

**SARASOTA MILITARY ACADEMY  
BOARD OF DIRECTORS  
Tuesday  
May 19, 2026**

- Call to Order
- Pledge of Allegiance
- Approval of the Minutes -Tab 1
  - April 28, 2026
- Introduction of Visitors
  - SMA Cadet Colonel Joey Miguel
  - Public Works Presentation/Easement for Roundabout
    - Ms. Corinne Arriaga
- Head of School Report - -SMA Prep Tab 2
  - Faculty Representative
  - Athletic Director Report
- 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
  - Briefing on Proposed Consolidation Budgeting
- Committee Report – Tab 6
  - Nominating Committee
  - Facilities Committee
  - PTCC
- Chairperson’s Report
- Old Business
- New Business
- Public Comment
- Meeting Adjournment

**SARASOTA MILITARY ACADEMY**  
**BOARD OF DIRECTORS MEETING MINUTES**  
28 APRIL 2026

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**Board of Director Members' Attendance**

**Present:**

Dr. Thomas J. McElheny, Former Capt, USMC, Chair  
Erica Gregory, Lt Col, USAF (Ret), Vice Chair  
Pete Skokos, Treasurer  
David Black  
Jerry Neff, BG, USA (Ret)  
Charles Shugg, Brig Gen, USAF (Ret)  
Ron Skipper, Former Capt, USAF  
Richard Swoope, COL, USA (Ret)  
Michael Tollerton, Former CPT, USA  
W. Scott Wallace, GEN, USA (Ret)

**Absent:** Ben Knisely, COL, USA (Ret), Secretary; SMA-LTC Caitlin West, Assistant Head of High School (virtual); SMA-CPT Jared Lauther, MS Athletic Director;

**SMA Administrative Staff in Attendance:**

SMA-COL Christina Bowman, CEO/Head of High School  
Dr. Cheryl Korwin, Head of Middle School  
SMA-LTC Abby Williams, Assistant Head of High School (virtual)  
SMA-LTC Bryan Burns, Assistant Head of Middle School (virtual)  
MAJ (Ret) Russ Osterfeld, SAI  
SMA-MAJ Savannah Kalka, Director of Finance

**Guests in Attendance:** SMA-CPT Mick Fallis, HS Athletic Director; SMA-CPT Esther Jaffee, HS Faculty Representative (virtual); SMA-MAJ Marsha Reinig-Umana, MS Faculty Representative; SMA-MAJ Michael Finley, Department Chair; SMA-CPT Kathy Simon (virtual); Dan Kennedy (virtual); Tristan Hermanson (virtual); Frances Marx (virtual); Nikki Orth

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 24 March 2026 Minutes:**

Vice Chair Erica Gregory moved to approve the 24 March 2026 minutes; Mr. Pete Skokos seconded the motion and the board unanimously approved.

**Head of Middle School:** Dr. Cheryl Korwin provided a read-ahead report. She discussed the progress thus far with the Leader in Me program and the next steps towards becoming Light house school. Dr. Korwin mentioned preparing for the upcoming PM3 testing and the 8<sup>th</sup> grade promotion ceremony on May 22<sup>nd</sup>. She honored 8<sup>th</sup> grader, Quincy Tran, who was recognized for the third year in a row as the middle school representative in Sarasota county as a Shining Star for the Sarasota Coalition on Substance Abuse.

**MS Faculty Representative:** SMA-MAJ Marsha Reinig-Umana provided a read-ahead report. She mentioned faculty preparing for PM3 testing while strengthening character development in the classrooms to end the year strong.

**MS Athletics Report:** SMA-CPT Jared Lauther provided a read-ahead report. Dr. Korwin mentioned a new protocol for participating in athletics where feedback on grades and behavior are reported back to athletic director weekly, and cannot play the following week if in poor standing.

**CEO/Head of High School Report:** SMA-COL Christina Bowman provided a read-ahead report. She discussed the need to obtain a new auditor, as the previous one stopped government audits and the board approval of the 2025 tax audit.

**Mr. Ron Skipper moved to approve the 2025 tax audit; Brig Gen Shugg seconded the motion and the board unanimously approved.**

**Mr. Ron Skipper moved to approve the new CPA firm, Miller and Miller, for next year's audit; BG Jerry Neff seconded the motion and the board unanimously approved.**

SMA-COL Bowman mentioned a successful professional development day and meeting with five other charter schools for the charter school consortium she created. She stated the meeting with Dr. Johnson in reviewing data went well, and successful SMA day with First Tee of Sarasota on both campuses through a connection from Ms. Michael Tollerton. SMA-COL Bowman discussed the wish list compiled by each department for Mussman Architects and the importance of the upcoming Medal of Honor Character Program training on April 6<sup>th</sup> for both campuses.

COL Ben Knisely inquired as to the advantages of the collaboration with SSAS on transportation, to which SMA-COL Bowman replied the collaboration works well by adding two additional buses and two 14-passenger vans, as well as adding opportunities for sharing other resources. Mr. Black inquired about the FAFSA report, to which SMA-COL Bowman replied the goal for next school year is to increase FAFSA participation with the assistance of the partnership with Education Foundation.

**HS Faculty Representative:** SMA-CPT Esther Jaffee provided a read-ahead report. She discussed the upcoming debate tournament on Saturday with twelve schools and over 100 students competing.

**HS Athletics Report:** Coach Mick Fallis provided a read-ahead report. He highlighted baseball's current winning record of 6-5 and the #1 seed in the WAC conference, as well as track and field competing at a high level.

**Cadet Report:** Senior cadet, Samuel Bonser, discussed the success of the HAM radio program with four cadets passing exams to obtain their technician certification with the FCC and himself passing the additional general technician certification.

**SAI Report:** MAJ Russ Osterfeld provided a read-ahead report. He mentioned a successful round of interviews for next year's Regimental Staff with the Change of Command ceremony scheduled for April 8<sup>th</sup> at formation, followed by refreshments in the conference room. MAJ Osterfeld stated the energy within the regiment was evident as the new staff were announced during formation, especially with next year's JROTC accreditation. He discussed waiting for decisions on service academy acceptances and the upcoming Service Academy Fair in May and the new date for Congressman Steube's Academy Fitness Test. SGM Kenneth Lee stated a positive turnout for the second ASVAB test of this school year.

**Treasurer's Report:** SMA-MAJ Savannah Kalka provided a read-ahead report. She discussed balance sheets for both campuses and stated a current healthy fiscal position.

**Nominating Committee Report:** Chair McElheny announced that board member Sgt Maj Carlos Moreira will be resigning from the board due to an upcoming deployment. He expressed sincere gratitude for his commitment to SMA and wished him all the best in his service.

**Facilities Committee Report:** N/A

**Chair Report:** Chair McElheny provided background information on enrollment growth and the challenges facing the enrollment deficit of the county paired with the increasing number of charter schools. He honored the founders of SMA with the vision of creating a unique military academy and the courage to execute it. Chair McElheny discussed the option of merging campuses to the middle school and the land restrictions it presents, as well as the monetary surplus for that option that could go towards salaries, coaches, or resources for a higher SMA standard. He further discussed creating three working groups of board members to gather information with the committee chairs as follows; Vice Chair Erica Gregory for Strategic with Ms. Tollerton, COL Knisely, and COL Richard Swoope; Chair McElheny for Facilities and Finance with Mr. Black, BG Neff, and Mr. Skipper; and Brig Gen Shugg for Athletics. Chair McElheny stated that each board meeting will include dedicated time to review information gathered, with the goal of reaching a cohesive shared vision with staff, parents and cadets by June 30<sup>th</sup>. He stated board members' attendance of each group will be confirmed at next board meeting.

