Pension Liability and Expense and Deferred Outflows and Inflows of Resources

At June 30, 2024, the School reported a liability of \$4,520,533 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by rolling forward the Plan's total pension liability as of June 30, 2022 to June 30, 2023. The School's proportion of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. At June 30, 2023, the School's proportions were 0.006510320% and 0.004834455%, which was a decrease of -0.001574414% and -0.000724604%, respectively, from its proportions measured as of June 30, 2022.

For the year ended June 30, 2024, the School recognized a pension expense of \$685,948. At June 30, 2024, the School reported deferred outflows of resources and deferred inflows of resources related to FRS pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes in:		
Contributions, subsequent to measurement date	\$ 107,275	\$ -
Investments	188,790	-
Assumptions/inputs	(2,126,773)	-
Experience expected/actual	424,439	-
Change in Proportion, NPL	132,667	(722,767)
	<u>\$ (1,273,602)</u>	<u>\$ (722,767)</u>

Deferred outflows of resources related to employer contributions paid subsequent to the June 30, 2023 measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the reporting year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension expense will be recognized as follows:

Year Ending June 30:	
2025	\$ 123,737
2026	(49,024)
2027	742,480
2028	70,529
2029	20,193
Thereafter	-
Total	<u>\$ 907,915</u>

Actuarial Assumptions for Defined Benefit Pension Plan

The Florida Retirement System (FRS) Actuarial Assumption Conference is responsible for setting the assumptions used in the funding valuations of the defined benefit pension plan pursuant to section 216.136(10), Florida Statutes. The division determines the assumptions in the valuations for GASB 67 reporting purposes. The FRS Pension Plan's GASB 67 valuation is performed annually. The most recent experience study for the FRS Pension Plan was completed in 2019 for the period July 1, 2013 through June 30, 2018. The total pension liability for the plan was determined using the individual entry age actuarial cost method. Inflation increases is assumed at 2.40%. Payroll growth, including inflation, is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS Pension Plan investments is 6.70%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. Mortality assumptions were based on the PUB-2010 base table.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 8 – DEFINED BENEFIT PENSION PLAN – FLORIDA RETIREMENT SYSTEM – CONTINUED

Long-Term Expected Rate of Return

The long-term expected rate of return on FRS Pension Plan investments was determined using a forward-looking capital market economic model, which includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Rate of Return</u>
Cash	1.0%	2.6%
Fixed income	19.8%	4.4%
Global equity	54.0%	8.8%
Real estate (property)	10.3%	7.4%
Private equity	11.1%	12.0%
Strategic investments	3.8%	6.2%

Sensitivity Analysis

The following presents the net pension liability of the pension plan, calculated using the discount rate of 6.70%, as well as what the pension plan's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.70%) or one percentage point higher (7.70%) than the current rate.

	<u>1.00% Decrease 5.70%</u>	<u>Current Discount Rate 6.70%</u>	<u>1.00% Increase 7.70%</u>
Total FRS net pension liability	\$ 68,066,508,032	\$ 39,846,835,032	\$ 16,237,702,032
School's proportionate share of the net pension liability	\$ 7,721,992	\$ 4,520,533	\$ 1,842,131

NOTE 9 – DEFINED BENEFIT PLAN – HEALTH INSURANCE SUBSIDY PROGRAM

Plan Description

The Retiree Health Insurance Subsidy (HIS) Program is a cost-sharing multiple-employer defined benefit pension plan established under section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of state-administered retirement systems in paying their health insurance costs and is administered by the Division of Retirement within the Department of Management Services. For the fiscal year ended June 30, 2024, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of creditable service completed at the time of retirement multiplied by \$5. The payments are at least \$30 but not more than \$150 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a state-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

The HIS Program is funded by required contributions from FRS participating employers as set by the Legislature. Employer contributions are a percentage of gross compensation for all active FRS members.

For the fiscal year ended June 30, 2023, the contribution rate was 1.66 percent of payroll pursuant to section 112.363, Florida Statutes. HIS contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS benefits are not guaranteed and are subject to annual Legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

SARASOTA MILITARY ACADEMY, INC.
Notes to the Financial Statements
June 30, 2024

NOTE 9 – DEFINED BENEFIT PLAN – HEALTH INSURANCE SUBSIDY PROGRAM – CONTINUED

HIS Pension Liability and Expense and Deferred Outflows and Inflows of Resources

At June 30, 2024, the School reported a liability of \$2,794,271 for its proportionate share of the HIS net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by rolling forward the Plan's total pension liability as of June 30, 2022 to June 30, 2023. The School's proportion of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. At June 30, 2023, the School's proportions were 0.010063436% and 0.007531247%, which was a decrease of 0.001311340% and 0.000758809% respectively, from its proportions measured as of June 30, 2022.

For the year ended June 30, 2024, the School recognized pension expense of \$956,138. At June 30, 2024, the School reported deferred outflows of resources and deferred inflows of resources related to HIS program from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes in:		
Contributions, subsequent to measurement date	\$ 24,153	\$ -
Investments	1,443	-
Assumptions/inputs	(\$03,275)	(242,133)
Experience expected/actual	40,907	(6,558)
Change in Proportion, NPL	47,330	(400,292)
	<u>\$ (389,442)</u>	<u>\$ (648,983)</u>

Deferred outflows of resources related to employer contributions paid subsequent to the June 30, 2023 measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the reporting year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension expense will be recognized as follows:

Year Ending June 30:	
2025	\$ (23,218)
2026	(14,077)
2027	(23,421)
2028	(45,939)
2029	(24,335)
Thereafter	(1,891)
Total	<u>\$ (132,881)</u>

Actuarial Assumptions for Defined Benefit Health Insurance Premium Benefit Plan

The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. Because the HIS Program is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Program were based on certain results of the most recent experience study for the FRS Pension Plan.

The total pension liability for the plan was determined using the individual entry age actuarial cost method. Inflation increases is assumed at 2.40%. Payroll growth, including inflation, is assumed at 3.25%. Because the HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 3.65% was used to determine the total pension liability for the program. Mortality assumptions were based on the PUB-2010 base table.

SARASOTA MILITARY ACADEMY, INC.

Notes to the Financial Statements

June 30, 2024

NOTE 9 – DEFINED BENEFIT PLAN – HEALTH INSURANCE SUBSIDY PROGRAM – CONTINUED

Sensitivity Analysis

The following presents the net pension liability of the HIS, calculated using the discount rate of 3.65%, as well as what the HIS's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (2.65%) or one percentage point higher (4.65%) than the current rate.

	1.00% Decrease 2.65%	Current Discount Rate 3.65%	1.00% Increase 4.65%
Total HIS net pension liability	\$ 18,118,123,208	\$ 15,881,333,755	\$ 14,027,185,514
School's proportionate share of the net pension liability	\$ 23,187,826	\$ 2,794,271	\$ 2,465,039

NOTE 10 – RISK MANAGEMENT

The School is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the School has purchased commercial insurance. The School has not had any reduction in insurance coverage and settlements have not exceeded coverage for each of the past three fiscal years.

NOTE 11 – LITIGATION

The School Board is contingently liable with respect to lawsuits and other claims that arise in the ordinary course of its operations. Management believes that any liability arising from such claims would be immaterial to the financial statements.

NOTE 12 – FINANCIAL INSTRUMENTS NOT MEASURED AT FAIR VALUE

Certain of the School's financial instruments are not measured at fair value on a recurring basis but nevertheless are recorded at amounts that approximate fair value due to their liquid or short-term nature. Such financial assets and financial liabilities include: cash and cash equivalents, accounts receivable, due from other governments, prepaid items, accounts payable, accrued expenses.

NOTE 13 – EVALUATION OF SUBSEQUENT EVENTS

The School has evaluated subsequent events through September 12, 2024, the date the financial statements were available for issuance, and has determined that there are no additional subsequent events that require disclosure.

SARASOTA MILITARY ACADEMY, INC.
Required Supplementary Information
Budgetary Comparison Schedule - General Fund (Unaudited)
For the Year Ended June 30, 2024

	Primary Government			
	Original Budget	Final Budget	Actual	Over / (Under)
Revenues				
Federal direct	\$ 211,080	\$ 211,080	\$ 189,744	\$ (21,336)
Federal through state	66,350	66,350	44,375	(21,975)
State and local	12,858,374	12,858,374	13,274,319	415,945
Other	683,871	683,871	729,082	45,211
Total revenues	13,819,675	13,819,675	14,237,520	417,845
Expenditures				
Education				
Basic instruction	6,679,417	6,679,417	6,195,221	(484,196)
Exceptional instruction	923,757	923,757	892,043	(31,714)
Other instruction	231,919	231,919	225,731	(6,188)
Guidance services	217,601	217,601	271,101	53,500
Health services	139,264	139,264	172,290	33,026
Instructional media services	78,336	78,336	3,963	(74,373)
School administration	2,333,299	2,333,299	2,322,633	(10,666)
Fiscal services	329,284	329,284	344,538	15,254
Pupil transportation	471,552	471,552	485,161	13,609
Operation of plant	1,771,526	1,771,526	1,686,951	(84,575)
Maintenance of plant	113,094	113,094	129,341	16,247
Capital Outlay	-	-	276,380	276,380
Debt service	932,820	932,820	948,675	15,855
Total expenses	14,221,869	14,221,869	13,954,028	(267,841)
Excess (deficit) of revenues over expenditures	(402,194)	(402,194)	283,492	685,686
Net change in fund balance	\$ (402,194)	\$ (402,194)	\$ 283,492	\$ 685,686

Notes to Required Supplementary Information:

Budgets are presented on the modified accrual basis of accounting. All annual appropriations lapse at fiscal year end.
Budgets may be amended by resolution at any board meeting prior to the date for the annual report.

SARASOTA MILITARY ACADEMY, INC.
Required Supplementary Information
Schedule of Proportionate Share of Net Position Liability and Contributions - FRS (Unaudited)
Last Ten Measurement Periods¹

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
PROPORTIONATE SHARE OF NET PENSION LIABILITY										
School's proportion of the net pension liability										
High school	0.010653235%	0.011910924%	0.009910741%	0.009046043%	0.009141010%	0.009119155%	0.008184443%	0.008353687%	0.008084734%	0.006510320%
Prep	0.000000000%	0.002170394%	0.004027495%	0.005197701%	0.005679523%	0.005262553%	0.005072926%	0.005756334%	0.005559059%	0.004834455%
School's proportion share of the net pension liability	\$ 650,004	\$ 1,538,456	\$ 3,519,416	\$ 4,213,204	\$ 4,464,022	\$ 4,952,860	\$ 5,745,939	\$ 1,065,852	\$ 5,076,588	\$ 4,520,533
School's covered employee payroll	\$ 4,709,422	\$ 6,617,457	\$ 6,744,577	\$ 7,049,786	\$ 7,553,397	\$ 7,113,054	\$ 7,041,129	\$ 7,166,465	\$ 6,970,588	\$ 6,494,389
School's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	13.80%	23.25%	52.18%	59.76%	59.10%	69.63%	81.61%	14.87%	72.83%	69.61%
Plan fiduciary net position as a percentage of the total pension liability	96.09%	92.00%	84.88%	83.89%	84.26%	82.61%	82.61%	78.85%	96.40%	82.89%
CONTRIBUTIONS										
Contractually required contribution	\$ 298,561	\$ 420,496	\$ 380,112	\$ 412,744	\$ 475,121	\$ 519,536	\$ 513,062	\$ 605,972	\$ 679,750	\$ 718,450
Contribution in relation to the contractually required contribution	(298,561)	(420,496)	(380,112)	(412,744)	(475,121)	(519,536)	(513,062)	(605,972)	(679,750)	(718,450)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School's covered-employee payroll	\$ 4,709,422	\$ 6,617,457	\$ 6,744,577	\$ 7,049,786	\$ 7,553,397	\$ 7,113,054	\$ 7,041,129	\$ 7,166,465	\$ 6,970,588	\$ 6,494,389
Contributions as a percentage of covered employee payroll	6.34%	6.35%	5.64%	5.85%	6.29%	7.30%	7.29%	8.46%	9.75%	11.06%

1. The amounts presented for each measurement period were determined as of June 30. Information is required to be presented for 10 years.

SARASOTA MILITARY ACADEMY, INC.
Required Supplementary Information
Schedule of Proportionate Share of Net Position Liability and Contributions - HIS (Unaudited)
Last Ten Measurement Periods¹

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
PROPORTIONATE SHARE OF NET PENSION LIABILITY										
School's proportion of the net pension liability										
High school	0.015842148%	0.017243333%	0.015894760%	0.014462872%	0.014478161%	0.014014006%	0.011839839%	0.011171531%	0.011374776%	0.010063436%
Prep	0.000000000%	0.003038312%	0.005951906%	0.007654283%	0.008648122%	0.008815434%	0.008642707%	0.008717557%	0.008290056%	0.008290056%
School's proportion share of the net pension liability	\$ 1,481,279	\$ 1,758,549	\$ 2,546,138	\$ 2,364,868	\$ 2,447,712	\$ 2,554,386	\$ 2,554,386	\$ 2,439,695	\$ 2,082,819	\$ 2,794,271
School's covered employee payroll	\$ 4,709,422	\$ 6,617,457	\$ 6,744,577	\$ 7,049,786	\$ 7,553,397	\$ 7,113,054	\$ 7,041,129	\$ 7,166,465	\$ 6,790,588	\$ 6,494,389
School's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	31.45%	26.57%	37.75%	33.55%	32.41%	35.91%	36.28%	34.04%	30.67%	43.03%
Plan fiduciary net position as a percentage of the total pension liability	0.99%	0.50%	0.97%	1.64%	2.15%	2.63%	2.63%	3.00%	3.56%	4.81%
CONTRIBUTIONS										
Contractually required contribution	\$ 56,513	\$ 65,998	\$ 111,960	\$ 117,026	\$ 125,386	\$ 118,077	\$ 116,883	\$ 118,963	\$ 112,724	\$ 107,807
Contribution in relation to the contractually required contribution	(56,513)	(65,998)	(111,960)	(117,026)	(125,386)	(118,077)	(116,883)	(118,963)	(112,724)	(107,807)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School's covered-employee payroll	\$ 4,709,422	\$ 5,237,972	\$ 6,744,577	\$ 7,049,786	\$ 7,553,397	\$ 7,113,054	\$ 7,041,129	\$ 7,166,465	\$ 6,790,588	\$ 6,494,389
Contributions as a percentage of covered employee payroll	1.20%	1.26%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%

1. The amounts presented for each measurement period were determined as of June 30. Information is required to be presented for 10 years.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of
Sarasota Military Academy, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Sarasota Military Academy, Inc. (the "School") (a component unit of the School Board of Sarasota County, Florida) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated September 12, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Sarasota, Florida
September 12, 2024

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
THE UNIFORM GUIDANCE**

To the Board of Directors of
Sarasota Military Academy, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Sarasota Military Academy, Inc., (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major Federal programs for the year ended June 30, 2024. The School's major Federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major Federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's Federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major Federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis.

A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Sarasota, Florida
September 12, 2024

SARASOTA MILITARY ACADEMY, INC.
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024

Federal Grantor / Pass-through Grantor / Program or Cluster Title	Assistance Listing Number	Pass- through Grantor Number	Amount of Expenditures
U.S. DEPARTMENT OF EDUCATION			
<i>Sarasota County District School Board:</i>			
Special Education, Individuals with Disabilities Education Act (IDEA)	84.027	262	\$ 2,390
Supporting Effective Instruction, Title II	84.367	224	64,097
Student Support and Academic Enrichment Program, Title IV	84.424	241	31,499
Education Stabilization Fund:			
Elementary and Secondary School Emergency Relief CRRSA	COVID-19, 84.425D	124	144,021
Elementary and Secondary School Emergency Relief ARP	COVID-19, 84.425U	125	902,530
Total Education Stabilization Fund			<u>1,046,551</u>
TOTAL U.S. DEPARTMENT OF EDUCATION			<u>1,144,537</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u><u>\$ 1,144,537</u></u>

See accompanying notes to schedule of expenditures of federal awards.

SARASOTA MILITARY ACADEMY, INC.
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of the School under programs of the Federal government for the year ended June 30, 2024. The information on this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the “Uniform Guidance”). Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. These expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – OTHER

The School has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SARASOTA MILITARY ACADEMY, INC.
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2024

Section 1 - Summary of Auditors' Results

Financial Statements

The type of report issued on the basic financial statements.	Unmodified
Is a 'going concern' emphasis-of-matter paragraph included in the audit report?	No
Is a significant deficiency in internal control disclosed?	No
Is a material weakness in internal control disclosed?	No
Is a material noncompliance disclosed?	No

Federal Awards

Type of audit report issued on compliance for each major program	Unmodified
Is a significant deficiency in internal control over major programs disclosed?	No
Is a material weakness in internal control over major programs disclosed?	No
What is the dollar threshold used to distinguish between Type A and Type B programs?	\$750,000
Did the auditee qualify as low-risk auditee?	No
Did the audit disclose any audit findings that the auditor is required to report under Uniform Guidance 2 CFR §200.516 Audit Findings paragraph (a)?	No

Major Program Information and Audit Findings

<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>	<u>Number of Audit Findings</u>
84.425D	Elementary and Secondary School	
	Emergency Relief II (ESSER)	0
84.425U	American Rescue Plan - ESSER	0

Section 2 - Financial Statement Findings

None identified

Section 3 - Federal Award Findings and Questioned Costs

None identified

Section 4 - Summary of Prior Year Audit Findings

No audit findings were noted from the prior year

MANAGEMENT LETTER

To the Board of Directors of
Sarasota Military Academy, Inc.

Report on the Financial Statements

We have audited the financial statements of Sarasota Military Academy, Inc., as of and for the fiscal year ended June 30, 2024 and have issued our report thereon dated September 12, 2024.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.800, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated September 12, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.854(1)(e)1, Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations made in the preceding annual financial audit report.

Official Title

Section 10.854(1)(e)5, Rules of the Auditor General, requires the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and school code assigned by the Florida Department of Education of the entity are Sarasota Military Academy, Inc., 580074.

Financial Condition and Management

Section 10.854(1)(e)2. and 10.855(11), Rules of the Auditor General, require that we report the results of our determination as to whether or not Sarasota Military Academy, Inc. has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that Sarasota Military Academy, Inc. did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for Sarasota Military Academy, Inc. It is management's responsibility to monitor the Sarasota Military Academy, Inc's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by the same.

Transparency

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require that we apply appropriate procedures to determine whether Sarasota Military Academy, Inc. maintains on its website the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that Sarasota Military Academy, Inc. did maintain all of the required information on its website as specified in Section 1002.33(9)(p), Florida Statutes.

Additional Matters

Section 10.854(1)(e)3, Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.854(1)(e)4, Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the School Board of Sarasota County, Florida, the Board of Directors, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

Sarasota, Florida
September 12, 2024

SARASOTA MILITARY ACADEMY FOUNDATION, INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2024



TABLE OF CONTENTS

INDEPENDENT AUDITORS' REPORT	1
------------------------------------	---

FINANCIAL STATEMENTS

Statement of Financial Position	3
Statement of Activities.....	4
Statement of Cash Flows	5
Statement of Functional Expenses	6
Notes to the Financial Statements.....	7

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Sarasota Military Academy Foundation, Inc.

Opinion

We have audited the accompanying financial statements of Sarasota Military Academy Foundation, Inc. (a nonprofit Foundation), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sarasota Military Academy Foundation, Inc. as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Sarasota Military Academy Foundation, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Sarasota Military Academy Foundation, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Sarasota Military Academy Foundation, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Sarasota Military Academy Foundation, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Pellegrino McFarland & Tortora, P.A.

Sarasota, Florida
September 4, 2024

Sarasota Military Academy Foundation, Inc.
Statement of Financial Position
June 30, 2024

ASSETS

Current Assets

Cash and cash equivalents	\$ -
Accounts receivable	-

TOTAL ASSETS \$ -

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$ -
Accrued expenses	-

TOTAL LIABILITIES -

Net Assets

Without donor restrictions	-
With donor restrictions	-

TOTAL NET ASSETS -

TOTAL LIABILITIES AND NET ASSETS \$ -

The notes to the financial statements are an integral part of this statement.

Sarasota Military Academy Foundation, Inc.
Statement of Activities
For the Year Ended June 30, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue			
Contributions	\$ 385	\$ 1,000	\$ 1,385
Net assets released from restriction	55,359	(55,359)	-
Total Support and Revenue	55,744	(54,359)	1,385
Expenses			
Program services	203,526	-	203,526
Management and general	8,424	-	8,424
Fundraising	-	-	-
Total Expenses	211,950	-	211,950
Change in Net Assets	(156,206)	(54,359)	(210,565)
Net Assets at Beginning of Year	156,206	54,359	210,565
Net Assets at End of Year	\$ -	\$ -	\$ -

The notes to the financial statements are an integral part of this statement.

Sarasota Military Academy Foundation, Inc.
Statement of Cash Flows
For the Year Ended June 30, 2024

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$ (210,565)
----------------------	--------------

Adjustments to reconcile changes in net assets
to net cash provided (used) by operating activities

(Increase) decrease in operating assets:

Accounts receivable	6,720
---------------------	-------

Increase (decrease) in operating liabilities:

Accounts payable	(20,112)
------------------	----------

Accrued expenses	(1,253)
------------------	---------

NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(225,210)
---	------------------

NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	-
---	----------

NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	-
---	----------

Net Increase (Decrease) in Cash and Cash Equivalents	(225,210)
--	-----------

Cash and Cash Equivalents at Beginning of Year	225,210
--	---------

Cash and Cash Equivalents at End of Year	\$ -
--	------

The notes to the financial statements are an integral part of this statement.

Sarasota Military Academy Foundation, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2024

	Program Services	Supporting Services		Total
		Management and General	Fundraising	
Equipment and supplies	\$ -	\$ 420	\$ -	\$ 420
Grant expense	203,526	-	-	203,526
Professional services	-	7,971	-	7,971
Taxes and licenses	-	33	-	33
	<u>\$ 203,526</u>	<u>\$ 8,424</u>	<u>\$ -</u>	<u>\$ 211,950</u>

The notes to the financial statements are an integral part of this statement.

Sarasota Military Academy Foundation, Inc.
Notes to the Financial Statements
For the Year Ended June 30, 2024

NOTE A – FOUNDATION

Sarasota Military Academy Foundation, Inc. (the “Foundation”), is a not-for-profit corporation formed on January 09, 2017. The purpose of the Foundation is to receive, accept, and administer, for the benefit of Sarasota Military Academy, Inc. (the “School”), any funds, and tangible or intangible property, donated to the School.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the Foundation's significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

1. **Basis for Accounting**

The accompanying financial statements are prepared using the accrual basis of accounting which recognizes revenues when earned and expenses when incurred.

2. **Basis for Presentation**

In accordance with Accounting Standards Codification (ASC) Topic 958 *Not-for-Profit Entities*, the Foundation is required to report information regarding its financial position and activities according to two classifications of net assets: net assets with donor restrictions and net assets without donor restrictions.

3. **Cash and Cash Equivalents**

Cash equivalents consist of short-term, highly liquid investments, which are readily convertible into cash within ninety (90) days of purchase.

4. **Contributions**

Contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

5. **Income Taxes**

The Foundation is exempt from federal income tax under Section 501(c)(8) of the Internal Revenue Code. However, income from certain activities not directly related to the Foundation's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Foundation qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

Sarasota Military Academy Foundation, Inc.
Notes to the Financial Statements
For the Year Ended June 30, 2024

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

6. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

7. Leases

The Foundation calculates operating lease liabilities with a risk-free discount rate, using a comparable period with the lease term. All lease and non-lease components are combined for all leases. Lease payments for leases with a term of 12 months or less are expensed on a straight-line basis over the term of the lease with no lease asset or liability recognized.

NOTE C – DISSOLUTION

In January of 2024, the Board of Trustees moved to approve the dissolution of Sarasota Military Academy Foundation, Inc. As of June 30, 2024, the dissolution was completed as planned. All remaining funds were transferred to Sarasota Military Academy Inc. to assist the School with expenses incurred for community outreach.

NOTE D – EVALUATION OF SUBSEQUENT EVENTS

The Foundation has evaluated subsequent events through September 4, 2024, the date which the financial statements were available for issuance, and has determined that there are no additional subsequent events that require disclosure.



Parent Teacher Cadet Council

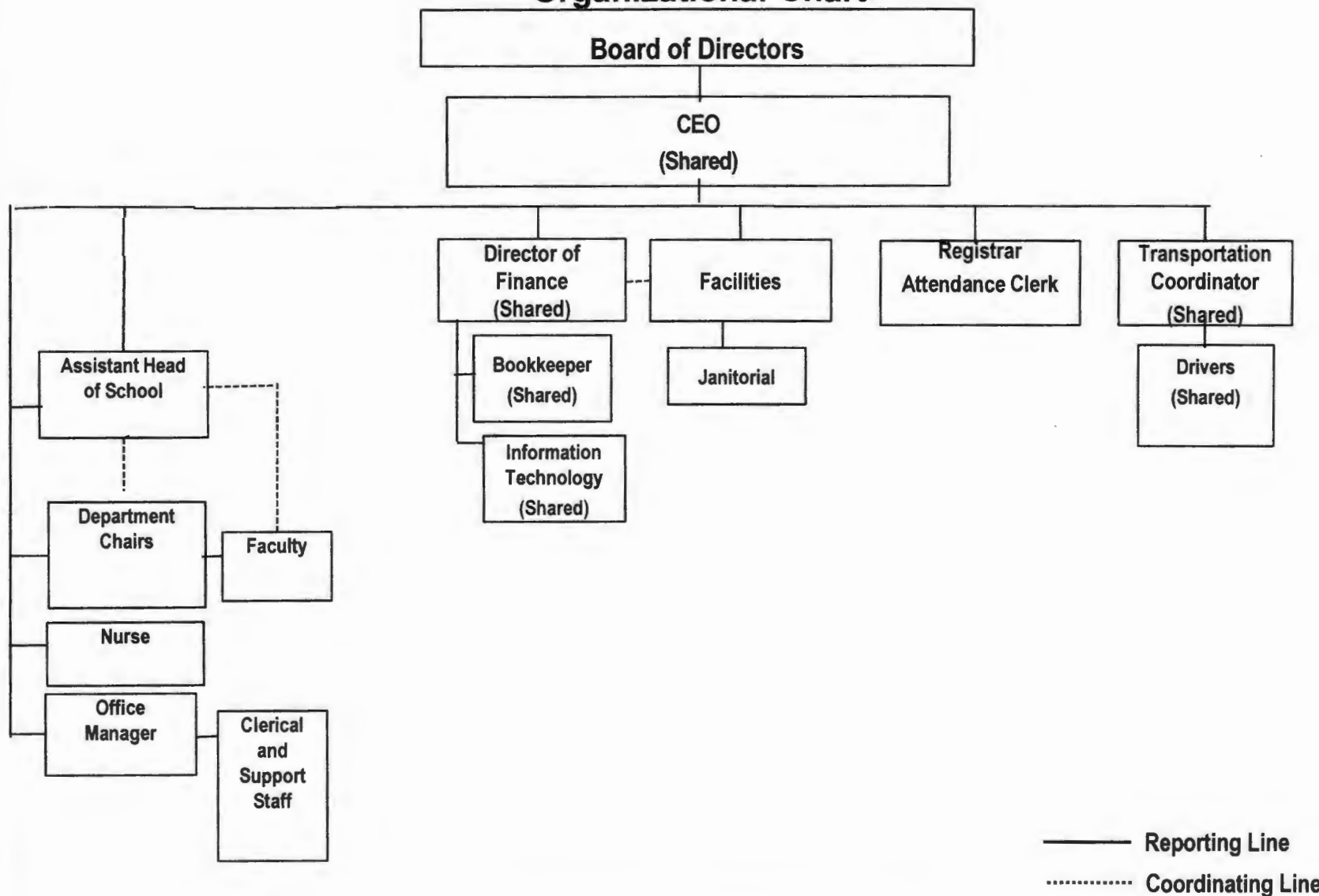
2024/25 Council Members

President:	Nikki Orth	Vice Presidents:	Amber Martin
Treasurer:	Maria Urrestta	Secretary:	TBD
		Grant Coord:	Holly Callison / Nikki Orth
Merchandise Coord.:	Amber Martin	Parent/Volunteer Liaison:	Nathalie Knipfer
Social Media:	Karen Medina	Calendar/Events Coord.:	TBD
HS Staff Representative:	Dr. Ferradino	Prep Staff Representative:	TBD
Middle School Cadet Council Program Liaison:	Nikki Orth	Cadet Rep.:	Hanna Monahan, Rackel Urrestta

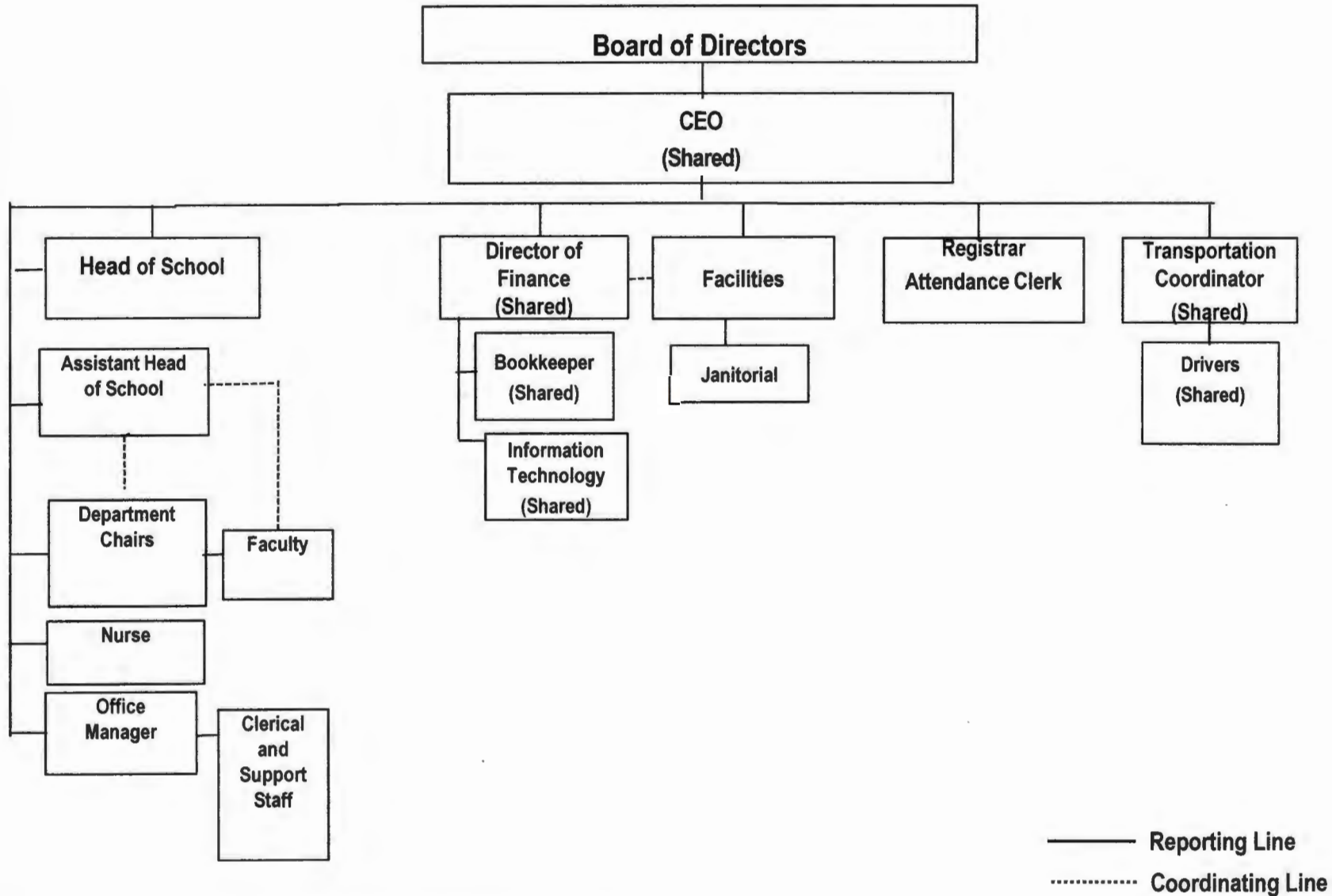
<p>What's New:</p> <ul style="list-style-type: none">● Actively Recruiting for PTCC members for 2024/2025 Year● New Merchandise - Lanyards● New fundraiser ideas<ul style="list-style-type: none">○ Little Ceaser's Pizza Fundraiser○ Pumpkin Festival – waiting final approval	<p>Event Recap:</p> <ul style="list-style-type: none">● SPIN night – successful● Prep Fall Book Fair – Sept 16 - 20									
<p>Upcoming Events:</p> <p>September</p> <ol style="list-style-type: none">1. High School – SPIN night (17th)2. Prep – Book Fair (16th – 20th)3. Prep - Pizza Fundraiser (end of Sept) <p>October</p> <ol style="list-style-type: none">1. Wreaths Across America Kick-Off (mid October)2. Pumpkin Festival (Fruitville Groves) -?? <p>November</p> <ol style="list-style-type: none">1. Veterian's Day Parade2. Veterian's Luncheon3. Thanksgiving <p>NEXT MEETING: October 8th, 2024.</p>	<p>Grant and Donation Summary:</p> <p>Approved by Grant Committee (August): Proposed Annual Budget = \$11,000 (upto \$500 per request per semester/per Dept.)</p> <table><tr><th>Location</th><th>Requested</th><th>Approved</th></tr><tr><td>High</td><td>5</td><td>3</td></tr><tr><td>Middle</td><td>6</td><td>2</td></tr></table> <p>Total Grant Approval Amount for FY'24/25: \$1,850</p> <p><i>NOTE: All grants \$100.01 or more need additional approval.</i></p> <p>August 21, 2024</p>	Location	Requested	Approved	High	5	3	Middle	6	2
Location	Requested	Approved								
High	5	3								
Middle	6	2								

PTCC@oursma.org

Sarasota Military Academy High School Organizational Chart



Sarasota Military Academy Prep Middle School Organizational Chart



Sarasota Military Academy Employee Handbook



2024 - 2025

INDEX

1. SECTION 1: Basics	3-5
2. SECTION 2: Building and Retaining Our Team	6-12
3. SECTION 3: Employment Categories and Classifications	13-15
4. SECTION 4: Duties, Conduct and Compliance	16-36
5. SECTION 5: Schedules and Attendance	37-38
6. SECTION 6: Dress Code	39-43
7. SECTION 7: Compensation and Recording Time	44-47
8. SECTION 8: Benefits and Leave	48-60
9. SECTION 9: Grievances While Employed by SMA, Termination Appeals and Leaving the Academy	61-63
10. APPENDIX 1: Reporting Structure and Academy Contact Info	64-65
11. APPENDIX 2: Work-Related Driving Rules	66
12. Acknowledgement and Signature	67

Sarasota Military Academy, Inc.

Employee Handbook

Section 1: Basics

OUR MISSION

Combining extraordinary academics with the highest military principles of camaraderie, focus, leadership, integrity, compassion, poise, honor and respect, SMA's mission is to graduate young men and women who will confidently define their personal and unique goals for success in a multi-cultural and globalized world.

OUR VALUES

HONOR SMA Cadets embrace the challenge of bringing honor to themselves, their families, their communities and the United States of America.

INTEGRITY We share a fundamental belief that doing the right thing is always the right choice. To SMA Cadets, accountability for behavior and decision-making is an expectation that is embraced.