SMA-COL Bowman mentioned the advantage of combining campuses with less operating expenses of only one campus as well as extending our JROTC program to 8<sup>th</sup> grade. Mr. Black inquired as to the fiduciary responsibility, to which Chair McElheny replied that he will look into whether a firm needs to be hired. Chair McElheny mentioned GEN W. Scott Wallace searching for a superintendent and the meeting with GEN Wallace, Dr. David Rancourt and himself went well regarding the process of implementing an ROTC program at New College.

**PTCC Report:** N/A

**Alumni Recognition:** N/A

**Old Business:** N/A

**New Business:** N/A

**Public Comments:** N/A

**Board Comments:** N/A

The next board meeting will be on 28 April 2026 at 2:30pm at the High School campus.

The chair adjourned the meeting at 4:31pm.

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Dr. Thomas McElheny, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
COL Ben Knisely, Secretary

\_\_\_\_\_  
Date

High School Head of School  
CEO Report  
May 19, 2026

**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.

**2025-2026 Approvals:**

- Cleaning Service Contracts for each campus: Alpha Cleaning Services
- Transportation Contract with SSAS
- 2026-2027 Youth Mental Health Assistance Allocation Plan

**Strategic Plan Goals:**

- **Resources:**
  - Current Enrollment: 897
  - 6<sup>th</sup> (113); 7<sup>th</sup> (119); 8<sup>th</sup> (135); 9<sup>th</sup> (161); 10<sup>th</sup> (125); 11<sup>th</sup> (127); 12<sup>th</sup> (117)
  - Open Enrollment
    - Spreadsheet provided
  - SMA and SSAS are leading the way to create a Sarasota Charter School Consortium. The Consortium will meet again on 28 May at SMA High School and continue discussions regarding transportation, contracting with a truancy officer, safety and security needs, food and nutrition services etc.
- Weekly meetings with Campus Consolidation Budgeting Team
- HR/Open Positions
  - HS: Hired English Language Arts, Social Studies and Science. Intensive Reading position is still open.
  - Prep: Hired Military Studies
  - Hired Bus Drivers and Substitute Bus Drivers
- **College, Careers, and Citizenship**
  - Anne Frank Humanitarian Award Recipient
    - Mason Thien

- **Character and Leadership Development**

- 2026-2027 Regimental Commander
  - Cadet Colonel Joey Miguel

**Facilities:**

- 10<sup>th</sup> Street Roundabout Right of Way
  - Presentation of Plans for Roundabout: Corinne Arriaga
    - The city is planning to build a roundabout at 10<sup>th</sup> Street and Orange Avenue with an estimated timeline of completion for the summer of 2028.
    - Easement of approximately 614 square feet is required.
    - "Fee Simple Acquisition" is recommended by the team.

**Transportation:**

- Approval of Transportation Contract with SSAS

**Communication/Community Outreach:**

- Tiger Bay
  - 7 May Six Cadets
- Military Enlistment Day
  - 15 May Formation
- Senator Rick Scott & Congressman Greg Steube Service Academy Fair
  - 16 May 10:00-1:00
  - HS Gymnasium
- HS Graduation
  - 21 May 7:00-8:30 (Doors open @ 6:30)
  - Bayside Community Church (Bradenton)
- Memorial Day Parade
  - 25 May
  - Formation 8:40
  - Step off to parade 9:00
- End of Year Luncheon
  - 29 May
  - Der Dutchman
  - 11:00
- Next Meeting: May 19, 2026 2:30 pm High School Campus



# Sarasota Military Academy

## MEMORIAL DAY PARADE 2026

**MAY 25, 2026**

**It is advisable to arrive on the SMA campus prior to 0815.**

### **Schedule:**

All Prep cadets arriving prior to formation report to the gymnasium.

0835-0840	Call to formation
0840-0845	Formation
0845-0850	High School Head of School welcomes Academy cadets, distinguished guests, families and community members
0850-0900	Each Head of School addresses the Regiment
0900-0905	HS Head of School introduces Dr. Thomas J. McElheny to give orders to Eagle regiment
0905	Eagle regiment departs campus
0935	Eagle regiment arrives staging area; hydration!
1000	Parade begins
1005	Step off into parade
1050	Return to high school campus and final formation
1055-1100	All cadets released

# Professional Janitorial Service Proposal

Prepared for:

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## **SMA HIGH SCHOOL**

**801 North Orange Avenue  
Sarasota, Florida 34236**

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Submitted By:

### **Alpha Cleaning Solutions LLC**

5824 Bee Ridge Rd Unit 181

Sarasota, FL 34233

Fred Mitchell Jr

President

(941) 402-7668

[info@kmackcommercial.com](mailto:info@kmackcommercial.com)

<http://www.sarasotajanitorialservice.com>



May 07, 2026

Alpha Cleaning Solutions LLC  
5824 Bee Ridge Rd Unit 181  
Sarasota, FL 34233



May 07, 2026

Christina Bowman  
SMA HIGH SCHOOL  
801 North Orange Avenue  
Sarasota, Florida 34236

Dear Christina,

Subject: Janitorial Service Proposal - SMA HIGH SCHOOL, 801 North Orange Avenue, Sarasota, Florida 34236

Thank you for allowing Alpha Cleaning Solutions LLC to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

**Before we start...** All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

**During the start...** We know a seamless, no-hassle start-up is important to every customer. So at Alpha Cleaning Solutions LLC, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

**After the start...** A systematic approach to keep your building looking good! At Alpha Cleaning Solutions LLC, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Janice Powell  
President  
Alpha Cleaning Solutions LLC

SMA HIGH SCHOOL  
**Professional Janitorial Service Proposal**

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**Special Services**

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Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Alpha Cleaning Solutions will not be opposed to hiring the current day porter for daily and nightly cleaning task at SMA High school for full time day/night positions providing that Alpha Cleaning solutions system of cleaning is strictly adhered to, without deviation

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**General**

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Alpha Cleaning Solutions LLC agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Alpha Cleaning Solutions LLC agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

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**Equipment**

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Alpha Cleaning Solutions LLC will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Alpha Cleaning Solutions LLC will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

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**Initial Cleaning**

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Detail cleaning of offices, restrooms, lunchroom and hallways including:

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
- Detail vacuum carpeted areas including edges, under desks and behind doors
- Wiping of sides of desks, files, trash cans, doors and cabinets
- Cleaning and sanitizing of telephones including cradle and receivers
- Brushing and or crevice vacuuming of all upholstered chairs
- Wipe clean legs and bases of chairs and tables in offices areas etc.
- Clean all ceiling and HVAC vents in offices
- Wipe clean all restroom partitions, fixtures etc.
- Thorough wiping of all clear areas of office desktops and horizontal surfaces

Price: \$2,800.00

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**Service Schedule**

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Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. Alpha Cleaning Solutions LLC is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

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### **Invoicing**

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All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

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### **Supervision**

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Adequate personnel and supervision will be furnished to ensure quality service.