RESPECT Our cadet culture instills personal, social and patriotic respect, demonstrated with confidence through courtesy, politeness, kindness, and consideration for others.

THANK YOU. Thank you for being part of the Sarasota Military Academy (the Academy). We hope your career is enjoyable and rewarding. We understand the value of your work and appreciate your commitment to our Academy and the cadets' success.

HANDBOOK BASICS. The Academy provides this handbook or policy manual as an overview of the Academy's employment-related policies and philosophies.

Specific departmental or personnel policies also apply and provide additional relevant information. Some of these policies are required by the Sarasota County Public School District ("District"). Some are required by the Department of Education ("DOE"). Others are specific to the Academy. Please read this handbook and any additional departmental or personnel policies provided to you.

Everyone. The handbook applies to all employees of the Academy. The handbook is intended to clearly communicate the expectations and basic requirements of our work together.

Please Read and Understand. It is important that you read and understand each personnel policy.

OPEN DOOR POLICY

Sarasota Military Academy is committed to administering policies, procedures and work operations fairly. Your questions, concerns, or problems about issues that affect your work are important to us.

Direct, professional communications are the most likely to succeed and build professional relationships. You are encouraged to talk to your immediate supervisor/manager about any problem or concern that is related to your work. Many concerns can be addressed and resolved by open communication with your supervisor/manager. It is important to try and to resolve issues as soon as they arise, so concerns don't escalate.

If you are not comfortable addressing a concern with your supervisor or manager, you should discuss the situation with your Head of School. If the concern still needs to be addressed further, you should reach out to the CEO. It is important to follow the steps of who to discuss concerns with first before escalating issues to a higher level.

Always Improving. We have not anticipated every situation or question. Unwritten practices also develop. The Academy endeavors to adapt employment policies to changing needs. Therefore, we reserve the right to amend, supplement, or rescind any policy or any provision as deemed appropriate, whether or not in writing. We strive to provide notice within a reasonable period of time following a policy change. Until you receive notice of a change, you should comply with the most recent, most specific policy. This handbook replaces all prior employee handbooks. Feel free to direct any policy questions to CEO.

At-Will. Providing these written policies is an attempt to be clear and fair regarding basic expectations and practices. The handbook does not list every condition and requirement of employment, does not promise to employ anyone for a set length of time or pursuant to set terms, conditions, or benefits, does not affect the at-will nature of employment, and is not an employment contract. Under Florida law, at-will employment means that you or the Academy may terminate the employment relationship at any time, for any reason that is not prohibited by law, with or without notice, and with or without cause. The Academy will comply with all legal requirements regarding the termination of employees and will not make employment decisions on any basis that is prohibited by law.

Follow the Law, Charter, and District Requirements. The handbook and all policies of the Academy should always be interpreted to require full compliance with the law, the Charter, and applicable District policies in every situation at every level. If there is ever a question regarding the application of a District policy, please see the CEO.

Right to Modify. The Academy retains the right to lawfully modify, alter, delete, add, or waive any and all employment policies at its sole discretion, with or without notice. No revision will result in SMA's violation of laws protecting employee rights.

Please Sign the Form. It is required that each employee sign the attached acknowledgement form at the end of this handbook acknowledging that you have read, understand, and intend to comply with these policies.

Any Questions? If there is ever a question about the status or interpretation of a particular policy, whether written or unwritten, please ask. Unless otherwise stated, the Academy leadership administers the policies in this handbook. Throughout this handbook, employees are directed to communicate with various Academy representatives. The titles, names, and contact information for the referenced representatives are listed on Appendix 1 to this handbook and updated in the Office and on the website. If anyone referenced is unavailable, please contact the CEO for assistance in identifying the correct person to address your concern.

Section 2:

BUILDING AND RETAINING OUR TEAM

RECRUITING

Recruiting and retaining talented, committed, and engaged staff members in the right roles is critical to our Cadets' and to the Academy's continued success. The focus is on hiring the most qualified person for each role and ensuring that decisions are based on appropriate considerations and not motivated by protected characteristics or protected conduct (as defined below). Everyone involved in recruiting or hiring on the Academy's behalf must understand and comply with this our Equal Employment Opportunity Policy.

EQUAL EMPLOYMENT OPPORTUNITY

The Academy values and is dedicated to equal employment opportunity. It is the continuing policy of the Sarasota Military Academy to promote equal opportunity for all employees and applicants for employment. To this end, the Academy will continue to recruit, hire, train and promote the most qualified persons in all job classification without regard to race, color, religion, gender, national origin, marital status, age, disability, genetic information or sexual orientation.

Employees or job candidates who are or become disabled within the meaning of the Americans with Disabilities Act will be reasonably accommodated if such accommodations will otherwise permit the employee or candidate to perform the essential functions of the job which the employee holds or the candidate seeks.

Employment and promotional decisions will be made in accordance with the principles of equal employment opportunity, which afford equal opportunity by imposing only valid, job-related tests and requirements for employment or promotion. Personnel actions, including compensation, benefits, transfers, layoffs, return from layoff, Academy *sponsored training, education, discipline and evaluation*, are administered without regard to protected characteristics or protected conduct (defined below).

- **Protected Characteristics.** As used in this policy, *protected characteristic* means:
 - Race,
 - Color,
 - Religion,
 - Gender,
 - National origin,
 - Marital status,
 - Age,
 - Disability,
 - Genetic information,
 - Sexual orientation, or
 - Any other characteristic protected by federal, state, or local law or ordinance.

- **Protected Conduct.** As used in this policy, *protected conduct* means the good faith exercise of legal rights, including:
 - Taking legally protected leave, including military, jury duty, workers' compensation or other legally protected leave,
 - Engaging in whistleblower conduct,
 - Seeking or receiving an accommodation provided by law,
 - Filing a workers' compensation claim relating to a work-related illness or injury,
 - Filing bankruptcy,
 - Military service,
 - Engaging in protected concerted activity, or
 - Any other conduct protected by federal, state or local law.

GENETIC INFORMATION NON-DISCRIMINATION

The Academy will not request, require, or consider genetic information from employees, candidates, applicants, or their family members for purposes of making employment-related decisions.

EMPLOYMENT REPRESENTATIONS

Employment representations must be truthful.

Our credibility and success as an Academy are dependent upon our employees' credibility and success. Honesty and candor relating to qualifications, experience, skills, performance, absences, status of work, interactions with Cadets, compliance with policies, and any other business matters are imperative. Any misrepresentation or material omission in violation of this policy constitutes Misconduct.

DISABILITY ACCOMMODATION

The Academy requires full compliance with the Americans with Disabilities Act (ADA). The Academy prohibits discrimination against disabled applicants and employees and seeks to provide reasonable accommodations of all qualified applicants and employees' disabilities where doing so does not result in undue hardship on the Academy.

Reasonable Accommodation Requests We invite applicants and employees to request reasonable accommodations and engage in an interactive process to try to identify reasonable accommodations that may be available. Requests for reasonable accommodations will be evaluated according to the requirements of the Americans with Disabilities Act (ADA).

- If a reasonable accommodation is needed to perform the essential functions of your position, please initiate your request through the CEO.

Response. If a response is not received in 7 days, or you disagree with the response, please provide the request in writing to the CEO.

Genetic Information. If providing medical information to the Academy, please review and comply with the Genetic Information Non-Discrimination policy.

RELIGIOUS ACCOMMODATION

The Academy prohibits discrimination against and seeks to provide reasonable accommodations of all qualified applicants' and employees' sincerely held religious beliefs. For example, an accommodation may include taking an unscheduled day off for a religious holiday, or a modification to our dress code.

In accordance with federal and state laws, the Academy prohibits discrimination on the basis of religion. The Academy provides reasonable accommodations for employees' sincerely held religious beliefs or practices unless doing so would impose an undue hardship on the Academy. A reasonable religious accommodation is any adjustment to the work and/or *academic environment that will allow the individual to practice his/her religion without undue hardship to SMA. "Undue hardship"* is a practice, procedure, or financial cost which unreasonably interferes with business operations at the Academy.

A sincerely held religious belief is defined as a belief or practice that is sincerely held with the strength of traditional religious views, including moral or ethical beliefs as to what is right and wrong. Personal preferences and social, political, or economic philosophies that do not meet this definition would not qualify. If you have sincerely held religious beliefs that may require an accommodation, please contact the Director of Human Resources or the CEO.

IMMIGRATION COMPLIANCE

The Academy is committed to compliance with immigration laws. Under immigration law, we are able to employ only United States citizens and non-citizens who are authorized to work in the United States.

The Academy does not discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employees who are not US citizens or permanent residents and who used documents with expiration dates to establish their right to work in the United States, will be required to recertify their right to work based on such expiration dates.

Former employees who are rehired must also complete the form if they have not completed an I-9 with the Academy in the past three years or if their previous I-9 is no longer retained or valid. Employees may raise questions or complaints about immigration law compliance without fear

of reprisal. Please also review the Anti-Discrimination policy contained in this handbook for related information.

POSITION DESCRIPTION

Each position in the Academy has a written job description. The description includes the: purpose of the position, areas of duty and responsibilities, to whom the position reports, and the required qualifications. If any employee perceives a need to update a job description, please communicate the details to be updated to the CEO.

INTERNAL HIRING PROCESS

Sarasota Military Academy is committed to the professional growth and development of our employees. We prefer to give our employees the first opportunity to be considered for a job that becomes available within our Academy. When a new or open position is identified, the Director of Human Resources sends an email to all employees at both SMA campuses notifying all staff of the job opening. It will include the job description for the position along with any other relevant information (hours, days, location). The job will be posted internally for 5 business days (one work week). Internal candidates must be employed with SMA for at least 6 months before posting for another job. When interested in a newly posted position, the employee must first notify the employee's Head of School of the desire to apply. External advertising for the position may begin during the internal posting period, but qualified internal candidates will be considered and interviewed prior to interviewing external candidates.

If an employee has an interest in the position they must submit a cover letter, resume and if necessary a Teaching Certificate, Temporary Certificate, or Letter of Eligibility (for all teaching positions) by 5:00 p.m. on the closing date of the posting. Exceptions to the deadline will not be allowed, unless there are extenuating circumstances. Once candidates apply and are qualified, the appropriate school personnel will offer the opportunity to interview. The employee candidate will be provided advance notice of the date, time and location of the interview.

Employees seeking new positions within SMA should be prepared to interview for the desired positions. Internal candidates should present as professional applicants, including wearing interview attire and being on time for interviews. SMA dress uniforms are acceptable for interviews.

SMA interviewers are required to make employment recommendations and decisions based only on lawful considerations. SMA's goal in hiring is to hire the most qualified candidate with the greatest likelihood of success in the position.

If an internal candidate is selected, the Head of School will communicate an offer. If the candidate accepts the offer, the candidate should be released from his or her current position within 1 month (unless there are extenuating circumstances). If there is any change in compensation, the change would be effective upon completely transitioning to the new position. There will be a 90 day probationary period in the new position. The employee's job performance in the new position will

be formally evaluated after completion of the 90 day probationary period.

Any internal candidates who are not selected for an open position for which the candidate interviewed will be offered a meeting with the Head of School to discuss the decision and actions the employee could take (educationally, additional training, etc.) to be qualified for other positions.

EMPLOYEE REFERRAL PROGRAM

SMA knows that our own employees are the best source of knowing who would be a person with the skills and experience we look for in new employees. To further that end, SMA has an Employee Referral Program that provides employees a Referral Bonus if all of the following conditions are met.

1. The referring employee refers a Successful Candidate to SMA by delivering an Employee Referral Form, the candidate's cover letter, and the candidate's resume to the Director of Human Resources before SMA receives any communications from or regarding the candidate.
2. When the candidate applies for the position, the candidate mentions the referring employee's name.
3. SMA hires the referred candidate for the position sought and both the hired candidate and the referring employee remain employed at SMA in good standing on the Referral Bonus Payment Dates.

Referral Bonus Amounts:

- For each Successful Candidate hired into non-exempt (hourly) position, the referring employee will receive \$125.00.
- For each Successful Candidate hired into a salaried position, the referring employee will receive \$250.00.
- Referral Bonus Payment Dates.
 - 50% of the Referral Bonus will be paid three (3) months after the start date of the referred employee.
 - 50% will be paid upon the new hire completing six (6) months of service.

RELATIONSHIPS OUTSIDE OF WORK/NEPOTISM

The Academy strives to provide a workplace free of favoritism and is committed to avoiding conflicts associated with romantic and family relationships in the workplace. There is no desire to interfere with the private lives of its employees or their off-duty conduct that does not impact SMA. However, where such conduct or relationship is determined to negatively impact the work environment or have the potential for doing so, the Academy reserves the right to make all changes deemed appropriate to address and resolve the issue.

All employees are responsible for maintaining a professional environment and reporting any familial or romantic/dating/ or similar relationships with Academy employees or contractors.

Employees or contractors who are related or are involved in a romantic/dating/or similar relationship are prohibited from having a direct or indirect supervisory relationship over the other. Such an intimate relationship between individuals who have direct or indirect supervisory relationships is highly inappropriate. If such a situation develops, each involved employee must immediately advise the CEO.

The Academy retains complete discretion to determine whether an outside relationship impacts or has the potential for impacting the Academy and to make any changes in the employment of the Academy employees, including rejecting an application, changing the duties, or potentially ending the employment of an employee, depending on the circumstances.

Violating of this policy, including failing to timely report the covered relationship, constitutes Misconduct, and will result in disciplinary action up to and including termination of employment

FACULTY PROFESSIONAL CERTIFICATION AND DEVELOPMENT

Faculty members are required to meet all state and local District hiring criteria, including having a bachelor's degree, and a current teaching certificate or an approved letter of eligibility. Copies of certification certificates and letters of eligibility will be maintained in personnel files.

In cases where the instructor is considered an "expert in their field" and is teaching a specialty class, the Academy CEO will consider whether hiring is consistent with the Mission and Charter.

All staff members are encouraged to continue to learn through professional development.

SMA does not pay for or compensate team members for unapproved or *personal* professional development. Any team member seeking unapproved or personal (not SMA-provided or supported) development, should do so on their time at their personal expense; if time is needed during the duty day, PTO should be requested in advance.

OUTSIDE EMPLOYMENT

Prior to accepting outside employment other than employment that is protected by law such as military duty, please communicate with the CEO to ensure that the outside employment will not negatively affect your work at the Academy.

NEW EMPLOYEE ORIENTATION

All employees must attend orientation prior to teaching at the Academy.

The CEO, or designee, will conduct New Employee Orientation with each newly hired staff member to collect required paperwork, present information regarding benefits, and to go over the Employee Handbook. **All employees will be required to read the employee handbook and sign the final page indicating they have read and agree to comply with all points covered in the Employee Handbook.**

SUBSTITUTE ASSIGNMENTS

All substitutes must have a complete resume and cover letter on file along with all required employment forms. Substitutes are required to complete a criminal background check and drug test prior to employment. The drug test must have a negative result and the background check results must demonstrate that the substitute's background is acceptable to be employed by SMA in the position sought. Each new employee must attend New Employee Orientation. Substitutes shall perform the major functions and duties of the classroom teacher in a professional manner. Faculty members are requested to provide candid feedback regarding substitutes to the Heads of Schools.

Section 3:

EMPLOYMENT CATEGORIES & CLASSIFICATIONS

EMPLOYMENT CATEGORIES

Introductory Employee

An Introductory Employee is an employee who has not completed the Introductory Period (the first 90 days of employment) with the Academy.

- The 90-day Introductory Period is intended as a trial basis for both the Academy and the employee to determine whether each meets the other's expectations.
- Full-time Introductory Employees are entitled to participate in the Academy's benefit programs pursuant to the requirements of the various plans.
- An Introductory Employee is entitled to resign at any time, and the Academy may terminate an Introductory Employee's employment at any time.
- Introductory Employees may be salaried or hourly depending on the position.
- Completion of the Introductory Period does not guarantee the employee any specific duration of employment. The employee remains an at-will employee during the entire employment relationship with the Academy.

Temporary Employee and Substitutes

A Temporary Employee (including a Substitute) is an employee hired to temporarily replace an employee on leave, to temporarily supplement the work force, or to assist in the completion of a specific project with an anticipated ending point.

- Unless expressly notified of a change in employment status, employment beyond any initially planned period does not imply a change in temporary employment status.
- While Temporary Employees receive legally mandated benefits (such as Social Security and Workers' Compensation Insurance), Temporary Employees are ineligible for the Academy's other benefit programs unless they otherwise meet the benefit plan's specific written requirements.
- Temporary Employees are compensated as hourly/non-exempt employees and are eligible for overtime.
- Employment assignments in this category are of a limited duration.
- A substitute teacher working in excess of four consecutive weeks in the same classroom is referred to as a "Long-term Substitute" and is provided benefits to the extent described in the applicable plans in effect.

Full-Time Employee

A Full-Time Employee is an employee who is not a Temporary Employee, has completed the 90 day Introductory Period, and regularly works thirty hours or more per week.

- All policies in this handbook apply to Full-Time Employees unless otherwise stated.
- Full-Time Employees may be salaried or hourly depending on the position.

Under the Fair Labor Standards Act employees are categorized as either exempt or non- exempt. Exempt employees are salaried employees and not eligible for overtime. Further information can be found in the Exempt and Non-exempt Classification Requirements in this handbook. Non-exempt (hourly) employees are paid overtime.

Part-Time Employee

A Part-Time Employee is an employee who is not a Temporary Employee, has completed the 90 day Introductory Period, and does not regularly work the hours required to qualify as a Full-Time Employee,

- While Part-Time Employees receive legally mandated benefits (such as Social Security and Workers' Compensation Insurance), Part-Time Employees are ineligible for all of the Academy's other benefit programs unless they are scheduled to consistently work thirty or more hours weekly and otherwise meet the particular benefit plan's written requirements.
- If a Part-Time Employee perceives that the employee's regular work hours have increased to define the employee as a Full-Time Employee, the employee should immediately notify the Director of Human Resources of the perceived change.
- Part-Time Employees may be salaried or hourly depending on the position.

Inactive Employee

An Inactive Employee is an employee who is not actively working for the Academy, is on an approved extended leave, and has not been dismissed or reassigned.

- Inactive employment status expires on the earlier of the end of the approved leave or one year unless otherwise required by law.
- Upon expiration of Inactive status, the employee must either request in writing to return to work in a particular position, submit the request and be approved by the Director of Human Resources to be permitted to return to an active position wherein the employee performs the essential functions of the position as required, with or without accommodation, or the employee will be considered to have resigned in good standing.
- Assignments in this category are of limited duration and where applicable in compliance with Federal and State law.
- Other than as required by applicable law, such as the FMLA, or provided in writing and signed by the CEO, an Inactive Employee's leave or status does not constitute protected leave (requiring that the position be held). Depending on the circumstances, an Inactive Employee seeking to return to active status may need to identify and apply for an available position.

Minors

The employment of children under 18 years old must comply with all laws relating to the employment of minors.

Volunteering at Sarasota Military Academy

The Academy appreciates the services performed by its valued volunteers.

To ensure compliance with labor laws the Academy has established the following compliance requirements related to those who volunteer their services to the Academy:

1. Volunteers must be freely offering their services out of a humanitarian, civic, or charitable desire to contribute to SMA or to help the cadets.
2. Employees of the Academy cannot volunteer to perform services similar to their duties.
3. Volunteers are unpaid and not compensated in any other way by the Academy.
4. Volunteers must complete and pass a Level II background check each year and upon request.

Section 4:

DUTIES, CONDUCT AND COMPLIANCE

ESSENTIAL DUTIES OF EACH EMPLOYEE

Each Academy employee is required to strictly comply with the Academy's Conduct and Compliance policies. Failure to comply with each of these Compliance and Compliance policies constitutes Misconduct and may have further disciplinary action up to and including termination of employment.

CONDUCT

Compliance expectations. As an integral member of the SMA team, each employee is expected to comply with all SMA policies, including this Conduct Policy.

Code of Conduct. Each employee has an obligation to manage his or her individual behavior at and relating to work in a manner that

- complies with SMA policies;
- encourages the highest performance standards;
- respects others' rights; and
- enhances and does not detract from the education and environment provided to cadets/students.

Misconduct. Certain conduct is or has the potential to be so detrimental to SMA, employees, or cadets that a single occurrence is likely to result in the immediate termination of the employment relationship. SMA cannot anticipate each such instance, but provides this Misconduct list as clear written notice that each of the following constitutes Misconduct and is a basis for termination of employment, which means that the termination may occur without additional notice or warning.

- Abuse, assault, battery, or threats
- Engaging in criminal conduct, fighting, intimidation, horseplay or provoking a fight toward anyone relating to work;
- Engaging in extortion or other unlawful or unethical conduct;
- Defamation;
- Willful destruction or recklessness relating to SMA or cadet property;
- Insubordination or refusal to comply with guidelines, policies, or procedures of SMA;
- Neglect of duty;
- Breach of essential duties, including the teamwork requirements;
- Lack of application or effort on the job;
- Excessive tardiness or absenteeism or violation of the Attendance Policy;
- Spending unnecessary, unproductive time away from duties during scheduled work, other than time allotted for a designated lunch or break;

- Any willful act resulting in, or creating a risk of, injury to any employee, vendor, cadet/applicant or guest including oneself, or resulting in, or risk of, damage to SMA property;
- Failing to comply with requirements relating to sensitive or Confidential Information;
- Unlawful possession of firearms, weapons, or explosives on SMA property unless the law requires otherwise (SMA may require you to provide proof of lawful possession);
- Use of abusive or obscene language while working, on SMA property, or near cadets;
- Theft or unauthorized possession of SMA property or the property of fellow employees or cadets; unauthorized possession or removal of any SMA property from the premises without prior permission; unauthorized use of SMA equipment or property for personal reasons;
- Dishonesty, falsification, or misrepresentation in connection with employment, including on an application for employment or other work records; alteration of SMA records or other SMA documents;
- Any action that tends to negatively reflect upon SMA's reputation unless such action is legally protected conduct;
- Failure to observe safety rules or regulations, including "horseplay" and the failure to wear proper safety equipment;
- Failure to maintain the qualifications for the position;
- Conducting personal business on SMA time;
- Unauthorized solicitation, posting, distribution, removal, alteration, or defacing of SMA material on SMA property or in any manner; this includes SMA Cadets or families.
- Communicating to or about co-workers, Management, or cadets in an unprofessional, aggressive, or disrespectful manner while at work.
- "Moonlighting" on SMA property, during SMA work hours, or using SMA equipment for personal use, without the express authorization of the CEO.
- Breach of any agreement with SMA; and
- Reporting to work unfit for duty or otherwise violating any drug or alcohol policy;
- Failing to exercise control over behavior;
- Inefficiency, unsatisfactory performance, lack attention, or negligent or reckless conduct;
- Violation of any employment policy expressly stating the violation constitutes misconduct
- Failing to meet overall performance expectations; and
- Violation of any other SMA policy or instruction.

Notice/Examples. Please note that the specific forms of Misconduct listed above are examples intended to provide employees with clear written notice regarding these specific acts of Misconduct. It is not an exhaustive list and does not alter at-will employment status.

SMA'S RESPONSE TO EMPLOYEE PERFORMANCE DEFICIENCIES OR MISCONDUCT

Overview. SMA values its team and encourages respectful communications and thoughtful decisions that support SMA's Mission and Values.

This Policy summarizes tools and the framework for exercising administrative discretion regarding employee performance deficiencies or Misconduct.

The steps and processes are available when it is deemed likely to be successful in helping an employee meet expectations and avoid Misconduct. When SMA determines in good faith that an employee's skills, performance, or conduct are inconsistent with success at SMA, SMA may make an immediate change. Employment is at-will and no step, tool, or process removes SMA's discretion to make lawful employment decisions in the best interest of the Academy.

Administration's Role. SMA Administrators and supervisors are responsible for enforcing SMA policies and standards, including monitoring employee performance.

Steps. Outlined below are the steps of the Discipline Policy and procedure. Sarasota Military Academy reserves the right to skip, combine or change steps depending upon the facts of each situation and the nature of the conduct. The level of disciplinary intervention may vary depending on the facts. Some of the factors that will be considered include whether or not the conduct is repeated despite coaching, counseling and/or training, the employee's work record and the impact of the conduct and performance issues have on our school.

Step 1: Counseling and a Verbal Warning

Step 2: Written Warning and/or Performance Improvement Plan

Step 3: Suspension and/or a Final Written Warning/ Performance Improvement Plan

Step 4: Termination of Employment

Unlawful Conduct

In the event an employee violates the law, discretion is removed from the supervisory level and accelerated to the Director of Schools for handling. Unlawful conduct may be reported to the appropriate authorities.

Documentation

Employees should be provided copies of Written Warnings, Performance Improvement Plans, and other disciplinary communications.

Employees should sign copies of this documentation acknowledging receipt and understanding of the corrective action outlined in the documentation. Employees are invited to provide written feedback, including an explanation of any disagreement with the documentation. Employees seeking to remain employed at SMA should not simply refuse to sign disciplinary documentation without providing a specific written objection or request.

If additional time is needed, please request a specific, reasonable amount of time, and return the document with your comments within the allotted time frame.

The employee's request and response should be documented.

The disciplinary action is in effect when delivered to the employee. Failure to return or sign the documentation does not delay or alter the effect of the documentation.

Copies of the disciplinary documents, including the employee's response, will be placed in the employee's personnel file and will remain in the file during the employee's employment with Sarasota Military Academy. Employees may obtain copies of any disciplinary document signed by the employee.

RESPONSIBILITY FOR WORK/ ASSIGNMENTS

The school Administration is responsible for assigning work. However, each employee is responsible for communicating regarding workload and capacity to take on additional work. Each staff member is accountable and responsible for:

- Understanding all aspects of the staff member's work assignments,
- Asking questions when something is unclear,
- Producing high quality work, and
- Ensuring that all time is used productively.

FEEDBACK AND EVALUATIONS

We urge each employee to discuss performance and expectations openly with supervisors, managers, and Administrators at any time and to request feedback throughout the year. Additionally, more formal annual performance evaluations will be conducted. Annual evaluations will be discussed in a private meeting. Dialogue is encouraged at this meeting. Employees are required to sign written evaluation as an indication of understanding of all of the expectations stated therein.

Employees should sign copies of this documentation acknowledging receipt and understanding of the feedback. Employees are invited to provide written feedback in response, including an explanation of any disagreement with the documentation. Employees seeking to remain employed at SMA should not simply refuse to sign evaluations without providing a specific written objection or request. If additional time is needed, please request a specific, reasonable amount of time, and return the document with your comments within the allotted time frame.

CHILD ABUSE REPORTING

Administration. If any employee suspects that a child has been abused or neglected should immediately communicate the details of the concern to the Heads of School and the CEO.

Legal Reporting Requirement. Any individual who suspects that a child has been abused by any person is required to make a report to the Florida Abuse Hotline.

Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives.

The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can -

- **report online at <https://reportabuse.dcf.state.fl.us/>**
- **call 1-800-962-2873**
- **Florida Relay 711 or TTY 800-955-8771**
- **fax your report to 800-914-0004**

If you suspect or know of a child or vulnerable adult in immediate danger, call 911.

Reporters. Pursuant to Florida Statutes, any person, including, but not limited to any SMA employee or volunteer who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected. Nothing in this policy should be interpreted to eliminate any individual's obligation to ensure that a report is made to the Florida Department of Children and Families in compliance with law.

Outside FL. The Central Abuse Hotline will accept any reports involving perpetrators who reside outside the state of Florida so long as the victim is residing in the county in Florida where the report is being made.

Confidentiality. Reports made to the Central Abuse Hotline are governed by statutory rules of confidentiality and exemption from public records.

Violation. A person who is required by Florida Statutes to report known or suspected child abuse or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is subject to criminal prosecution. Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a felony. Financial penalties also have increased.

Failure to comply with this Policy constitutes Misconduct.

Professional Conduct Requirements in Education

All team members must comply with the applicable Principles of Professional Conduct for the Education Profession in Florida, as updated from time to time, and all applicable laws.

- Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law and constitute Misconduct.

Obligation to the Cadet requires that the individual:

- Shall make reasonable effort to protect the Cadet from conditions harmful to learning and/or to the Cadet's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a Cadet from independent action in pursuit of learning.
- Shall not unreasonably deny a Cadet access to diverse points of view.

- Shall not intentionally suppress or distort subject matter relevant to a Cadet's academic program.
- Shall not intentionally expose a Cadet to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a Cadet's legal rights.
- Shall not harass or discriminate against any Cadet on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each Cadet is protected from harassment or discrimination.
- Shall not exploit a relationship with a Cadet for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Obligation to the public requires that the individual:

- Shall take reasonable precautions to distinguish between personal views and those of any educational institution or Academy with which the individual is affiliated.
- Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- Shall not use institutional privileges for personal gain or advantage.
- Shall accept no gratuity, gift, or favor that might influence professional judgment.
- Shall offer no gratuity, gift, or favor to obtain special advantages.

Obligation to the profession of education requires that the individual:

- Shall maintain honesty in all professional dealings.
- Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- Shall not engage in harassment or discriminatory conduct, which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education, which fosters a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- Shall not make malicious or intentionally false statements about a colleague.
- Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
- Shall not misrepresent one's own professional qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.
- Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- Shall provide upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- Shall self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4) (c), Florida Statutes.
- Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- Shall comply with the conditions of an order of the Education Practices Commission.
- Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION POLICY

The Academy is committed to equal employment opportunity and providing a workplace free of employment discrimination, harassment, and retaliation. This policy prohibits unlawful conduct and conduct that is inconsistent with a culture of respect.

Discrimination

Employment discrimination is prohibited. As used in this policy, employment discrimination means discrimination in any employment-related activity or term or condition of employment because of a *protected characteristic or protected conduct*.

- As used in this policy, **employment-related activities** means:
 - Recruiting, advertising, and interviewing
 - Hiring and selection,
 - Education and training,
 - Advancement/promotion,
 - Compensation,
 - Benefits and benefit administration,
 - Enforcement of policies,
 - Discipline and termination, and
 - All other terms and conditions of employment.

- **Protected Characteristics.** As used in this policy, *protected characteristics* mean:
 - Race,
 - Color,
 - Religion,
 - Gender,
 - National origin,
 - Marital status,
 - Age,
 - Disability,
 - Genetic information,
 - Sexual orientation, or
 - Any other characteristic protected by federal, state, or local law or ordinance.
- **Protected Conduct.** As used in this policy, *protected conduct* means the good faith exercise of legal rights, including:
 - Taking legally protected leave, including military leave, jury duty, workers' compensation or other legally protected leave
 - Engaging in whistleblower conduct,
 - Seeking an accommodation provided by law,
 - Filing a workers' compensation claim relating to a work-related illness or injury.
 - Military service,
 - Filing bankruptcy,
 - Engaging in protected concerted activity, or
 - Any other conduct protected by federal, state or local law.

Harassment

Harassment relating to employment is prohibited.

Definition. As used in this policy, prohibited **harassment** means both unlawful harassment and all other unwelcome and negative employment-related treatment relating to a person's *protected characteristics or protected conduct*:

- Prohibited harassment is not restricted to one particular type of verbal or physical conduct, but could include any of the following forms of unwelcome conduct when the conduct is because of a *protected characteristic or protected conduct*:
 - Derogatory comments, slurs, epithets, jokes, labels, or physical conduct or communications that depict or negatively reference a protected characteristic or protected conduct;
 - Subtle or overt pressure for sexual favors, offering of benefits in exchange for sexual conduct, or threatening reprisals after a negative response to such advances;
 - Derogatory or vulgar statements regarding sexuality or gender or other protected characteristic;
 - Unwelcome or offensive touching; patting; pinching; whistling; leering, or physical assault;
 - Turning work discussions into sexual topics;

- Displaying sexually suggestive visual material, cartoons, pictures or other displays of objects depicting sex;

Sexual Harassment

Sexual harassment is a form of prohibited harassment.

- **Definition.** As used in this policy, prohibited sexual harassment means unwelcome conduct of a sexual nature (sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature) that:
 - Explicitly or implicitly affects an individual's terms and conditions of employment, or
 - Unreasonably interferes with an individual's work or creates an intimidating, hostile, or offensive work environment.
- **Examples.** Prohibited sexual harassment could be found in a variety of circumstances:
 - By individuals of either sex and between individuals of the same sex or of different sexes.
 - By a co-worker, supervisor, or other agent of the employer, or a non- employee with whom the employee interacts relating to work.
 - Whether or not economic injury to or discharge of the victim has occurred.

Bullying and Cyber Bullying

It is the Academy's policy that employees and Cadets have an educational setting that is safe, secure, and free from bullying of any kind. The Academy will not tolerate bullying. Conduct that constitutes bullying, as defined below, is strictly prohibited:

Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more Cadets or employees.

It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a Cadet or adult, that is severe or pervasive enough to foster an intimidating, hostile, or offensive educational environment; or to cause discomfort or humiliation and unreasonably interfere with the individual's school performance or participation.

Such behavior may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public or private humiliation, and destruction of property.

Cyber bullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber bullying includes making a webpage or weblog in which the designer assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the designer or impersonation fosters any of the conditions enumerated in the definition of bullying. Cyber bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that

may be accessed by one or more persons, if the distribution or posting fosters any of the conditions enumerated in the definition of bullying.

Bullying includes any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a Cadet or school employee that

- Places a Cadet or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a Cadet's educational performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of the school.

Perpetuation of conduct listed in the definition of bullying by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a Cadet or school employee by:

- Incitement or coercion;
- Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system, and
- Acting in a manner that has an effect substantially similar to the effect of bullying.

Cyber stalking as defined means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Prevention of Bullying

The Academy shall work to sustain a healthy, positive, and safe learning environment for all Cadets and employees. It is important for every employee to actively foster the appropriate social climate of the school and the social norms with regard to bullying. This requires the efforts of everyone in the school environment: teachers, administrators, support staff, school nurses, parents/legal guardians, and Cadets.

Retaliation Prohibition

Retaliation against any individual who objects to a violation of this policy, reports a good faith concern or complaint of a violation of this policy or who cooperates in an investigation relating to this policy is prohibited.

Retaliation is a violation of this policy and should be reported in the same manner as any other violation of this policy.

Scope

This policy prohibiting employment discrimination, harassment, retaliation, and bullying applies to all employment-related activities, whether inside or outside the school/workplace, including:

- Recruiting, advertising, and interviewing
- Hiring and selection,
- Education and training,
- Assignment of duties
- Advancement/promotion,
- Compensation,
- Benefits and benefit administration,
- Enforcement of policies,
- Discipline and termination,
- Post-employment references, and
- Other terms and conditions of employment.

When and How to Report Prohibited Conduct

Under no circumstance should anyone submit to or ignore violations of this policy. Each employee has the right, and is strongly encouraged; to immediately tell the offender the conduct is unwelcome and should stop.

Everyone who is aware of the conduct is under an obligation to report it to the Head of School or CEO.

- The purpose of having several persons to whom complaints may be made is to provide various avenues of complaint and allow individuals the opportunity to complain to someone other than the subject of the complaint.
- Reports should contain sufficient information to allow the Academy to investigate and address the issue.

Any person, including a Cadet, employee, volunteer, or parent/legal guardian, may file a report in person, by phone, or by email. Reports may be signed or anonymous, written or verbal. However, if a report is anonymous, it is more difficult to investigate without sufficient details.

Response to Reports/Violations

The Academy is committed to taking all reasonable steps to prevent employment discrimination, harassment, retaliation, and bullying from occurring and will promptly investigate reports.