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### **Supplies**

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The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Alpha Cleaning Solutions LLC can provide these products and invoice them separately.

Alpha Cleaning Solutions LLC will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

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### **Insurance**

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Alpha Cleaning Solutions LLC will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

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### **Term**

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The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

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### **Compensation**

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5 days per week Professional Cleaning Service Program: \$10,850.00/mo.

Please note that the above pricing does not include \$2,078 cost for day porter services

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**Employee Status**

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Personnel supplied by Alpha Cleaning Solutions LLC are deemed employees of Alpha Cleaning Solutions LLC and will not for any purpose be considered employees or agents of the customer.

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**Equal Opportunity Employer**

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Alpha Cleaning Solutions LLC is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

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**Our Philosophy**

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Alpha Cleaning Solutions LLC is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

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**Cancellation**

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This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

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**Agreement**

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This Agreement ("this Agreement") is made and entered into by and between Alpha Cleaning Solutions LLC, with its principal place of business located at 5824 Bee Ridge Rd Unit 181, Sarasota, FL 34233 and SMA HIGH SCHOOL with its principal place of business located at 801 North Orange Avenue, Sarasota, Florida 34236 by the signing and completing of their respective section below.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties, they mutually agree to the terms and conditions as outlined above in this Agreement. Start date of work to be determined and agreed to by both parties.

The undersigned warrant they have authority to enter into this Agreement, and that it will be binding upon both parties.

Alpha Cleaning Solutions LLC

SMA HIGH SCHOOL

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

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## Disinfecting Liability Waiver

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1. **Sars-Cov-2/COVID-19.** SARS-CoV-2 is a coronavirus that causes COVID-19, an illness which is primarily spread from person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. A person can become infected in different ways, such as coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19, from respiratory droplets when an infected person coughs, sneezes, or talks, or by touching a surface or object that has the virus on it, followed by touching one's mouth, nose, or eyes. It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious, influenced factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents).

2. **Services Performed.** Alpha Cleaning Solutions LLC (Contractor) agrees to perform, and SMA HIGH SCHOOL (Customer) hereby accepts, a limited service only, namely a process (hereinafter "Service.") Customer agrees and acknowledges that **Customer is buying a process rather than a specific result.** Contractor's Service shall be limited to "Cleaning" and/or "Disinfecting".

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

Due to the nature of the Services performed, **it is extremely difficult, at best, for Contractor to determine the actual success of the work.**

In order to prevent contamination or recontamination of Customer's property and to better provide Contractor a better work environment, Customer shall maintain proper security at the property while Contractor performs such Services.

3. **Methods of Performance.** Contractor shall use the methods and procedures described in Work Specifications for services performed, with deviations and substitutions based on specific circumstances and needs.

4. **Assumption of Risk.** Customer acknowledges that less expensive alternatives - for example:

a. Customer acknowledges that less expensive alternatives - for example, a complete shutdown, lockdown and vacancy of the premises to allow the virus to become nonviable - may achieve similar or better results. Customer, nonetheless, prefers and chooses Contractor's Service.

b. Customer acknowledges that Contractor will use certain chemicals and disinfectants at Customer's property to perform Contractor's service. Customer acknowledges that the chemicals and disinfectants may contain potential hazards to health and property. Customer hereby fully and voluntarily consents to the use of all such chemicals, disinfectants and applications thereof and Customer gives authorization to Contractor to use all such chemicals, disinfectants and applications thereof.

c. As a material part of the consideration of this Agreement, Customer hereby assumes all risk of damage to property or injury to persons in, upon, or about the Premises from any cause other than Contractor's sole negligence or willful misconduct, and Customer hereby waives all claims against Contractor, from Customer and any third Parties, in respect thereto.

**5. Industrial Hygienist.** Contractor is not an industrial hygienist, and Contractor's Service shall not be construed to be a replacement for the work, services or advice of an industrial hygienist. An industrial hygienist is a highly trained, usually certified expert, who works to reduce safety risks and hazards in an industrial setting. Contractor does not oversee the implementation of programs, policies, and procedures for hazard reduction. Contractor shall not be liable for Customer's decision not to employ or not to contract with an industrial hygienist or Customer's omission to employ or contract with an industrial hygienist. If Customer employs, contracts with, or in any way uses the services of an industrial hygienist, Contractor shall not be liable to the Customer or any third-party for Customer's failure to fully follow and abide by their advice, recommendations and safety protocols.

**6. Waiver of Liability.** NO WARRANTIES, EXPRESSED, IMPLIED, OR STATUTORY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, COURSE OF PERFORMANCE OR DEALING, CUSTOM, USAGE IN TRADE OR PROFESSION OR OTHERWISE SHALL APPLY TO THE SERVICES OR THE EQUIPMENT AND FACILITIES USED TO PROVIDE THE SERVICES. AS A MATERIAL CONDITION OF RECEIVING THE SERVICES AND/OR EQUIPMENT AT THE PRICE SPECIFIED HEREIN, AND WITH REGARD TO ANY CAUSE ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO CLAIMS OR NEGLIGENCE, BREACH OF CONTRACT OR WARRANTY, FAILURE OF A REMEDY TO ACCOMPLISH ITS ESSENTIAL PURPOSE OR OTHERWISE, CUSTOMER AGREES THAT CONTRACTOR'S ENTIRE LIABILITY FOR DAMAGES OR LOSSES ARISING OUT OF MISTAKES, OMISSIONS, INTERRUPTIONS, DELAYS, OR DEFECTS OF ANY KIND WITH RESPECT TO ITS PERFORMANCE OF THIS AGREEMENT, REGARDLESS OF WHETHER OCCASIONED BY CONTRACTOR'S NEGLIGENCE, SHALL BE LIMITED TO A REFUND OR WAIVER OF THE APPLICABLE CHARGES FOR SERVICE FOR ANY PERIOD DURING WHICH THE SERVICES ARE NOT PROVIDED. CONTRACTOR AND ITS SUPPLIERS AND SUBCONTRACTORS SHALL NOT BE LIABLE IN CONNECTION WITH THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR OTHER SIMILAR DAMAGES (WHETHER IN CONTRACT, TORT, STRICT LIABILITY OR UNDER ANY OTHER THEORY OF LIABILITY) INCLUDING BUT NOT LIMITED TO COST OF SUBSTITUTE SERVICES OR FACILITIES, LOSS OF ACTUAL OR ANTICIPATED REVENUES OR PROFITS, LOSS OF BUSINESS, BUSINESS INTERRUPTION, LOSS OF CUSTOMERS OR GOOD WILL, OR DAMAGES AND EXPENSES ARISING OUT OF THIRD PARTY CLAIMS.