- Reports will be handled with sensitivity and discretion and the confidentiality allowed by the circumstances and the law. This usually means that during the investigation the information about the report is communicated only to the extent appropriate to conduct an effective investigation and resolution.
- Depending on the allegations and issues, the Academy may need to interview people known to have or likely to have relevant information. Cooperation with investigators to allow for an effective investigation and resolution is required of all employees.
- If there is a reasonable need for a temporary transfer, investigatory leave, or change in work schedule, the employee seeking such relief should communicate the request to the individual addressing the initial report.
- Upon completion of the investigation, the Academy will communicate with the reporting employee to the extent appropriate under the circumstances.
- Violation of this policy constitutes Misconduct.

- Although the Academy's ability to discipline a non-employee is limited by the degree of control, if any, the Academy has over the non-employee, if a violation of this policy is found, the Academy will take appropriate action to prevent any further violation.
- Falsely accusing another of a violation of this policy or knowingly or in a malicious manner or making any misrepresentation during an investigation constitutes Misconduct.

Request for Review/Appeal

If anyone directly involved in a report or investigation pursuant to this policy is dissatisfied with the handling, outcome or resolution, that individual has the right to appeal the decision by submitting a detailed written request in a timely manner to the CEO. If an employee is unsatisfied with the resolution, a written request should be submitted to the Board Audit Committee. Information on who is the Board Audit Chair can be found on the SMA website under "Board of Directors" or a document may be delivered to the SMA office marked "Board of Directors Audit Chair."

Maintaining a Culture of Respect

The Academy seeks to have all members of our team working together to maintain a culture of respect in all interactions. When an individual's lawful conduct related to the Academy is determined to be inconsistent with the Academy's culture of respect or standards, the Academy maintains complete discretion to address such conduct as determined appropriate under the circumstances. This includes requiring higher expectations than required by law. Harassment, discrimination, bullying, or other inappropriate conduct toward co-workers will not be tolerated.

WORKPLACE VIOLENCE PREVENTION

The Academy is committed to preventing workplace violence and to maintaining a safe work environment. The following requirements are intended to prevent intimidation, harassment or other threats of (or actual) violence relating to work.

NO THREATS OR VIOLENT BEHAVIOR

Threats, verbal belligerence, and physically aggressive or violent behavior, whether directed at a person or property are strictly prohibited.

Reporting Requirement

Any threat of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Head of School.

The Academy encourages employees to bring their disputes or differences with other employees to the attention of the CEO before the situation escalates into potential violence.

No Retaliation

All reports will be taken seriously. Retaliation against anyone making a good faith report or cooperating in an investigation under this policy is prohibited and constitutes Misconduct.

No Weapons

No employee of any school shall have a weapon in his or her possession while on school property or at a school activity. Guns, whether operable or inoperable, loaded or unloaded, facsimile weapons or antique weapons may not be brought on to school property including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the Head of School or designee who shall turn the weapon over to the proper authorities. Authorized law enforcement officers may have weapons in their possession while on duty.

Notwithstanding, this policy does not prohibit (i) armed law enforcement officers, including school resource officers (SROs), from following department policy in compliance with law, (ii) an employee's exercise of rights that may not lawfully be limited by an employer, such as maintaining a locked weapon in a vehicle trunk, (3) written exceptions expressly authorized and signed by the Head of School or CEO and which are determined to not endanger any person, such as educational instruction using an air rifle relating to military or JROTC weaponry.

THEFT

Theft from the Academy, a Cadet, employee, or other person related to the Academy or unauthorized possession or removal of Academy property without prior permission, unauthorized use of equipment or property for personal reasons or using association equipment for profit, or submitting a false time report is prohibited.

GAMBLING

The Academy seeks to comply with all federal, state and local laws. Gambling while at work is prohibited.

FITNESS FOR DUTY AND DRUG FREE WORKPLACE

- **Self-Assessment.** Each employee is responsible for ensuring the employee's own fitness for duty at all times the employee is scheduled to work or actually working. Being fit for duty means being capable of safely, thoughtfully and effectively performing the job without the influence of illegal drugs, legal medication that prevents that fitness, or alcohol.
- **Reporting Lack of Fitness for Duty.** It is each employee's responsibility to immediately report any lack of fitness for duty to the CEO and to perform no work while unfit. Required documentation will need to be submitted to substantiate the lack of fitness for duty.

- **Alcohol and Drug Free Workplace Controlled Substances Act.** Our campuses are a drug-free workplace. No employee shall possess, consume, sell, distribute, dispense, use or be under the influence of any alcohol or controlled substance at any time, including while driving an Academy vehicle.

As a condition of employment, each employee will abide by the terms of this policy and must take a drug and alcohol test prior to employment. The test must result in a negative result. To the extent permitted by law, SMA may also require the submission to additional permissible testing under the circumstances, including post-injury testing, reasonable suspicion testing, and if appropriate, random testing.

Notice Requirement. Within 48 hours of a criminal drug statute arrest or conviction, an employee must notify the CEO.

An employee showing signs of impairment of cognitive functions suggestive of alcohol or drugs will be required to undergo drug and or alcohol testing. Refusal to submit to lawfully requested alcohol/drug testing constitutes Misconduct.

- **Controlled Substances.** Possessing, using, consuming, purchasing, distributing, manufacturing, dispensing or selling controlled substances or having controlled substances in your system without a lawful medical authorization, or being unfit due to a lawfully prescribed medication, during work hours, on the Academy premises, or while working from any location is prohibited.
- **Legal Medication.** Working or being at work while under the influence of a legally prescribed medication that results in your unfitness for work duty is prohibited. Intentional misuse of prescribed medications is also prohibited.
- **Medical Marijuana.** Any state law decriminalizing marijuana for those with a prescription has no impact on this policy prohibiting the possession or use of marijuana at work, being under the influence of marijuana at work or having any detectable level of marijuana in your system. Federal law does not require employers to permit the medical use of marijuana.

Reasonable Suspicion/Post Accident Testing

The Academy has established testing procedures to enforce the fitness for duty requirements.

When reasonable suspicion has been established that an employee is under the influence of alcohol or illegal substance(s) at work, the Head of School or CEO will arrange for transportation to a testing facility. Employment may be temporarily suspended pending the receipt and review of test results, which, in the event of violation, may result in termination of employment.

Other than any legal notices or forms that may be provided in conjunction with testing, no advance notice other than this policy is required for testing.

The laboratory that conducts these tests may require blood, saliva and/or urine samples for reasonable suspicion/post-accident testing. Refusal to submit to drug testing, providing a false or adulterated sample, failing to provide a requested sample suitable for testing or submitting to a test resulting in a positive screen, which may result in termination of employment.

Violation. Violation of this Policy constitutes Misconduct.

Questions. Any questions regarding this policy may be directed to the Head of School or CEO.

SMOKE FREE WORKFORCE

The Academy prohibits the use of any form of tobacco. The use of e-Cigarettes is also prohibited. This policy applies to the campus property as well as any Academy vehicles.

EMERGENCY SCHOOL CLOSING

In case of an emergency, the CEO is authorized to close any school or both schools and to dismiss a school(s) prior to the regular daily dismissal hour. In the absence of the CEO, the Head of School may dismiss the school when an extreme emergency exists which could endanger the health, safety, or welfare of Cadets, faculty, and staff.

- In a declared state of emergency, school personnel shall maintain control of Cadets until the Cadets are released from school or in the case of transported Cadets, until they depart from the school bus.
- The CEO and Heads of School shall cooperate with emergency preparedness authorities during a natural or man-made disaster. If a civil disturbance or similar situation occurs, the Heads of School shall cooperate with the law enforcement authorities.

VEHICLES/DRIVING

Anyone operating a vehicle within the scope of employment with the Academy ("Work- Related Driving") must comply with the Work Related Driving Rules attached to this handbook.-

VISITORS IN THE WORKPLACE

Administrative permission is required for all campus visitors. Visitors are required to sign in and obtain a visitor's badge in the main office. A valid driver's license or approved government identification is required to sign in on campus.

COMPUTERS, NETWORKS, AND INFORMATION SYSTEMS

Computer technologies have undergone a significant shift, particularly in the ways that information may be accessed, communicated, and transferred. These technological shifts can offer the opportunity to successfully enhance and promote educational instruction and Cadet learning. It is our intent to determine if these significant developments can translate into an innovative and more effective learning environment for our Cadets. The purpose of this policy is to define guidelines for Cadet, staff and visitors for the use of the computers, email, calendar, and access to Internet resources. These services provide:

- Access to district and global electronic mail with the ability to communicate within the district and globally;

- Access to various computerized information resources through the Academy's network consisting of software, hardware, online services, and the internet;
- Access to district and the Academy's resources from home or from an off-site premise in support of education and/or research consistent with academic goals; and
- Discussion groups on a wide variety of topics.

The benefits for staff, cadets, and visitors to such information access are obvious, but there are potential problems. These concerns include using email privileges to maliciously harm the reputation of another person; accessing network resources to acquire material not considered to have educational value; and using network resources for destructive purposes.

Violation of any of these procedures constitutes Misconduct and may result in revocation of employment offers, removal of access to electronic information services, cadet discipline, or employee reprimand or termination.

Acceptable Uses

Acceptable use of computers and electronic information services supports learning and teaching in the Academy. Any use of computers and electronic information services, which does not support learning and teaching in the Academy, is an unacceptable use of school equipment. The following actions constitute acceptable use:

- Computer equipment and internet use shall be consistent with Academy policies;
- Use of the internet, computer equipment and technology devices to promote the Cadet learning environment or improve the Academy's ability to operate; and
- Sending and receiving files for curriculum purposes.

Unacceptable Uses

The following actions constitute unacceptable use of computers and electronic information services, but are not limited to:

- Using e-mail to maliciously harm or injure the reputation of others;
- Using network access to alter or destroy information belonging to others;
- Using profanity, obscenity, or objectionable language which may be offensive to another user; or using impolite, abusive, or objectionable language in email messages;
- Copying or forwarding personal communications to others with malicious intent;
- Copying another's work without the original author's permission; using other copyright protected material in violation of law; or copying software or downloading copyright material without written permission from the owner;
- Using the network for any illegal activity (such as chain letters), non-school related activities or for commercial purposes;
- Using the network for any private purpose, including the sending of private e-mail or the viewing of adult-oriented websites;
- Spreading computer viruses deliberately or by importing files from unknown sources;
- Malicious attempts to harm or destroy data of another user;
- Storing personal images/photographs, or files dangerous to the integrity of network resources;

- Using any computer or program in a manner other than that which was intended;

Please note that any employee who has a network account is responsible at all times for its proper use. If you have any questions about the guidelines or procedures, please contact the Director of Human Resources.

DISCLOSURE, ETHICS AND CONFLICTS

Because the Academy requires strict adherence to ethical standards and the law, all employees must understand and comply with this policy and sign a separate conflicts disclosure form.

Duty to Report and Prohibition against Interference

All employees must immediately report all Conflicts of Interest, Disclosure Events, violations of laws, rules, regulations and ethical norms, and violations of this policy to the Head of School or CEO. Any effort to prohibit, discourage, or retaliate against anyone for complying with this duty to report or from cooperating in a review of a report is strictly prohibited and constitutes Misconduct. Reports of interference or retaliation must be directed to the Head of School, CEO or a member of the Board's Audit Committee.

Conflicts Of Interest and Disclosures

- **Definition of Conflict of Interest.** A reportable "Disclosure Event" or "Conflict of Interest" occurs when an individual's private interests may reasonably be viewed as inconsistent with, in tension with, or likely to interfere with the Academy's interests. The Academy requires various public employee disclosures and statements.
- **Reporting of Disclosure Events and Conflicts of Interest.** Any individual who becomes aware of an actual Conflict of Interest or a Disclosure Event must immediately report all relevant facts to the CEO.
- **Prohibition on Conflicts of Interest.** Disclosure Events that are determined by the Academy to constitute Conflicts of Interest shall be prohibited or limited by the Academy. Disclosure Events that are determined to not give rise to a Conflict of Interest may be permitted or waived following review. All actual conflicts of interest are strictly prohibited unless the CEO has approved them after reviewing all relevant facts.
- **Gifts and Solicitation.** Employees, shall not accept, directly or indirectly, gifts or gratuities valued at more than \$25 from vendors or potential vendors which might influence or appear to influence purchasing decisions. Employees should report offers from vendors and potential vendors to the CEO.
- **Political Activities Florida Statute 104.31**
 - No employee shall use his or her position to interfere with an election or coerce anyone's vote or coerce anyone to contribute, lend money to, or participate in political causes.
 - Political posters shall not be displayed in schools.
 - Political literature shall not be distributed in schools or on school property.
 - Solicitations for votes or contributions shall not be conducted in schools or on school

property.

- Students shall not be required or requested to distribute campaign literature.
- Employees shall refrain from participation in politics while on duty or while on school property during the hours school is in session.

- **Prohibition on Retaliation.** Any efforts to prohibit, discourage, or retaliate against anyone for reporting or cooperating in a review of an actual or potential conflict of interest is strictly prohibited and constitutes Misconduct. Reports of such interference or retaliation shall be directed to the Head of School.

Examples of Conflicts of Interest and Disclosure Events

- **Using Position or Relationships.** Using or allowing one's relationship with the Academy, including relationships with the Academy's Cadets, business associates or affiliates, to advance the financial interest of an employee, family member, relative, domestic partner, friend, or any other person or entity. (Acting in good faith to advance the Academy's interests or to fulfill one's duties for the benefit of the Academy would not constitute a Disclosure or actual Conflict of Interest.) See the Academy's Relationships Outside of Work/Nepotism Policy.
- **Diverting Academy Opportunities.** Failing to advance the Academy's interests when the opportunity arises in an effort to save the opportunity for another or to divert the opportunity to another.
- **Using Property or Information.** Using Academy property or information in any manner other than in the furtherance of the Academy's legal and ethical goals.
- **Soliciting Academy Business Associates.** Using confidential information or relationships gained through your work at the Academy to directly or indirectly solicit any Academy Business associates for any business other than that of the Academy.
- **Accepting Gifts/Anything of Value.** Accepting personal gifts, money, or entertainment (other than standard business meals or entertainment invitations) from a Cadet, contractor, supplier, or other person or entity doing business with or seeking to do business with the Academy valued at greater than \$25 in the aggregate.
- **Relationships.** Personal relationships of any sort with any Cadet are never allowed and all employees should ensure that their actions and behaviors with Cadets do not imply otherwise.
 - Employees of the Academy must avoid personal relationships with other employees of the Academy that might interfere with the exercise of impartial judgment in educational or employment-related decisions affecting the Academy or its business
- **Harassment, Discrimination, Retaliation, Bullying.** Engaging in conduct that violates employee rights, including prohibited harassment, discrimination, retaliation, bullying, or using another employee's time for personal benefit or engaging in any personal romantic relationship with an employee.
- **Using Information.** Using proprietary or confidential Academy information for any reason other than the ethical and authorized furtherance of your duties on behalf of the Academy

or as other required by law.

- **Financial Interest.** Having a direct or indirect financial interest in a contractor, supplier, or individual or entity otherwise doing business with or seeking to do business with the Academy. Except, however, owning less than a 5% interest in a publicly traded entity shall not be a reportable Conflict of Interest.
- **Property Interest.** Acquiring any interest in property or assets of any kind for the purpose of selling, renting or leasing it to the Academy or a Cadet.
- **Support to Others.** Committing the Academy to give its financial or other support to any outside activity or association without authority.
- **Kickback or Gift.** Receiving a personal benefit (other than the employee's regular wages) from a transaction or Academy relationship over which the employee has any influence or involvement.
- **Benefit to Third Party.** A relative or a close personal friend of an employee receiving a personal benefit from a transaction or relationship involving the Academy or a Cadet when the employee has exercised input, influence or involvement with the transaction, product, or relationship.

COMPLIANCE WITH LAW, RULES, REGULATIONS, AND ETHICAL NORMS

The Academy requires strict compliance with all laws, rules, and regulations. The Academy also requires its employees and agents to act in an ethical manner. No violations are permitted.

Any concerns regarding potential violations must be reported to the Head of School, Executive Director of Schools or a member of the Board of directors' Audit Committee immediately. Any efforts to prohibit, discourage, or retaliate against anyone for complying with a law, rule, regulation or ethics standard or cooperating with a review of an actual or potential violation is strictly prohibited. Reports of interference or retaliation must also be directed to the CEO or a member of the Board of Directors' Audit Committee.

- **Communications, Recording and Reporting of Information.** All communications, recordings and reporting of information relating to the Academy must be accurate.
- **Unfair Practices.** Unfair or deceptive practices are strictly prohibited. Such practices include, but are not limited to, misusing proprietary information, misrepresenting facts or misleading anyone.

COMPLIANCE WITH PUBLIC RECORDS LAW AND EXEMPTIONS

Every employee of the Academy must comply with the Florida Public Records Law and maintain a copy of all documents considered under the law to be public records. The District maintains copies of the Academy's email accounts. Any requests relating to the Public Records Act should be submitted to the CEO for review of exemptions, coordination with the District, and response.

Exemptions/Confidential Information. It is very important to be aware of confidential records that are exempt from disclosure and to protect confidential information from disclosure. Most student records, for example, are confidential and exempt from disclosure.

INFORMATION SECURITY - "SENSITIVE INFORMATION"

The Academy collects and processes data for a variety of educational and employment related purposes. On occasion, the information may include personal data that can be used directly or indirectly to identify an individual and may include sensitive information. The Academy is committed to complying with the applicable privacy and data protection laws.

SOCIAL MEDIA – ACCEPTABLE USE

Not on Academy Time or Device. Participating in social media while on worktime, or on an Academy-provided device, unless it is work-related, is prohibited.

Prohibitions. Employees may not post confidential and legally protected information relating to the Academy, employees, cadets or any other person affiliated with the Academy. For example, no postings involving cadets or student records shall be made without express approval due to the legal confidentiality of student records.

Reputational. Employees may not post obscenities, slurs or personal attacks that would otherwise violate an Academy policy, including the policy prohibiting discrimination, harassment, retaliation, and bullying. When posting on social media sites, employees must use the disclaimer when discussing Academy-related matters, "The opinions stated on this site are my own and do not necessarily reflect that of Sarasota Military Academy.

Monitoring. Sarasota Military Academy monitors Internet use at work and may review publicly available information.

Questions. If you have any questions regarding confidential and legally protected information, or regarding this policy, please contact the CEO.

Violations. Policy violations constitute Misconduct.

PROTECTION OF ACADEMY PROPERTY AND ASSETS

Individuals with access to the Academy's property, including property of Cadets, shall limit such use to authorized, safe, legal, ethical, reasonable, and Academy-related purposes. Any requests for waivers of this policy must be directed to the Head of School or CEO.

RETALIATION /WHISTLEBLOWER POLICY

It is the policy of the Academy to foster an environment of openness and fair dealing, to be good stewards of public funds, and to comply with all applicable laws. To that end, the Academy and

its board of directors strictly prohibit retaliation against anyone engaging in protected whistleblower conduct as described by Florida law.

The Academy expressly prohibits the taking of retaliatory action against anyone who reports to the Academy violations of law that create a substantial and specific danger to the public's health, safety, or welfare.

The Academy further prohibits retaliatory action against any person who discloses information to the Academy alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of the Academy, a public officer, or an employee.

Prohibited retaliation includes taking adverse personnel action including discharge, suspension, transfer, or demotion of any employee or the withholding of bonuses, the reduction in compensation or benefits, or any other adverse action taken against an employee within the terms and conditions of employment.

- **Reporting Obligation.** In the event any staff member, parent or Cadet perceives any violation of law or other wrongful act relating to the Academy (whether or not such conduct constitutes whistleblower conduct under Florida law) the staff member, parent or Cadet should immediately report the issue to the Head of School or CEO or to a member of the Board of Directors' Audit Committee.
- **Cooperation in Investigation.** Upon the Board or Administration's request, all staff members, Cadets and administrators are required to participate in the Academy's investigation of wrongful conduct.
- **Protected Activity.** Good faith reports and statements made to investigators constitute protected activity under this policy regardless of whether they constitute protected activity under Florida law.
- **Not Protected Activity.** A bad faith report or any misrepresentation to an investigator of a potential Whistleblower policy violation does not constitute protected activity and constitutes Misconduct.
- **Violations.** Violation of this policy may constitute misconduct and result in further disciplinary action up to and including termination of employment.

Section 5:

SCHEDULES AND ATTENDANCE

ATTENDANCE & PUNCTUALITY

Essential Job Duty

Because every employee has an important role in the Academy's Mission, working when needed is an essential duty of each position. Each position has a typical schedule within regular office or school hours, but must be flexible to meet Academy needs. Each staff member is responsible for knowing his or her schedule and being aware of changes made to address Academy needs.

Schedules

Faculty Schedules and Attendance

Each faculty member's schedule and duty day includes required attendance and participation in the following (unless excused in advance by email request and response from the Head of School or designee):

- Daily Formation
- Entire School Day (on Campus)
- The standard high school hours are from **0700 to 1430**
- SMA Prep hours are from **0900 to 1630**
- Academy Special Events and Activities for the Staff Member's School
- Monthly Faculty Meetings

Hourly and Non-Faculty Employees' Work Schedules

Non-faculty employees, who are hired for alternative work schedules, and hourly employees must check with their supervisor, manager, Head of School or Administration to determine your specific schedule.

Reporting Absences

Employees who need to be absent from work unexpectedly, should give notice as far in advance as possible to allow for adequate coverage or to arrange a substitute if needed. Employees who will be away from their normal place of work during normal duty hours are required to report their absences and submit a written request within 3 business days of returning to work to the Attendance Clerk. Except in cases of emergency or illness, absences should be arranged in advance and requested/approved on the appropriate forms. To the extent possible, faculty is responsible for

providing lessons plans, attendance forms, and seating charts during their absence. If lessons plans are not available, emergency plans are to be utilized.

Planned Absences/Changes

The Academy provides various forms of time off. Unplanned absences are particularly disruptive and have a negative impact. Consequently, any staff member requesting more than the accrued number of sick days must request approval of any such request and include documentation from a licensed medical provider certifying the medical need and the associated time away from work. Taking unapproved leave without required medical documentation and approval may constitute Misconduct.

Return to Work Note. If an employee is away from work for more than 5 business days for medical reasons, the employee must provide a doctor's note indicating the medical need for the absence and the medical clearance (and any remaining restrictions) to the CEO prior to returning to work.

The CEO may waive this requirement.

Last Minute Absences/Tardiness

The Academy requires all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior written approval of their supervisor. Other than in rare, extenuating circumstances, failure to contact the Department chair or Head of School prior to being tardy may constitute misconduct and result in further disciplinary action, up to and including termination of employment.

Return to Work

It is important to keep the Attendance Clerk informed as to when you will return to work. Please ask whether a medical care provider note will be required to return to work. Employees on an approved leave of absence should contact the CEO regarding return to work.

Section 6: DRESS CODE

Uniform Use. Academy/Prep uniforms are to be worn while on duty or representing SMA at any event or function.

Uniform Standards. Uniforms are to be worn in strict compliance with this policy. When off duty, employees may change out of their uniforms. Employees choosing to remain in their uniforms while off duty must continue to strictly comply with all uniform requirements.

Part-Time Employees and Substitutes. The Academy/Prep **polo uniform**—Monday through Friday.

Full-Time Employees. The Academy dress uniform (**Class B**)—Monday through Thursday; however, Friday is an optional polo day.

Dress Uniform is also called the **Class B Uniform**

- White Dress Shirt may be purchased at Children's World or at another location but must be approved, as long as the shirt looks similar in style and cut, and has epaulets on the shoulders.
- Long, black professional pants. No cargos, capris, or tight fitted pants.
- The nameplate, crest, black belt with buckle, star (**High School only**), and epaulets must **be attained at the Academy school store**.
- Black socks and black, closed toe shoes must be worn. Heels are not to exceed 2 inches.

Males

- Nameplate is centered on the right pocket flap.
- Gold star is centered ¼" above the right-pocket flap.
- The Academy crest is entered 1/8" above the gold star.
- Belt tip is worn to the left side of the buckle.
- Rank is to be worn on the shoulder epaulets.

Females

- Nameplate is centered on the right side of the uniform so that the bottom of the nameplate is even with the top of the first visible button. Some blouses are missing the first button; in which case, place your nameplate 1-2" above the first button.
- Gold Star is centered ¼" above the nameplate.
- SMA Crest: is centered 1/8" above the gold star.
- Belt is worn with the tip of the belt to the right side of the buckle.
- Rank is worn on the shoulder epaulets.

Polo Uniform

- The blue and gold Academy polo shirt and the black belt **are available exclusively at Children's World**.
- Only Black or khaki dress pants or uniform shorts may be worn. No zippers, cargo, capris, jeans, or tight fitted pants are authorized.
- Shorts/pants must rest at the natural waist no more than 2" below the navel.

- Shorts must not extend below the knee and must be hemmed no more than 4" above the knee.
- Shorts/pants must have at least 1" of free play (without pulling) in the garment at the hips and legs.
- The bottom button of the polo shirt must be buttoned.
- Only plain white undergarments may be worn under the polo shirt. The wearing of an undershirt or camisole is optional.
- No long sleeve shirts may be worn under the polo shirt.
- Only athletic shoes or boat shoes are to be worn. All colors are allowed.
- Black socks must be worn and must be visible.
- The Academy zippered hoodie is the only approved hoodie. The hood must be worn down. The Academy hoodie is not to be worn with the Class B uniform.

Physical Activity Uniform

- PE instructors must wear black socks, athletic shoes, and black athletic shorts or pants with an authorized athletic shirt.
- JROTC instructors must wear black socks, athletic shoes, and Army PFUs.

The Academy Sweater, Jacket, and Hoodie

- Only the black Academy sweater and jacket are authorized to be worn with the Academy uniforms other than the polo uniform.
- The Academy hoodie may be worn over the polo uniform.

Combining with Civilian Attire Outside of School.

- Academy hoodies may be worn with the polo uniform and with civilian attire.
- Academy sweaters, jackets, and other uniform attire may not be worn over civilian attire.
- NO civilian attire may be worn with the Academy uniforms.

All DRESS CODE REQUIREMENTS APPLY INCLUDING: TATOOS, JEWELRY, COSMETICS AND NAIL POLISH REQUIREMENTS WHILE WEARING THE REQUIRED SMA CLASS B UNIFORM OR SMA POLO UNIFORM ON OR OFF CAMPUS.

Any employee who has questions about Dress Code requirements please contact the Head of School or CEO for clarification.

Tattoos (regardless of gender):

- Tattoos or brands, regardless of subject matter, are prohibited on the head, face, neck (anything above the t-shirt neckline to include on or inside the eyelids, mouth, and ears), below the wrist bone, and hands.
- In addition, regardless of the location, tattoos that are considered in violation of SMA's policies, such as involving sexist, racist, or otherwise indecent or offensive material are prohibited if revealed to anyone.
- Note that it is insufficient to temporarily cover prohibited tattoos or brands with bandages or make up.
- Any potentially disqualifying tattoos or brands should be discussed with Human Resources.

Piercing Standards for ALL Uniforms:

- **Females.** Females may wear post-type earrings in gold, silver, white pearl, or diamond. The earrings will not exceed 6mm or ¼" in diameter. Earrings must be unadorned and

spherical (round). The earrings may only be worn in the lowest piercing in the ear lobe. No other earrings are authorized.

- **Males.** Males may not wear earrings while in uniform. Any piercing other than ears may not be visible, tongue piercing and ear gauges are strictly prohibited.

Necklaces/Bracelets/Rings/Watches

- Both males and females may wear necklaces IF they are NOT visible in the uniform.
- No bracelets are allowed while in uniform.
- Both males and females may wear one ring per hand (engagement ring and wedding band count as one ring) and a wristwatch.
- These pieces must be conservative and not detract from the appearance of the uniform (no large or colorful rings and watches). Only black, gold, or silver watches are appropriate. They should not be oversized or ornate.

Cosmetic and Nail Polish Standards for all Uniforms:

Males: Clear nail polish is allowed, fingernails may not extend past the tip of the finger, and makeup is prohibited.

Females: Females may wear cosmetics that are conservative and complement the uniform and are natural in tone. Distracting (including eccentric, exaggerated, glittery, bright, or trendy) cosmetic styles and colors are inappropriate with the uniform and are prohibited. Lipstick must be neutral in color.

Nails are to be neatly trimmed and not to exceed ¼" to the tip of the finger. Employees will not wear shades of lipstick and nail polish that are extreme and present an unprofessional appearance. Extreme colors include, but are not limited to: purple, gold, blue, black, bright (fire engine) red, hot pink, yellow, glitter, and fluorescent/neon colors. Extreme nail shapes such as coffin, ballerina, and stiletto are prohibited. Employees cannot apply designs to nails or apply two-tone or multi-colors to nails, however, they do have the option to wear an American manicure, a two-tone nail style that maintains a natural appearance.

Haircut and Shaving Standards for ALL Uniforms: Males

Employees must keep their hair trimmed to present a neat appearance, and the bulk cannot be excessive. Further, the hair must not touch the ears or the collar of the dress shirt. In any case, the length cannot exceed 2" (or less if hair is thick). Inappropriate styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Males will be clean-shaven; however, they may have sideburns. If worn, sideburns will not extend below the bottom of the ear opening. Mustaches are permitted but must be neatly trimmed and tapered. No portion of the mustache will cover the upper lip line or extend sideways beyond the corners of the mouth. If employee uses dyes, tints or bleaches, use only dyes that result in natural hair colors and the new color must go from the scalp to the end of the hair (no highlighted tips). Prohibited colors include, but are not limited to, purple, blue, pink, green, orange, bright red, and fluorescent or neon colors. Any questions about hair color should be addressed to an administrator or JROTC instructor.

Hair Standards for all Uniforms: Females

Many female hairstyles are acceptable, as long as they are neat and conservative. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If employee uses dyes, tints or bleaches, use only dyes that result in natural hair colors. Hair is to be neatly groomed and the length and bulk of the hair are not to be excessive. Hair will not present a ragged, unkempt, or extreme appearance. Females may wear braids as long as the braided style is conservative, the braids lie closely on the head, and any hair-holding devices comply with the standards below.

Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible. Styles that are lopsided or distinctly unbalanced are prohibited. Ponytails, pigtails, or braids that are not secured to the head or are widely spaced with individual hanging locks and other extreme styles that protrude from the head are prohibited.

Hair-holding devices are authorized only for the purpose of securing the hair. Employees will not place hair-holding devices in the hair for decorative purposes. All hair-holding devices must be plain and of a color as close to the employee's hair as is possible or clear (e.g., a blonde may wear brown or clear hair-holding devices). Authorized devices include, but are not limited to, barrettes, combs, pins, clips, or elastic bands. Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to, "scrunches," beads, bows, headbands, and barrettes with butterflies, flowers, sparkles, gems, or scalloped edges or in colors not closely matching the hair.

The following are standards adopted for the 2024-2025 school year:

- Hair must be neatly and inconspicuously fastened or secured to either a bun, single ponytail, two braids, or a single braid.
- Multiple locks, braids, twists or cornrows may come together in one or two braids or a single ponytail.
- Braids and single ponytails may be worn down the center of the back in all uniforms, but length will not extend past the bottom of the shoulder blades while at the position of attention.
- If worn, bangs may not fall below the eyebrows, may not interfere with the wear of all headgear, must lie neatly against the head, and not be visible underneath the front of the headgear. The width of the bangs may extend to the hairline at the temple.
- There is no minimum length for the wear of a ponytail or braid.
- Faddish and exaggerated styles, to include shaved portions of the scalp other than the neckline, designs cut in the hair, and unbalanced or lopsided hairstyles are prohibited.
- Hair will be styled so that it does not interfere with the proper wear of all military headgear. All headgear will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles that do not allow the headgear to be worn in this manner are prohibited.
- Pig tails and widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited.
- Dreadlocks are unauthorized.
- "Twists" are unauthorized (except French Twists.)
- Hair extensions are authorized, however, they must have the same general appearance as the natural hair and conform to the above regulations.

Exception to the Rule: Hair may be worn down **only** with the polo uniform and **only** on Fridays. Headbands and non-decorative pins may be worn as long as they match the hair color.

DRESS-DOWN DAY DRESS CODE

All clothing must be tasteful and appropriate

- No inappropriate writing or signs on clothing
- No drug, alcohol, profanity, nudity, or anything controversial
- Clothing may not be ripped, torn, or have holes
- Pants, shorts, and skirts must sit at the waist
- No flip-flops or slippers. Sandals and open-toe shoes are allowed
- No pajamas
- No hats
- No spaghetti straps, muscle shirts, or tank tops
- Shoulders and back must be covered
- No mid-drifts or cleavage showing
- Skirts and shorts cannot be higher than 4" above the knee
- No baggy pants
- Leggings must be worn with a dress or shorts at an appropriate length
- No skin-tight clothing
- If wearing the authorized Academy hoodie, do not use the hood to cover the head.

Failure to comply with Dress Code standards may result in disciplinary action up to and including termination of employment.

Section 7:

COMPENSATION AND RECORDING TIME

COMPENSATION AMOUNT

Employees will be paid a compensation amount commensurate with the policy and scale recommended by the CEO and adopted by the Academy's Board of Directors, which is in the form of a compensation scale based primarily upon the District compensation guideline, where applicable. Any compensation questions may be addressed to the CEO.

Salaried employees pay is computed and paid on a 24 pay period cycle, which goes from August 15th through July 31st each year and follows the Sarasota County School Board District Calendar.

Advanced Degree Supplement. SMA values advanced education and awards all Department of Education certified individuals who attain Qualifying Degrees in their areas of certification with the following pro-rated salary supplement:

- Amount:
 - MA: \$5,000; and
 - PhD: \$5,000
- Qualifying Degree: MA and PhD (or similar degree with approval) in an area in which the staff member maintains an active DOE certification, and which is conferred on or before the start of the school year (August 1). Any otherwise qualifying degree conferred after August 1 would be considered in subsequent employment years.

Hourly (non-exempt) employees are paid for actual time worked.

DIRECT DEPOSIT

SMA employees are paid bi-monthly (2 times a month). All pay will be direct deposited on the 15th and the last business day of the month, unless those dates fall on a weekend or holiday in which case payroll will be deposited the business day prior to the weekend or holiday.

FORM OF COMPENSATION (Salary or Hourly)-

Compensation is paid on either a salary or hourly basis.

- **Salaried (Exempt).** Being salaried means that an employee regularly receives a set amount of compensation for each week in which the employee works. While the salary amount takes

into account the overall ability, skill, effort and commitment required to perform the duties, the salary amount does not vary each week in response to the quantity or quality of work performed. Salaried employees work the hours needed to ensure the duties are performed, which may regularly exceed 40 hours in a work week. The number of hours worked in an individual work week does not alter that week's salary or result in overtime compensation

- **Deductions.** Deductions from salary in any particular week may only be made in compliance with Fair Labor Standards Act (FLSA) rules.
- **Hourly.** Receiving pay on an hourly basis means that all time worked must be accurately recorded and submitted for payment at the specified rate. Hourly employees will always be paid overtime when they work more than 40 hours in a given work week.

FLSA TIME KEEPING AND COMPENSATION REQUIREMENTS FOR NON-EXEMPT EMPLOYEES ONLY

In compliance with wage and hour laws (including the Fair Labor Standards Act), the Academy maintains accurate records of all hours worked, pays at least minimum wage, and pays overtime for all hours worked in excess of 40 hours in a workweek.

Paid Hourly. Hourly (non-exempt) employees are paid for all hours worked.