Alpha Cleaning Solutions LLC

SMA HIGH SCHOOL

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

## Certificate of Lia



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/30/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (855) 222-5919      FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com														
<b>INSURED</b> Alpha cleaning solutions LLC 5824 Bee Ridge Rd Sarasota, FL 34233	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Next Insurance US Company</td> <td>16285</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Next Insurance US Company	16285	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Next Insurance US Company	16285														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**      **CERTIFICATE NUMBER:** 963435782      **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	WVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NXTYLFP9Q-00-GL	01/30/2024	01/30/2025	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMPIOP AGG \$2,000,000.00
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Contractors Errors and Omissions			NXTYLFP9Q-00-GL	01/30/2024	01/30/2025	Each Occurrence: \$25,000.00 Aggregate: \$50,000.00

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Proof of Insurance.

<b>CERTIFICATE HOLDER</b> Alpha cleaning solutions LLC 5824 Bee Ridge Rd Sarasota, FL 34233	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## Workers Compensation



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/29/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> biBERK  Stamford, CT 06911	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 844-472-0967      FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com  <b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A : National Liability & Fire Insurance Company      20052 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
<b>INSURED</b> Alpha Cleaning Solutions LLC  5824 Bee Ridge Rd #181 Sarasota, FL 34233	

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ 0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 0 PRODUCTS - COMP/OP AGG \$ 0
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N    N/A	N9WC697860	01/18/2026	01/18/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	Professional Liability (Errors & Omissions): Claims-Made					Per Occurrence/Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Alpha Cleaning Solutions LLC 5824 Bee Ridge Rd #181 Sarasota, FL 34233	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>[Signature]</i>
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ACORD 25 (2016/03)

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# *State of Florida*

## *Department of State*

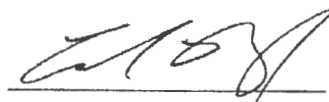
I certify from the records of this office that ALPHA CLEANING SOLUTIONS LLC is a limited liability company organized under the laws of the State of Florida, filed on January 12, 2024, effective January 12, 2024.

The document number of this limited liability company is L24000027286.

I further certify that said limited liability company has paid all fees due this office through December 31, 2026, that its most recent annual report was filed on January 30, 2026, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Thirtieth day of January, 2026*



  
*Secretary of State*

Tracking Number: 8126534946CR

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

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

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

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

**1** Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  
**Alpha Cleaning Solutions**

**2** Business name/disregarded entity name, if different from above.

**3a** Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor     C corporation     S corporation     Partnership     Trust/estate  
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .  
**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  
 Other (see instructions)

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the United States.)*

**3b** If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . .

**5** Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)  
**6** City, state, and ZIP code  
**7** List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

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

**Social security number**

				-					
--	--	--	--	---	--	--	--	--	--

or

**Employer identification number**

9	9	-	0	8	2	5	6	2	1
---	---	---	---	---	---	---	---	---	---

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

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

**Sign Here** Signature of U.S. person *Fred Mitchell jr* Date 02/05/2026

**General Instructions**

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

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

**What's New**

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

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

**Purpose of Form**

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

What it **REALLY** takes to get and keep your building clean...

## Work **LOAD**-ing

The Calculated Time to Properly Clean Your Building

### Selecting Customized Schedule of Tasks... *for YOUR Building!*



- detail vacuuming
- detail dusting using microfiber cloth
- emptying trash receptacle/replace liner

### Using Industry Specific Production Rates... *for THOSE Tasks!*



- detail vacuuming carpeted areas; minutes/area
- detail dusting high & low areas; minutes/area
- emptying trash/replace liner; minutes/area

### Identifying and Adjusting... *for KEY Factors!*



- overall size and dimensions by area
- floor type (i.e. carpet, tile) and difficulty
- frequency (i.e. 3x per week, 5 times per week)

## Result

Get your money's worth EVERY week - using cleaners trained to clean for the scheduled amount of time, each visit

# SMA HIGH SCHOOL

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## Job Specifications

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### Entrances

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

### School Hallways

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Auto Scrub Hard Surface Floor - 36 in. Scrubber	1 day/wk.
Clean And Polish Drinking Fountains	5 days/wk.

### Offices

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.

Detail Vacuum - Corners And Edges

Monthly

## Meeting Rooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

## Classrooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	1 day/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

## Library

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.

Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

## Music Rooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

## Cafeteria

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean Vending Machines, Walls And Light Switches	5 days/wk.
Arrange Furniture	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Auto Scrub Hard Surface Floor - 36 in. Scrubber	5 days/wk.
Empty And Remove Trash	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.

## Kitchen

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	1 day/wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Wipe Front, Sides And Legs Of Appliances, Dispensing Machines And Work Tables	5 days/wk.

Sweep Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean All Ceiling Vents	Monthly
Empty And Remove Trash	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Clean Ice Machine	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Clean Food Prep Tables And Counters Using Appropriate Cleaner	5 days/wk.
Clean Front And Sides Of Refrigerator	5 days/wk.

## Art Rooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.

## Staff Lounge

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean Vending Machines, Walls And Light Switches	5 days/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Arrange Furniture	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly
Clean Sinks Using Appropriate Cleaner	5 days/wk.

Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.

## Restrooms

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<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

## Locker Rooms

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<u>Task Description</u>	<u>Service Days</u>
Wipe Clean Fronts And Tops Of Lockers	1 day/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean And Disinfect Showers	5 days/wk.

## Utility Rooms

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	1 day/wk.

## Gym

---

<u>Task Description</u>	<u>Service Days</u>
Remove Litter And Dust Bleachers	1 day/wk.
Check For Litter, Spot Dust Bleachers	4 days/wk.
Detail Dust - High And Low Areas - Gym Area	1 day/wk.
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.
Empty And Remove Trash	5 days/wk.

## Other Requirements

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Task DescriptionService Days

Site Supervision

5 days/wk.

Gather Supplies And Equipment For Shift

5 days/wk.

Clean And Arrange Janitor Closet

5 days/wk.

Prepare For The Next Day

5 days/wk.

Turn Off Lights - Per Instructions

5 days/wk.

Shut And Lock Doors, Set Alarm - Per Instructions

5 days/wk.

What it *REALLY* takes to get and keep your building clean...

## Work **DIRECT**-ing

Trained Cleaners Knowing WHAT, WHEN and HOW  
Cleaning Tasks Need to Be Performed

### Building Specific Checklists... *DIRECT Nightly Cleaning*



- powerful mobile checklist shows - each task required
- convenient for cleaner to record - each task completed
- easy for cleaner to add multiple photos to show work
- completed checklists - increase quality and accountability

### Detailed Work Tickets... *DIRECT Floor Maintenance*



- carpet care; restorative, traffic lane, spot/stain removal
- hard floor maintenance; strip/scrub/refinish/burnish
- and more - i.e. windows, upholstery, walls

### Customized Cleaning Tickets... *DIRECT Training and Supervision*



- training; cleaning process, security procedures
- safety; i.e. OSHA PPE, Employee Right to Know
- supervision; QC follow up, supply & equipment checks

## Result

See details getting done as scheduled - using cleaners who  
ALWAYS have the right information, when they need it

What it *REALLY* takes to get and keep your building clean...