- **Record All Hours Worked.** Each employee in a non-exempt (hourly) position is required to clock in and out on one of the SMA time clocks. There is a time clock at each school location.
- **Hours Worked.** The record of hours worked must capture all of the time actually spent performing services for the Academy.
 - Each employee must personally record all start and end times worked each day, before and after uninterrupted breaks of at least 30 minutes and any other absences during scheduled work, whether scheduled or a deviation from the schedule, and whether authorized or not. The Academy will determine whether unauthorized time constitutes hours worked based on FLSA regulations.
 - **Hourly employees will receive one 10 minute paid break for every 4 hours worked.**
 - **Hourly employees are expected to be away from the work area only 10 minutes (or 30 minutes for lunch break) and return promptly.**
- **Prohibitions.** The following actions are prohibited:
 - Performing duties without pay (working off the clock).
 - Volunteering any time for performing duties for which you are an employee.
 - Encouraging any Academy employee to violate this policy or the FLSA.
 - Failing to record hours worked for any reason (including to appear more efficient or to avoid discipline because the time was worked without the required permission).
 - Making up time during a different work week than scheduled ("Comp Time").
- **Non-Compensable Time.** Hours worked do not include unpaid time or "non-compensable time" such as the following:
 - Any uninterrupted break that is 30 minutes or longer.
 - Personal, non-work-related activities outside of work.
 - Purely voluntary participation in community or professional events unrelated to the

Academy or outside of work hours.

- Travel to and from home to work unless the initial and final work locations require extensive travel during regular working hours or are expressly approved as paid time.
- Attending Academy social events outside of your duty day or regular schedule on a purely voluntary basis without performing duties similar to your position.
- When on an approved leave of absence such as FMLA

Questions. Any questions regarding recording hours worked and should be directed to the Academy Finance Office.

Addressing Errors.

- **In the event there is an error in your time records,** it is your obligation to immediately (within 24 hours of becoming aware of the error) provide notice of the error and an explanation to the Academy Finance Office that processes payroll.

Minimum Wage. The Academy compensates employees for all hours worked and pays rates that satisfy all minimum wage requirements in the State of Florida.

Overtime.

- **Overtime for Non-Exempt (Hourly) Positions.** The Academy pays overtime rates for non-exempt positions in compliance with the Fair Labor Standards Act (FLSA) as follows
 - **Over 40 Hours.** Overtime is paid for all hours worked in excess of forty (40) hours in a single workweek. There is no “comp time” or saving of overtime hours for another workweek. If a non-exempt employee works more than 40 hours in a single workweek, overtime will be paid for all hours worked over 40.
 - **Rate.** The overtime rate is one and one half times the employee’s regular rate of pay.
 - **Prior Approval Required.** Due to the budget impact of overtime expenses, Academy employees in non-exempt positions are required to obtain approval from the employee’s supervisor prior to working in excess of 40 hours in a workweek. **Working unauthorized overtime will be handled as a disciplinary issue.**
- **Reporting and Correcting Errors.** Any employee who perceives that a classification or compensation error may have occurred must immediately advise the CEO of the details. The CEO will review the concern and determine whether an error was made. If an error was made, an immediate correction will be made. If the matter has not been corrected to your satisfaction within 5 days of your initial report, immediately notify the Audit Committee Chair of the Board of Directors of the details in writing (or by email with evidence of delivery) for further review. Retaliation against anyone who reports an error is prohibited.

Access to Pay Records

The Academy provides complete access to your own pay records including hours worked. Any questions regarding access to such records should be directed to the Academy Finance Office.

Violations

Violation of this timekeeping and compensation requirements policy constitutes Misconduct and may be grounds for further disciplinary action, up to and including termination of employment.

DEDUCTIONS FROM COMPENSATION

The Academy may deduct from paychecks as follows:

Legally required deductions.

- Federal, state, and local income taxes, if any, and the employee's contribution to Social Security and Medicare. These deductions will be itemized on pay stubs or receipts.
- Any other mandatory deductions, such as court-ordered garnishments or attachments.
- All amounts the employee owes to the Academy to the extent permitted by law.
- Any other deductions authorized by the employee and approved by the Academy.

Any questions or concerns about deductions should be directed to the Academy Finance Office.

GARNISHMENTS AND SUPPORT ORDERS

The Academy will comply with all valid claims against the wages of employees. If a wage garnishment, child support order or other legally valid claim is received against wages, the Academy will be required to comply with the provisions of the garnishment notice or order, as soon as practical after it is received. The Academy reserves the right to charge the state-allowed fee to collect a garnishment. The Academy Finance Office is responsible for processing these garnishments. Any questions should be directed to that office.

CHANGES IN PERSONAL INFORMATION

Changes in personal information, which affect Compensation or Benefits, including any change in name, address, marital status, or number of exemptions, must be reported to the Academy Finance Office and the CEO immediately.

VIDEO SURVEILLANCE

The Academy has determined that the use of surveillance cameras is necessary to ensure the safety and protection of Cadets, employees, visitors, and Academy property. Surveillance cameras are located throughout both SMA campuses and on all Academy owned school buses. The use of surveillance cameras is expected to improve safety and security by deterring acts of theft, violence and other criminal activity, and increasing the likelihood that perpetrators of these acts will be identified. The Academy uses video surveillance camera with audio recording capability on all SMA owned school buses.

Section 8:

BENEFITS & LEAVE

BENEFITS

As of the date of publication of the handbook, employees of the Academy are entitled to benefits listed below pursuant to the individual plan requirements. The benefits are also outlined on the Benefits online system.

The summary plan descriptions in place contain summaries of each plan. The Benefits brokers have additional information.

Subject to legal restrictions and notice requirements, the Academy reserves the right to alter or discontinue plans as determined appropriate. However, at the time of drafting of this Handbook, the following were in effect. Please consult the Director of Finance for the in effect Summary Plan Descriptions at any given time, as this Handbook is not updated each time benefits change.

Employee Eligibility

Benefit eligible employees are provided an opportunity to participate in the Sarasota Military Academy sponsored benefits program after satisfying the new hire waiting period and annually during open enrollment. You are eligible for benefits the first of the month following date of hire if you are a full-time salaried or hourly employee regularly scheduled to work 30 or more hours per week. **Note: The New Hire waiting period is the first of the month following 30 days from the date of hire.**

The benefits package includes the following:

- Employee Medical Insurance
- Employee Dental Insurance Plan
- Employee Vision Care Plan
- Employee Life/Accidental Death and Dismemberment insurance of \$50,000.

****Optional family/dependent medical /dental/vision plans are available. The employee will be responsible for the payment of the premiums required for that type of coverage.**

- Voluntary employee paid Short Term Disability Plan
- Voluntary employee paid Long Term Disability Plan
- Voluntary employee paid supplemental Life Insurance
- Participation in the Florida Retirement System (FRS) is required and 3% is deducted each pay period from each paycheck. There is no option to increase or decrease this amount.
- Optional tax-deferred 403b retirement plan. There is no Academy contribution and all employee contributions are voluntary.

The Florida Retirement System (FRS) offers two retirements plans: the FRS Pension Plan and the FRS Investment Plan. Each employee is required to select one plan. For new participants in the plan there are deadlines to enroll.** If is the Employee's responsibility to determine which plan is the most appropriate. Any questions regarding the Florida Retirement System plans should be directed to the Florida Retirement System at 844-377-1888.

****If no plan is selected before the deadline, the employee will default to the investment plan. The deadline at the time of drafting this Handbook is the last business day of the 8th month following your month of hire. Be sure to check the current deadline.**

NOTE:

Insurance when separating during the school year. Typically, any in-effect employee benefits apply only when actively employed and meeting plan requirements. However, because group health plan payments are paid monthly, SMA requests its insurer to provide departing employees any applicable and paid insurance through the end of the final month of employment, regardless of the separation date.

Insurance when separating after the school year. Employees completing their employment with SMA through the completion of the school year, and whose payment schedules provide for pay through July 31, and who are not scheduled to return to SMA the following school year, would retain in effect insurance benefits through the end of July – unless a particular plan requirement provides otherwise.

*****FRS for Qualified Part-Time Employees.** Qualified part-time employees participate in the Florida Retirement System (FRS) through automatic deduction, which at the time of drafting this Handbook, is 3% per pay period. The FRS does not provide an option to increase or decrease this amount.

Questions. Any questions concerning SMA benefit plans should be directed to the Director of Human Resources.

PAID TIME OFF (PTO)

Flexibility. In order to support work-life balance and flexibility, SMA has adopted a paid time off (PTO) policy. Under this policy, sick time and personal time are combined into a single bank of time for employee paid time off (PTO). This PTO policy creates a pool of time that you may use at your discretion throughout the year. PTO must be scheduled in advance with your supervisor or manager (or Human Resources if there are concerns), and only in an emergency should you have to call off work. This PTO policy is very versatile and it gives you the responsibility and flexibility for managing your time off. Remember- under the PTO policy you earn a fixed pool of paid time off to use as needed and as you deem necessary. However, once the pool is used up, an employee cannot borrow PTO time that has not been accrued. Any additional approved time off would be taken without pay.

PTO Amount and Accrual.

Regular Full Time Employees. Annual PTO for regular full-time employees (not Long-term Substitutes) is as follows:

- **11 month employees** (220 days) receive 11 days of PTO per year, pro-rated as described below.
- **12 month employees** (240 days) receive 12 days PTO per year, pro-rated as described below.

(Employee must work one workday over ½ month to earn a day for that month.)

Timing of Accrual/Use of PTO for full-time employees

- **Upon Hire.** On the first day of employment full-time employees will receive 4 days of PTO which may be used immediately. The 4 days of PTO is included in the number of days above, (it is not in addition to the days above).
- **After 4 Months.** Beginning the 5th month, a full-time employee will earn 1 PTO day a month for each month worked.

PTO for 10-month employees and Army Instructors. All benefit-eligible 10-month (196 days) employees and all benefit-eligible Army Instructors (whether 11 or 12-month employees) receive 10 days of PTO per year, pro-rated.

Long-Term Substitutes. Long term substitute teachers will begin earning LT Sub pay and PTO days, after completing four consecutive, full-time, weeks of service (20 days). One day of PTO will be earned for each of the next four consecutive weeks of full-time service thereafter.

Regular Part-Time Employees and Temporary Employees (Other than Long-Term Substitutes): Regular Part-Time Employees and Temporary Employees other than Long-Term Substitutes do not earn or receive PTO, and do not receive holiday pay.

1. **No Advances or Negative Balances.** Employees may not obtain advances or borrow more PTO time than is accrued. Any additional approved time off will be unpaid.
2. **Request for Approval.** Any time an employee is absent from work, the employee must request approval for the absence. Use of PTO is subject to approval by the supervisor or manager and using the appropriate leave request form which should be approved and submitted to the Attendance Clerk.
3. **Carry Over/ Pay-Out of Unused, Accrued PTO.** At the end of each fiscal year (July1- June 30), employees may choose to carry over unused PTO days within the permitted CAP or be paid out any remaining unused PTO. Full-time employees may carry over up to three 3 years of unused PTO time into the next calendar year as follows (CAP):
 - 10 month (196 day) employees may carry over up to 30 days
 - 11 month (220 day) employees may carry over up to 33 days
 - 12 month (240 day) employees may carry over up to 36 days

Rather than carry-over unused and accrued PTO time, employees may obtain a pay out as follows: The payout amount is 1 work day of pay for each 3 days of unused/accrued PTO time.

4. Transfer of PTO to Co-Worker. An employee may authorize the transfer of some or all of the employee's accumulated Paid Time Off (PTO) time to another employee at SMA. The transfer of PTO time is completely voluntary on the part of the donating employee. The PTO time may only be transferred when the receiving employee has fully exhausted all of his or her existing PTO leave accrual and must be used at the time of transfer. The receiving employee must be on an approved leave status or have other extenuating circumstances that require them to be absent from work. No employee may donate PTO time from anywhere other than SMA or transfer PTO time to anyone other than an SMA employee.

- Employees who are separating employment may not transfer PTO time to another employee.
- Any donated PTO days that are in excess of what is needed will be pro-rated and returned to the donor.
- Employees who are separating employment may not extend their service using PTO days. Any remaining days will be paid out in the format stated above.
- Spouses or significant others may only donate PTO days to the other if the stipulations in number four above are satisfied.
- If the donor or recipient of PTO have considerably different compensation, SMA may adjust the donation amount to reflect this difference.

5. Planning Periods and PTO Time. The planning period is part of the workday; if an employee seeks to take time off during a planning period, PTO should be requested in advance.

BEREAVEMENT LEAVE

Employees shall be entitled to bereavement leave with pay for two (2) days in the event of a death in the employee's immediate family. This time off is not charged against your PTO time. Members of the employee's immediate family are considered to be:

Mother or Father
Spouse or Domestic Partner
Child or Grandchild
Brother or Sister
Grandmother or Grandfather
Legal Guardian
Counterparts by marriage or domestic partner relationships

JURY DUTY

SMA recognizes and values jury duty service. Employees will be excused from work to perform this civic duty.

If you are summoned to appear for jury duty or you appear in court or appear on behalf of SMA, you will be excused from work and paid your regular pay for up to five days. This time will not be charged against your PTO pool.

If you appear in court for personal reasons, the time will be deducted from your accrued and unused PTO time or it will be unpaid. All other time off for jury or witness duty will be unpaid

unless otherwise required by applicable law or unless you elect to use accrued/unused PTO time.

If you are summoned for jury duty or are subpoenaed as a witness, you are expected to present the summons or subpoena to the CEO as soon as possible. Prompt (and, where possible, advance,) notice of your expected time off work is mandatory so that necessary assignment changes can be arranged to accommodate for your absence. When you return from jury or witness duty you will be required to give to the CEO a statement from the court certifying the dates and times you were performing your service for the court.

Employees will not be reimbursed for meals, travel expenses, or lodging incurred while serving as a juror.

BREAKS

Nursing Mother's Break Time

The Academy will provide a clean, private (non-bathroom) area and reasonable time for nursing mothers to express milk during the workday. Please advise the CEO or the Head of School of the need and arrange break time with your supervisor.

LEAVE

Military Leave

Employees who serve in the U. S. military or state national guards may take the necessary time off to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. Non-exempt employees have the option of taking the leave without pay or applying any available paid time off to the leave.

Military leave for exempt employees will be paid (although their salary may be offset by any military pay received) unless the leave is for a full week or more; if the leave is unpaid, exempt employees will have the option of applying any accrued and unused PTO.

This policy hereby incorporates USERRA and its requirements and does not provide any greater or lesser benefits than provided by law. Please see <http://www.osc.gov/userra.htm> for detailed information of USERRA. An employee who learns of the need to be absent from work for military duty must advise and present a copy of the orders to report for service to the CEO on the next working day. However, if an employee is unable to provide prior notice due to an emergency, the employee is required to provide verbal notice as soon as possible, and the orders must be submitted upon the employee's return to work.

Domestic Violence Leave

An employee who has been employed by the Academy for three months or more and is a victim of domestic violence or has a family or household member who is a victim of domestic violence may be eligible for unpaid leave of up to three working days in a rolling twelve-month period for the following reasons:

- To seek an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence;
- To obtain medical or mental health care for themselves or a family/household member to address injuries resulting from domestic violence;
- To seek services from a victim-service association, such as a shelter or rape crisis center;
- To make the employee's home secure from the perpetrator of domestic; and/or
- To seek legal assistance for issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence.

Requests for Domestic Violence Leave should be made to the CEO with at least two days advance notice, when possible. Where there is imminent danger to the health or safety of the employee, family, or a household member, an exception may be made to this notice requirement. Employees must exhaust any accrued and unused Paid Time Off (PTO) prior to utilizing unpaid Domestic Violence Leave. Documentation of the need to take Domestic Violence Leave may be required. All information obtained by the Academy will be kept confidential to the extent possible.

If you require an extended leave beyond the 3 days described in this policy, please contact the Head of School or CEO.

Should you perceive any violations of this policy including any retaliation relating to this Leave, notify the CEO in writing of the details immediately.

The Family and Medical Leave Act (FMLA) Policy

Pursuant to the Family and Medical Leave Act (FMLA) eligible employees may take up to twelve weeks of unpaid, job protected leave of absence for qualified family or medical reasons, during a twelve-month period. The period in which FMLA leave may be taken is a rolling 12-month period measured backward from the date an employee commences any leave. Military Family Leave may provide up to 26 weeks of job-protected leave in one single 12-month period, under qualifying circumstances. Leave may be taken on a continuous or intermittent basis if medically necessary.

Impact of leave.

- **Continuous Service.** FMLA leave periods, whether unpaid or covered by other pay category, will be treated as continuous service (i.e. no break-in-service) for purposes of vesting and eligibility to participate in the retirement plan.
- **When Leave is Unpaid. (This does not apply to portions of FMLA leave for which the employee is receiving pay pursuant to a paid leave policy).**

Consistent with SMA's policy for all types of leave, employees retain and are permitted to use any applicable leave, but do not accrue or receive additional vacation while on unpaid FMLA leave. The leave's impact on benefits will be determined by the plan document. If the plan document is silent, benefits will not accrue during unpaid leave. During unpaid leave, employees do not receive paid holiday.

Family Medical Leave Act (FMLA) Eligibility Requirements

To be eligible for FMLA, as of the first day of the requested leave period,

- you must have worked at the Academy for at least twelve months (which need not be consecutive)
- you must work at a location with at least fifty employees within seventy-five miles; and

- you must have worked a minimum of 1,250 hours within the previous twelve-month period.

FMLA Leave Entitlement Types of Qualified FMLA Leave

Qualified FMLA leave may be requested for the following conditions:

- For the birth or adoption of a child, or placement of a foster child, if leave is concluded within twelve months of the birth, adoption or placement. (In any case where both father and mother are employed by the Academy, they shall be granted up to a combined total of twelve weeks of time away from their jobs to care for their newborn or newly placed child.)
- For the care of a spouse, parent or child (under 18 years of age or disabled) with a serious health condition.
- For your own health care if you have a serious health condition that makes you unable to perform the functions of your job.