## Work TRACK-ing

Starting at the RIGHT Time, at the RIGHT Location and  
Cleaning the RIGHT Number of Hours

### Late Alert / Notification of Supervisor... *tracking RIGHT Time!*



- late alert time 'trigger'; customizable by job/project
- alert automatically notifies supervisor in charge
- notification stays until satisfactorily resolved

### GPS Powered Geofence Monitoring... *tracking RIGHT Location!*



- building-specific geofence perimeters are set
- gps monitors; check-ins outside geofence trigger alert
- supervisors can quickly investigate and respond
- know all cleaners have safely arrived to your building

### Timekeeping App Records Real-Time Data... *tracking RIGHT Hours!*



- detailed timesheets; actual times, gps status
- site-supervisors view timesheets for their building
- auto-refresh updates, delivers real-time data
- 'click ticket' on timesheet shows work details

## Result

See the benefits of today's latest timekeeping software - to TRACK  
time, location and hours

**- Sample Timesheet -**

<b>Building</b>				<b>Hrs:Min</b>
<b>Matero Plus Products</b>				<b>15:22</b>
Fri, Oct 25	David Williams	Misc.	5:30p - 8:04p	2:34
Sat, Oct 26	Ken Delbert	Request	9:30p - 11:27p	1:57
Mon, Oct 28	David Williams	Request	4:11p - 10:14p	6:03
Tue, Oct 29	Susan Foster	Misc.	5:11p - 7:37p	2:26
Tue, Oct 29	David Williams	Request	5:40p - 8:02p	2:22
<b>Wauseon Plant (Matero Plus Products)</b>				<b>3:24</b>
Fri, Oct 25	David Williams	Misc.	8:30p - 9:22p	0:52
Mon, Oct 28	David Williams	Misc.	5:28p - 8:00p	2:32
<b>Pevelli Graphics</b>				<b>13:52</b>
Fri, Oct 25	Susan Foster	Tile	5:09p - 7:28p	2:19
Fri, Oct 25	Sara Reynolds	Janitorial	9:58p - 11:49p	1:51
Sat, Oct 26	Sara Reynolds	Janitorial	6:31p - 9:44p	3:13
Mon, Oct 28	Sara Reynolds	Janitorial	10:08p - 11:45p	1:37
Wed, Oct 30	Sara Reynolds	Janitorial	6:27p - 9:31p	3:04
Wed, Oct 30	Sara Reynolds	Janitorial	9:59p - 11:47p	1:48
<b>Lima Building (Pevelli Graphics)</b>				<b>3:23</b>
Mon, Oct 28	Susan Foster	INSPECTION	7:47p - 8:40p	0:53
Tue, Oct 29	Susan Foster	INSPECTION	7:58p - 9:11p	1:13
Wed, Oct 30	David Williams	INSPECTION	4:41p - 5:58p	1:17
<b>GENERAL</b>				<b>2:09</b>
Fri, Oct 25	David Williams	GENERAL	4:45p - 5:04p	0:19
Sat, Oct 26	Ken Delbert	GENERAL	8:28p - 8:59p	0:31
Mon, Oct 28	David Williams	GENERAL	2:18p - 3:18p	1:00
Wed, Oct 30	Ken Delbert	GENERAL	5:45p - 6:04p	0:19
<b>TRAVEL</b>				<b>1:16</b>
Fri, Oct 25	David Williams	TRAVEL	5:07p - 5:25p	0:18
Fri, Oct 25	Susan Foster	TRAVEL	7:29p - 7:47p	0:18
Fri, Oct 25	David Williams	TRAVEL	8:05p - 8:28p	0:23
Sat, Oct 26	Sara Reynolds	TRAVEL	9:51p - 10:08p	0:17
<b>TOTAL</b>				<b>39:26</b>

What it *REALLY* takes to get and keep your building clean...

# Work INSPECT-ing

Scheduled Mobile Inspections to Measure, Track & Report  
REAL Levels of Cleanliness

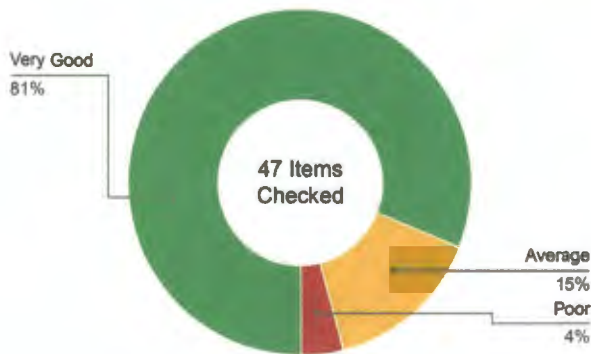
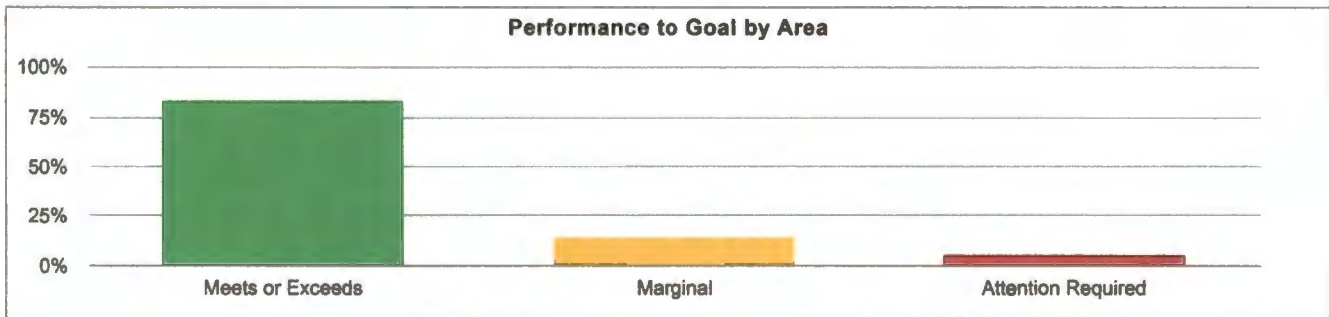
We Use: On-Site, Mobile Inspecting with Custom Format



- areas shown and items checked reflect your facility
- adhering to inspection schedule creates consistency
- identifying issues early; allows for quick correction

You'll Get: Performance Tracking and Graphic Reports

Inspection	Score
QC-1342	95%



**Best Items**

- Desks
- Floors
- Glass

**Targeted Items**

- Partitions
- Phones
- Counters

## Result

Enjoy consistently better cleaning - using a cleaning company who schedules, performs and implements ACTION-able inspections

# SMA HIGH SCHOOL

## - Sample Inspection -

### Entrances

Floor

Very Good

Average

Poor

Glass

Very Good

Average

Poor

High & Low Areas

Very Good

Average

Poor

Doors, Walls & Light Switches

Very Good

Average

Poor

### School Hallways

Floor

Very Good

Average

Poor

Drinking Fountains

Very Good

Average

Poor

High & Low Areas

Very Good

Average

Poor

Doors, Walls & Light Switches

Very Good

Average

Poor

### Offices

Floor

Very Good

Average

Poor

Trash

Very Good

Average

Poor

Desks

Very Good

Average

Poor

Chairs

Very Good

Average

Poor

Phones

Very Good

Average

Poor

Horizontal Surfaces

Very Good

Average

Poor

High & Low Areas

Very Good

Average

Poor

Doors, Walls & Light Switches

Very Good

Average

Poor

### Meeting Rooms

# Alpha Cleaning Solutions LLC

*proudly offers...*

## Background Checks

*Tired of Worrying if Cleaners Have Been Checked-out BEFORE They Check-in?*

Well, if your current cleaning company does NOT have a rigid set of screening procedures to follow BEFORE hiring anyone to clean your office - **you may be right to be worried!**

For example...