Definition of a “Serious Health Condition”

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents a qualified family member from participating in school or other daily activities.

Continuing Treatment

Subject to certain conditions, the continuing treatment requirements may be met by:

1. A period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider (first visit within seven days of first day of incapacity and second visit, directed by health care provider, within thirty days) or one visit (within seven days of first day of incapacity) and a regimen of continuing treatment, or
2. Incapacity due to pregnancy, including prenatal care, or incapacity due to a chronic condition requiring continuing care by a licensed health care provider (at least two visits in a year) for a long term or chronic health condition that is incurable or so serious that, if not treated, would result in a period of incapacity of more than three calendar days.

FMLA Leave Request and Approval Process Requests for FMLA Leave

To ensure that the Academy is informed of your leave in advance (or in some cases, i.e., unforeseeable leave), you need to complete a “**Request for Family Leave form.**” You may obtain this form from the CEO.

Foreseeable Leave

For leaves that are foreseeable (more than thirty days away - i.e., births or planned medical procedures), you are required to request leave at least thirty days prior to the requested starting date of your leave by completing the **Request for Family Leave form.** Requests for FMLA leave

should be discussed with the CEO.

If less than thirty days' advance notice is provided, you may be required to respond to the Academy's request for an explanation for the lack of notice.

Depending on the circumstances, failure to provide sufficient advance notice may result in the delay of your leave for thirty days after notice is provided. If your leave became foreseeable less than thirty days from the requested start date, you would be required to request leave as soon as the leave date is known. Failure to provide such advance notice may result in delay of leave.

Unforeseeable Leave

If a need for leave was unforeseeable, the employee or authorized designee must advise the Head of School or CEO as soon as practicable and complete the **Request for Family Leave form**.

"As soon as practicable" ordinarily means notice of the need for leave at least prior to the start of your scheduled work period, as required by the Academy's attendance policy.

Notice of Eligibility and Rights & Responsibilities

Upon receipt of a request for Family Leave Form notifying SMA of the need for leave, or when the Academy becomes aware a leave may be for an FMLA-qualifying reason, within five business days, absent extenuating circumstances, the Academy will provide you with a **Notice of Eligibility and Rights & Responsibilities form** that explains whether or not you are eligible to take FMLA. The form will give an employee information on whether or not they qualify for a FMLA job protected leave of absence. In addition, the form will notify employees of rights and responsibilities and any consequences of failure to meet employee obligations

In order for the Academy to be on notice that you may qualify for an FMLA leave, each employee must provide sufficient information.

Each employee must provide a doctor's certification that provides the Academy sufficient information to determine if the absence is FMLA-qualifying.

No additional medical documentation is required following childbirth delivery (without complications), adoption, or placement of a foster child. A medical release to return to work note will be required to be received by the CEO prior to returning to work so it can be determined if there have been any medical restrictions. SMA needs to review the note to see if medical restrictions are required if they are able to be accommodated based upon the requirements of the job.

Where the provided documentation is not clear, is incomplete, or is questionable in nature, the Academy may, in certain circumstances and only the CEO may, contact the health care provider to verify that the information contained on the certification form was completed and authorized by the health care provider signing the document. The Academy may also seek clarification from the health care provider to understand the handwriting on the form or understand the meaning of a response.

Military Family Leave Entitlements

The FMLA also provides for eligible employees to take leave for certain reasons relating to a covered family member's service in the U.S. Armed Forces (including National Guard or Reserves). Except as specifically mentioned below, the provisions of the general FMLA leave policy noted above govern any rights to and obligations under Military Family Leave.

Eligible employees may take qualified FMLA leave for any one, or for a combination, of the following reasons:

"Qualifying Exigency" Leave

Qualifying exigency leave applies when your spouse, son, daughter or parent is a military member on "covered active duty status" (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Regular Armed Forces and you need to address certain qualifying exigencies.

"Covered Active Duty"

Eligible employees may take FMLA leave for a qualifying exigency while the military member is on covered active duty, called to covered active duty status, or has been notified of an impending call or order to covered active duty.

- For members of the Regular Armed Forces, covered active duty is duty during deployment of the member with the Armed Forces to a foreign country.
- For members of the **Reserve components** of the Armed Forces (members of the National Guard and Reserves), covered active duty is duty during **deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.**

"Deployment to a Foreign Country"

Deployment to a foreign country means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the United States. It also includes deployment to international waters.

"Contingency Operation" Definition

A contingency operation generally includes an operation that relates to combat operations, national emergency, or an operation that is designated as such by the Secretary of Defense.

After obtaining and completing a **Request for Family Leave Form** obtained from the Director of Human Resources requesting Qualifying Exigency Leave, employees are required to submit a **Certification of Qualifying Exigency for Military Family Leave Form** within fifteen calendar days, including certain written documentation confirming a military member's "covered active duty."

Types of “Qualifying Exigency”

- Short-notice deployment,
- Military events and related activities,
- Childcare and school activities (such as for arranging alternative childcare),
- Financial and legal arrangements,
- Counseling,
- Rest and recuperation,
- Post-deployment activities (such as reintegration briefings),
- Caring for the parents of the military member on covered active duty,
- Additional activities to address other events which arise out of the covered military member’s active duty or call to active duty status, provided you and the Academy agree that such leave qualifies as an exigency, and agree to both the timing and duration of leave.

If the qualifying exigency leave is requested to meet a covered individual, the CEO may contact such third party to verify that the information provided is accurate.

Injured/Ill Service member Leave

If you are the spouse, son, daughter, parent, or next of kin of a military service member who has suffered a combat injury or illness (a “covered service member”), you may be eligible for leave.

After obtaining the **Request for Family Leave Form from the Director of Human Resources, and completing it** requesting such leave, you are required to submit a **Certification for Serious Injury or Illness of Covered Service member** completed by a health care provider qualified to provide such certifications, within 15 calendar days.

Note: the FMLA definition of a serious illness or injury for current Armed Forces members and covered Veterans are distinct from the definition of “serious health condition” applicable to leave to care for a family member or your own illness or injury.

“Covered Service member” and Covered Veteran Definitions

A “covered service member” is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as “current members of the Armed Forces.” “Covered service member” also includes veterans who are:

- Discharged or released from military service under conditions other than dishonorable at any time during the five year period prior to the first date you take FMLA leave to care for the covered veteran, and
- Undergoing medical treatment, recuperation or therapy for a serious injury or illness.

These individuals are referred to in this policy as “covered veterans.”

“Serious Injury or Illness” Definition

“Serious injury or illness” means:

- In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves -- an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating; and
- In the case of a covered veteran -- an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or
 - A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - A physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment;
 - An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Duration of Military Family Leave

Qualifying Exigency Leave: You may take up to twelve workweeks of leave during any twelve-month period, including on an intermittent basis. If you request qualifying exigency leave to spend time with a military member on Rest and Recuperation leave, you may take up to fifteen calendar days of leave.

Injured or Ill Service member Leave: You may take up to twenty-six workweeks of leave during a single twelve-month period to care for a service member. The single twelve-month period begins on the first day you take leave to care for the service member. Leave to care for any injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six weeks in a single twelve-month period.

Reinstatement Following Leave

You must keep the Head of School and CEO informed in writing of your expected return date and make any requests for extensions of leave in writing, with a new medical certification showing the need for extension in appropriate circumstances. Approval of any extensions will also be in writing. If your anticipated return to work date changes and it becomes necessary for you to take more or less leave than originally anticipated, you must

provide the Academy with reasonable notice (i.e., within two business days) of your changed circumstances and new return to work date. If you give the Academy unequivocal written notice of your intent not to return to work, you will be considered to have voluntarily resigned and the Academy's obligation to maintain health benefits (subject to COBRA requirements) and restore you to your position will cease.

Reinstatement to Former Position

Upon return to work from FMLA leave on the specified date, you will be restored to your former position (provided you would have retained that position if leave were not taken), or to an equivalent position.

Failure to Return to Work from Leave

Failure to return to work from a leave on the specified date may be considered a voluntary resignation. If you are on a personal medical leave other than for childbirth (without complications), adoption, placement of a foster child or to care for a family member, you will be required prior to returning to work to present to the CEO a **Certification of Fitness to Return for Duty** that you are released to return to work, with or without restrictions and that you are able to perform the essential functions of your job with or without a reasonable accommodation. This release must be reviewed by the CEO prior to an employee's return to guarantee that the Academy is able to provide any required accommodations or restrictions.

Denial of Reinstatement

An employer is not required to reinstate an employee to the same or similar position if:

- The leave was fraudulent obtained;
- The employee would have been laid off regardless of the leave;
- The employee was unable to perform an essential function of the position with or without a reasonable accommodation because of a physical or mental health condition;

or

- The employee is a "key" employee (salaried and among the highest paid ten percent of the Academy's employees employed within seventy-five miles of the worksite), and reinstatement would cause substantial and grievous economic injury to the Academy's operations.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. Prohibition against Retaliation

The Academy prohibits anyone from:

- Interfering with, restraining, or denying the exercise of any right provided under FMLA; or
- Discharging or discriminating against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.

If you believe your FMLA rights have been violated, you should contact the CEO immediately. The Academy will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation.

FMLA Policy Questions

Any questions regarding this policy should be directed to the CEO. Report any perceived violations of this policy including any retaliation relating to this Leave to the CEO.

Leaves of Absence.

In the event an employee is permitted to take any other leave of absence for any reason, the employee must also take any applicable paid leave at the same time if paid leave is available other than in the rare circumstances that the laws prohibits the enforcement of such policies for particular leaves of absence, for example, the military leave law. At the conclusion of the leave, if the employee is unable to return to work and perform the essential functions of the job with or without a reasonable accommodation the employee will be terminated from the Academy. Employees seeking leave related accommodations, including following expiration of an approved leave, should submit requests in writing to the CEO.

DISCRETIONARY UNPAID LEAVE OF ABSENCE

If extenuating circumstances have occurred where an employee is not eligible for any other leave the Academy, will review the need for such leave on a case-by-case basis. Such leave it typically not job-protected leave and the employee may need to identify an open position for which the employee is qualified and apply for the position.

Consistent with Company policy for all types of leave, one will not accrue PTO days or other benefits while on unpaid FMLA leave. Additionally, one will not be paid for holidays that occur during the leave. However, the leave period will be treated as continuous service (i.e., no break-in-service) for purposes of vesting and eligibility to participate in the Company's retirement plan.

Section 9:

GRIEVANCES WHILE EMPLOYED BY SMA, TERMINATION APPEALS AND LEAVING THE ACADEMY

GRIEVANCES WHILE EMPLOYED BY SMA

The Academy reserves the right to terminate an employee's employment at SMA at any time, for any lawful reason, with or without notice and with or without cause. At times, and in lieu of termination, the Academy may implement disciplinary actions or make other changes to an employee's working environment or other employment related circumstances. In these cases, employees seeking to change or appeal some action of the Academy relating to the employee's employment should comply with this Grievance policy.

Step One. Speak to the supervisor or manager one-on-one regarding the details of the Grievance and the specific request, referencing this policy. If the grievance is not resolved then proceed to Step Two.

Step Two. If Step One is unsuccessful or is determined by the employee to be inappropriate under the circumstances, the employee should contact the Head of School regarding the details of the Grievance and the specific request, referencing this policy for resolution.

Step Three. If Step Two is unsuccessful or is determined by the employee to be inappropriate under the circumstances, the employee should set up a time to meet with the CEO. The employee will speak with the CEO about their concerns and work to find a resolution to the issues.

Step Four. If the employee is still dissatisfied, the Employee may prepare a written summary of the employee's position. The written grievance should include the specific details of the Grievance and reference this policy and present it to the Audit Chair of the Board of Directors.

TERMINATION OF EMPLOYMENT APPEALS

If an employee's employment at SMA is terminated, the employee will be provided a letter of termination and an appeal form. The employee will have 15 calendar days to return the appeal form to the CEO. Once the appeal is received, the CEO will review the information provided and make a final determination as to whether the termination decision shall be upheld or revised.

LEAVING THE ACADEMY

GIVING NOTICE/RESIGNATION

We hope that you will continue to enjoy and benefit from your employment with the Academy. We realize that you may choose to leave your position and you have the right under Florida statute to terminate your employment relationship with the Academy at any time, for any reason, with or without cause, and with or without notice.

- Any employee who wishes to resign is requested to submit his/her resignation in writing addressed to the Head of School. We request that SMA is given at least a two week notice. During that two week notice period, departing employees may not use accrued and unused PTO time to take time off during the notice period.

RETURN OF ACADEMY PROPERTY

Any Academy property in your control or possession, such as keys, ID badges, phones, computers, passwords, files, cadet documents, Academy documents, or other property must be returned at the time of your separation, or whenever requested by the Head of School or CEO. You may be responsible for paying for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck only in compliance with the Fair Labor Standards Act.

EXIT INTERVIEWS

If you choose to leave the Academy, we ask that you share your reasons for leaving and/or any other impressions you may have about the Academy during an Exit Interview with the CEO or designee. It is hoped that this exit interview will help the Academy provide insights into possible improvements.

YOUR FINAL CHECK

You will be paid your final wages in the same manner paid during employment. It will be paid on your next regularly scheduled pay date, in accordance with the Fair Labor Standards Act.

EMPLOYMENT REFERENCE CHECKS

Any reference check request should be directed to the CEO. Other employees should not provide reference check information. The Academy provides verification of positions worked and dates of employment. The Academy will require a signed authorization form to provide any compensation information.

Retirement

Any employee who plans to retire shall concurrently submit his/her written resignation notice to the Head of School and his/her application to the Florida Retirement System to claim benefits earned. One month advance notice is requested.

APPENDIX 1

REPORTING STRUCTURE AND ACADEMY CONTACT INFORMATION

The Academy desires to provide employees with the correct information necessary to communicate with various Academy representatives.

The titles, names and contact information of the Administrators are found below. In the event that the referenced individual(s) is/are unavailable, an employee should communicate with another listed member of Senior Administration or, if appropriate, a member of the Board or Director's Audit Committee. Information about who is on the Board of Directors Audit Committee is located on the Sarasota Military Academy's website under Board of Directors.

Senior Administration means:

CEO and Head of School (High School)

Name: SMA-COL Christina Bowman
Phone: 941-926-1700 ext. 287
Address: 801 N. Orange Ave. Sarasota, Fl. 34236
Email: Christina.Bowman@oursma.org

Assistant Head of School (High School)

Name: SMA-LTC Caitlin West
Phone: 941-926-1700 ext. 235
Address: 801 N. Orange Ave. Sarasota, FL 34236
Email: Caitlin.West@oursma.org

Assistant Head of School (High School)

Name: SMA-LTC Abby Williams
Phone: 941-926-1700 ext. 289
Address: 801 N. Orange Ave. Sarasota, Fl. 34236
Email: Abby.Williams@oursma.org

Head of School (Middle School)

Name: SMA-COL Tom Vara
Phone: 941-877-7737 ext. 3110
Address: 3101 Bethel Lane, Sarasota, FL 34240
Email: Tom.Vara@oursma.org

Assistant Head of School (Middle School)

Name: SMA-LTC Cheryl Korwin
Phone: 941-877-7737 ext. 3104
Address: 3101 Bethel Lane, Sarasota, Fl. 34240
Email: Cheryl.Korwin@oursma.org

APPENDIX 2

WORK-RELATED DRIVING RULES

Pre-Driving Requirements. Prior to each Work-Related Driving, employee shall:

- **Confirm License and driving record.** Ensure employee has a good and safe driving record.
- **Authorized Passengers.** Allow only Authorized Passengers. "Authorized Passengers" are (i) Academy employees, (ii) Academy related individuals, including Cadets, who are being driven for Academy-related reasons, or (iii) others expressly designated in writing by the Head of School or CEO. Without express permission from the Head of School or CEO the employee shall not transport any family member, pet, hitchhiker, or un-authorized passenger.

OPERATING REQUIREMENTS

- Employees shall drive safely at all times and strictly comply with the following Operating Requirements for Work-Related Driving:
- **Safe vehicle.** Refrain from operating a vehicle that appears unsafe.
- **Laws.** Comply with all licensure, traffic and driving laws, rules and ordinances.
- **Speed Limit.** Drive within the speed limit and at speeds that are safe for road conditions.
- **Roadways.** Drive only on suitable roadways.
- **Seatbelts.** Refrain from driving unless everyone in the vehicle is properly restrained with a seatbelt.
- **Device Use.** Remove all distractions, which includes refraining from using a cellular phone, smart phone, tablet, computer or texting or other communication, reading or research device.
- **Maps/Directions.** Refrain from touching or viewing electronic or other mapping devices. In the event employee perceives the need to view an electronic mapping device while driving, safely pull over to a safe place prior to reading such device. Devices providing oral instructions are permitted so long as the device is activated prior to employee driving.
- **Eating.** Refrain from eating while driving.
- **Other Distractions.** Refrain from engaging in any activities that could conceivably distract employee from driving safely.
- **Smoking.** Comply with the Academy's no smoking policy while in inside a vehicle.
- **Accidents and Injuries.** Report any accidents promptly to the local law enforcement agency, and as soon as possible report the accident to the Director of Finance.
- Refrain from speaking to any insurance company or attorney representing anyone other than the employee or the Academy with regard to an accident or injury without express direction from employee's own insurance company, attorney, or the Head of School.

Please turn to the last page for acknowledgement and signature.

Acknowledgement of Receipt and Responsibility to Read and Understand

I understand that it is my responsibility to read and become familiar with this handbook and to recognize and comply with the Academy's policies, rules and guidelines. I also understand that these policies do not create a contract, but that reading each is one of my job duties. I agree to read the handbook within thirty days of receipt and to direct any questions that I have to the CEO. I understand that the information contained in the handbook is important.

Please sign below to acknowledge that you understand and will comply with the Academy's policies.

Printed Name: _____

Signature: _____

Date: _____

Return this completed signature page to your Head of School.