- Does your cleaning service have specific hiring procedures **which MUST be followed**, to identify the very best candidates, or does it seem more like, if someone shows up - *they're hired?!*
- Does your current cleaning service insist on **IN-DEPTH** interviews to uncover important factors to help identify the best potential employees?
- Does your current cleaning service give more than *lip-service* when it comes to **vetting** applications and **performing** appropriate background checks?



### Well, We Do - and Here's Our Commitment:

We follow a careful 3-step HR screening approach for applicants, including:  
1) in-depth interviews 2) detailed vetting of applications 3) appropriate background checks

Better cleaning starts by finding the best people

Enjoy this checklist of IMMEDIATE benefits:



**RELIEF!** the days of worrying who the *virtual strangers* are wandering aimlessly in your office are OVER - because we do the important work of checking out each applicant before they get hired, before they arrive to your office!

**DELIGHT!** Our job is to slow down - and carefully find, hire and train reliable applicants who will take pride in working hard to consistently delight you and your staff.

# Alpha Cleaning Solutions LLC

*proudly offers...*

## Effective Supplies & High-Tech Equipment

*Is Old, Noisy, Worn-Out Equipment  
Standing Between YOU and a Clean, Quiet, Productive Office?*

Have YOU personally experienced any of the following?

- *noisy*, screaming vacuums, blowing 'clouds of dust' into the air, banging into walls as they're dragged down the hall?
- *stinky*, sour-smelling, 'damp from the night before' mop heads smearing dirt and grime?
- *cheap* yellow dusters with plastic handles simply spreading dust on desks - or worse yet, old rags – 'contaminating' more than cleaning'?



*Here's the good news...*

### We Use the Latest in Effective Supplies and High-Tech Cleaning Equipment

Here's why...

Today's high-tech equipment cleans incredibly well, but only for cleaning businesses who use it.

#### Better Equipment Cleans Better

That's right, our cleaning techs use top-of-the-line, effective supplies - like dust-grabbing **microfiber cloths** and high-tech equipment such as **ultra-efficient bac vacs**.



ENJOY fewer noisy interruption, along with better cleaning in your office starting today.

GIVE your employees and visitors the gift of 'quiet and clean', only cleaning companies using today's latest and most efficient equipment can deliver.

# Alpha Cleaning Solutions LLC

*proudly offers...*

## Uniformed Cleaning Personnel

*Want to instantly Know 'Who's Who' in YOUR Office?*

Have you personally experienced ANY of the following?

- *embarrassed*, having to shuffle VIP's around to avoid running into cleaners whose appearance is inappropriate?
- *confused* by an endless stream of new hires, often looking unprofessional, giving you no clue whether they're 'with the cleaning service' - or not?
- *frustrated* by constant questions from concerned office staff - asking WHO the people in the building were last night?

It doesn't have to be that way. [Here's our commitment:](#)



### Our Cleaners & Managers Wear Professional Uniform Shirts

That's right, our staff will be easy to identify and project an image of professionalism. We'll be proud to have them report to your home or office - and you'll be proud to have them there.

Is Wearing a Uniform Important? Absolutely.

Enjoy this list of IMMEDIATE benefits:



**ALL ABOARD - and accounted for.** On a ship, it's important to know everyone who needs to be onboard – is, and no one else. Same thing goes for your office. With our identifiable uniform shirts, it's easy to confirm who is 'onboard' at your building - every night.

**NO MORE nervously wondering.** Give your employees peace-of-mind; replacing questions with answers. They want to know 'who's who', and with us - they will. They'll feel better and safer; knowing they can talk to a cleaning person - with confidence.

**LOOK Sharp, BE Sharp!** What we wear projects our attitude toward our work, and ours says, 'We care about looking professional'.

# Alpha Cleaning Solutions LLC

*proudly offers...*

## **Strong Front-Line Supervision**

*Are Your Current Cleaners Being Supervised by Strong, Front-Line Supervisors?*

Have YOU personally experienced ANY of the following?

- **'Trash & Dash'**, half-hearted cleaning from bored employees who haven't seen a supervisor - in months?
- **'Not My Job!'** attitude from cleaners, roaming hallways - with little guidance or support?
- **'Forced to Steer'** visitors past poorly cleaned areas and still worry – how the restrooms will look during breaks?
- **'Forced to Call'** the cleaning service to point-out issues because - there's no cleaning supervisor to spot them?



Well, there is an answer, and here's our commitment:

**We Assign Each of Our Cleaners to a Strong Front- Line Supervisor,** who 1) directs the work 2) supports the staff and 3) guarantees you're cleaned properly

The truth is - getting and keeping a building clean is as much about supervision as it is about cleaning. That's why we implemented and follow an active-management approach, because...



### Better Supervision Equals Better Cleaning

You'll LOVE the IMMEDIATE benefits from our focus on supervision:

**Ahhh, the sweet sound of overhearing** a supervisor's 'pre-game pep talk' with the cleaning staff, discussing the work plan for the night.

**\$\$\$... a cleaner, more productive office;** you'll notice your office looks better - because better supervision equals better cleaning... which helps make employees happier and more productive.

# Alpha Cleaning Solutions LLC

*proudly offers...*

## Same-Day Service Response Plan

*“Does Your Current Cleaning Service Follow a Specific Plan for How They Respond to a Customer Request – and How Quickly?”*

That's really the TEST:

Does your current cleaning company follow a **Specific Response PROCEDURE** – spelling out how they will 'record, schedule, staff and complete' your requests?



Does your current service have a **Specific Response TIME Commitment** - so you can relax, knowing the work will be done right - and on time?

Probably not...*but they should*, and with us – you can. Here's why:

**We Record Your Service Request, Prepare an Effective Service Response and Communicate Our Service Plan to YOU ...on The Same Day!**

That's right, start enjoying the peace of mind of KNOWING the extra cleaning you've asked for will be: 1) done right and 2) on time.

With our team, we review each service request and create an effective work plan, including the schedule and staff needed to complete it.

Enjoy these IMMEDIATE benefits:

1. **YOU'LL NOTICE** - you'll quickly see what you need done - IS DONE, and not at the last minute, but in plenty of time for you to relax in advance of the VIP's coming.
2. **VIP's WILL NOTICE** – important visitors are people too – and everyone appreciates when they see a lobby - that's orderly, a conference room - that's clean and especially a restroom - that's immaculate.



# Professional Janitorial Service Proposal

Prepared for:

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## **SMA PREP MIDDLE SCHOOL**

**3101 Bethel Lane  
Sarasota, Florida 34240**

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Submitted By:

### **Alpha Cleaning Solutions LLC**

5824 Bee Ridge Rd Unit 181

Sarasota, FL 34233

Fred Mitchell Jr

President

(941) 402-7668

janice@alphahere4u.com,jr@alphahere4u.com

<http://www.sarasotajanitorialservice.com>



May 07, 2026

Alpha Cleaning Solutions LLC  
5824 Bee Ridge Rd Unit 181  
Sarasota, FL 34233



May 07, 2026

Christina Bowman  
SMA PREP MIDDLE SCHOOL  
3101 Bethel Lane  
Sarasota, Florida 34240

Dear Christina,

Subject: Janitorial Service Proposal - SMA PREP MIDDLE SCHOOL, 3101 Bethel Lane, Sarasota, Florida 34240

Thank you for allowing Alpha Cleaning Solutions LLC to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

**Before we start...** All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

**During the start...** We know a seamless, no-hassle start-up is important to every customer. So at Alpha Cleaning Solutions LLC, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

**After the start...** A systematic approach to keep your building looking good! At Alpha Cleaning Solutions LLC, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Janice Powell  
President  
Alpha Cleaning Solutions LLC

**SMA PREP MIDDLE SCHOOL**  
**Professional Janitorial Service Proposal**

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**General**

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Alpha Cleaning Solutions LLC agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Alpha Cleaning Solutions LLC agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

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**Compensation**

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5 days per week Professional Cleaning Service Program: \$8,950.00/mo

Please note that the above pricing does not include \$2,078 for day porter Services, and will be billed monthly

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**Invoicing**

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All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

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**Service Schedule**

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Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. Alpha Cleaning Solutions LLC is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

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**Initial Cleaning**

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Detail cleaning of offices, restrooms, lunchroom and hallways including:

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
- Detail vacuum carpeted areas including edges, under desks and behind doors
- Wiping of sides of desks, files, trash cans, doors and cabinets
- Cleaning and sanitizing of telephones including cradle and receivers
- Brushing and or crevice vacuuming of all upholstered chairs
- Wipe clean legs and bases of chairs and tables in offices areas etc.
- Clean all ceiling and HVAC vents in offices
- Wipe clean all restroom partitions, fixtures etc.
- Thorough wiping of all clear areas of office desktops and horizontal surfaces

Price: \$3,600.00

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### **Supervision**

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Adequate personnel and supervision will be furnished to ensure quality service.

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### **Supplies**

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The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Alpha Cleaning Solutions LLC can provide these products and invoice them separately.

Alpha Cleaning Solutions LLC will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

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### **Equipment**

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Alpha Cleaning Solutions LLC will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Alpha Cleaning Solutions LLC will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

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### **Insurance**

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Alpha Cleaning Solutions LLC will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

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### **Employee Status**

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Personnel supplied by Alpha Cleaning Solutions LLC are deemed employees of Alpha Cleaning Solutions LLC and will not for any purpose be considered employees or agents of the customer.

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### **Equal Opportunity Employer**

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Alpha Cleaning Solutions LLC is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

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### **Our Philosophy**

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Alpha Cleaning Solutions LLC is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

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**Term**

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The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

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**Cancellation**

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This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

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**Agreement**

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This Agreement ("this Agreement") is made and entered into by and between Alpha Cleaning Solutions LLC, with its principal place of business located at 5824 Bee Ridge Rd Unit 181, Sarasota, FL 34233 and SMA PREP MIDDLE SCHOOL with its principal place of business located at 3101 Bethel Lane, Sarasota, Florida 34240 by the signing and completing of their respective section below.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties, they mutually agree to the terms and conditions as outlined above in this Agreement. Start date of work to be determined and agreed to by both parties.

The undersigned warrant they have authority to enter into this Agreement, and that it will be binding upon both parties.

Alpha Cleaning Solutions LLC

SMA PREP MIDDLE SCHOOL

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

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**Special Services**

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Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Alpha Cleaning Solutions will not be opposed to hiring the current day porter at SMA middle for full time day/night cleaning task, providing that Alpha cleaning Solutions system of cleaning is being adhered to without deviation

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## References

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**SSAS**

717 Central Ave  
Sarasota, FL 34238

Carl Williams

941-330-1834

**Esplanade at Azario**

4040 Santa Caterina Blvd  
Lakewood Ranch, FL 34211

Mary Winter

941-320-0339

**Barrell House Bistro & pizza cafe**

4030 Santa Caterina Blvd  
Lakewood Ranch , FL 34211

Chris Mc Donald

816-456-3038

**Marie Selby botanical Gardens**

1534 Mound Street  
Sarasota, FL 34236

Mark Elliott

941-376-0271

**Grace Community Church**

4080 Lakewood Ranch Blvd N  
Lakewood Ranch, FL 34240

TJ Sayre

708-374-4800

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## Disinfecting Liability Waiver

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1. **Sars-Cov-2/COVID-19.** SARS-CoV-2 is a coronavirus that causes COVID-19, an illness which is primarily spread from person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. A person can become infected in different ways, such as coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19, from respiratory droplets when an infected person coughs, sneezes, or talks, or by touching a surface or object that has the virus on it, followed by touching one's mouth, nose, or eyes. It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious, influenced factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents).

2. **Services Performed.** Alpha Cleaning Solutions LLC (Contractor) agrees to perform, and SMA PREP MIDDLE SCHOOL (Customer) hereby accepts, a limited service only, namely a process (hereinafter "Service.") Customer agrees and acknowledges that **Customer is buying a process rather than a specific result.** Contractor's Service shall be limited to "Cleaning" and/or "Disinfecting".

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

Due to the nature of the Services performed, **it is extremely difficult, at best, for Contractor to determine the actual success of the work.**

In order to prevent contamination or recontamination of Customer's property and to better provide Contractor a better work environment, Customer shall maintain proper security at the property while Contractor performs such Services.

3. **Methods of Performance.** Contractor shall use the methods and procedures described in Work Specifications for services performed, with deviations and substitutions based on specific circumstances and needs.

4. **Assumption of Risk.** Customer acknowledges that less expensive alternatives - for example:

- a. Customer acknowledges that less expensive alternatives - for example, a complete shutdown, lockdown and vacancy of the premises to allow the virus to become nonviable - may achieve similar or better results. Customer, nonetheless, prefers and chooses Contractor's Service.
- b. Customer acknowledges that Contractor will use certain chemicals and disinfectants at Customer's property to perform Contractor's service. Customer acknowledges that the chemicals and disinfectants may contain potential hazards to health and property. Customer hereby fully and voluntarily consents to the use of all such chemicals, disinfectants and applications thereof and Customer gives authorization to Contractor to use all such chemicals, disinfectants and applications thereof.
- c. As a material part of the consideration of this Agreement, Customer hereby assumes all risk of damage to property or injury to persons in, upon, or about the Premises from any cause other than Contractor's sole negligence or willful misconduct, and Customer hereby waives all claims against Contractor, from Customer and any third Parties, in respect thereto.

**5. Industrial Hygienist.** Contractor is not an industrial hygienist, and Contractor's Service shall not be construed to be a replacement for the work, services or advice of an industrial hygienist. An industrial hygienist is a highly trained, usually certified expert, who works to reduce safety risks and hazards in an industrial setting. Contractor does not oversee the implementation of programs, policies, and procedures for hazard reduction. Contractor shall not be liable for Customer's decision not to employ or not to contract with an industrial hygienist or Customer's omission to employ or contract with an industrial hygienist. If Customer employs, contracts with, or in any way uses the services of an industrial hygienist, Contractor shall not be liable to the Customer or any third-party for Customer's failure to fully follow and abide by their advice, recommendations and safety protocols.

**6. Waiver of Liability.** NO WARRANTIES, EXPRESSED, IMPLIED, OR STATUTORY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, COURSE OF PERFORMANCE OR DEALING, CUSTOM, USAGE IN TRADE OR PROFESSION OR OTHERWISE SHALL APPLY TO THE SERVICES OR THE EQUIPMENT AND FACILITIES USED TO PROVIDE THE SERVICES. AS A MATERIAL CONDITION OF RECEIVING THE SERVICES AND/OR EQUIPMENT AT THE PRICE SPECIFIED HEREIN, AND WITH REGARD TO ANY CAUSE ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO CLAIMS OR NEGLIGENCE, BREACH OF CONTRACT OR WARRANTY, FAILURE OF A REMEDY TO ACCOMPLISH ITS ESSENTIAL PURPOSE OR OTHERWISE, CUSTOMER AGREES THAT CONTRACTOR'S ENTIRE LIABILITY FOR DAMAGES OR LOSSES ARISING OUT OF MISTAKES, OMISSIONS, INTERRUPTIONS, DELAYS, OR DEFECTS OF ANY KIND WITH RESPECT TO ITS PERFORMANCE OF THIS AGREEMENT, REGARDLESS OF WHETHER OCCASIONED BY CONTRACTOR'S NEGLIGENCE, SHALL BE LIMITED TO A REFUND OR WAIVER OF THE APPLICABLE CHARGES FOR SERVICE FOR ANY PERIOD DURING WHICH THE SERVICES ARE NOT PROVIDED. CONTRACTOR AND ITS SUPPLIERS AND SUBCONTRACTORS SHALL NOT BE LIABLE IN CONNECTION WITH THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR OTHER SIMILAR DAMAGES (WHETHER IN CONTRACT, TORT, STRICT LIABILITY OR UNDER ANY OTHER THEORY OF LIABILITY) INCLUDING BUT NOT LIMITED TO COST OF SUBSTITUTE SERVICES OR FACILITIES, LOSS OF ACTUAL OR ANTICIPATED REVENUES OR PROFITS, LOSS OF BUSINESS, BUSINESS INTERRUPTION, LOSS OF CUSTOMERS OR GOOD WILL, OR DAMAGES AND EXPENSES ARISING OUT OF THIRD PARTY CLAIMS.

Alpha Cleaning Solutions LLC

SMA PREP MIDDLE SCHOOL

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

# Certificate of Liability Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/30/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (855) 222-5919      FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com														
<b>INSURED</b> Alpha cleaning solutions LLC 5824 Bee Ridge Rd Sarasota, FL 34233	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Next Insurance US Company</td> <td>16285</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Next Insurance US Company	16285	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**      **CERTIFICATE NUMBER:** 963435782      **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INBR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		NXTYLFP9Q-00-GL	01/30/2024	01/30/2025	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMPIOP AGG \$2,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Contractors Errors and Omissions		NXTYLFP9Q-00-GL	01/30/2024	01/30/2025	Each Occurrence: \$25,000.00 Aggregate: \$50,000.00

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Proof of Insurance.

<b>CERTIFICATE HOLDER</b> Alpha cleaning solutions LLC 5824 Bee Ridge Rd Sarasota, FL 34233	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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## Workers Compensation



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> biBERK  Stamford, CT 06911	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): 844-472-0967      FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com  INSURER(S) AFFORDING COVERAGE      NAIC # INSURER A: National Liability & Fire Insurance Company      20052 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b> Alpha Cleaning Solutions LLC  5824 Bee Ridge Rd #181 Sarasota, FL 34233	

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ 0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 0 PRODUCTS - COM/POP AGG \$ 0
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NOW-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <b>N</b>	N/A	N9WC697860	01/18/2026	01/18/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	Professional Liability (Errors & Omissions): Claims-Made						Per Occurrence/ Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Alpha Cleaning Solutions LLC 5824 Bee Ridge Rd #181 Sarasota, FL 34233	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE: <i>[Signature]</i>
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# *State of Florida*

## *Department of State*

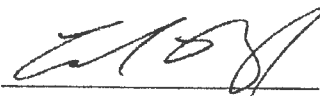
I certify from the records of this office that ALPHA CLEANING SOLUTIONS LLC is a limited liability company organized under the laws of the State of Florida, filed on January 12, 2024, effective January 12, 2024.

The document number of this limited liability company is L24000027286.

I further certify that said limited liability company has paid all fees due this office through December 31, 2026, that its most recent annual report was filed on January 30, 2026, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Thirtieth day of January, 2026*



  
*Secretary of State*

Tracking Number: 8126534946CR

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Fillings/CertificateOfStatus/CertificateAuthentication>

Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

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

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

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

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

**Alpha Cleaning Solutions**

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor     C corporation     S corporation     Partnership     Trust/estate

LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) \_\_\_\_\_

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

Other (see instructions) \_\_\_\_\_

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . .

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

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

**Social security number**

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OR

**Employer identification number**

9	9	-	0	8	2	5	6	2	1
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**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

**Sign Here** Signature of U.S. person *Fred Mitchell jr*

Date 02/05/2026

**General Instructions**

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

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

**What's New**

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

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

**Purpose of Form**

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

What it *REALLY* takes to get and keep your building clean...

## Work **LOAD**-ing

The Calculated Time to Properly Clean Your Building

Selecting Customized Schedule of Tasks... *for YOUR Building!*



- detail vacuuming
- detail dusting using microfiber cloth
- emptying trash receptacle/replace liner

Using Industry Specific Production Rates... *for THOSE Tasks!*



- detail vacuuming carpeted areas; minutes/area
- detail dusting high & low areas; minutes/area
- emptying trash/replace liner; minutes/area

Identifying and Adjusting... *for KEY Factors!*



- overall size and dimensions by area
- floor type (i.e. carpet, tile) and difficulty
- frequency (i.e. 3x per week, 5 times per week)

### Result

Get your money's worth EVERY week - using cleaners trained to clean for the scheduled amount of time, each visit

# SMA PREP MIDDLE SCHOOL

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## Job Specifications

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### Entrances

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

### School Hallways

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Auto Scrub Hard Surface Floor - 36 in. Scrubber	1 day/wk.
Clean And Polish Drinking Fountains	5 days/wk.

### Offices

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.

Detail Vacuum - Corners And Edges

Monthly

## Meeting Rooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

## Classrooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	1 day/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

## Library

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.

Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

## Music Rooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

## Cafeteria

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean Vending Machines, Walls And Light Switches	5 days/wk.
Arrange Furniture	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Auto Scrub Hard Surface Floor - 36 in. Scrubber	5 days/wk.
Empty And Remove Trash	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.

## Kitchen

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	1 day/wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Wipe Front, Sides And Legs Of Appliances, Dispensing Machines And Work Tables	5 days/wk.

Sweep Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean All Ceiling Vents	Monthly
Empty And Remove Trash	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Clean Ice Machine	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Clean Food Prep Tables And Counters Using Appropriate Cleaner	5 days/wk.
Clean Front And Sides Of Refrigerator	5 days/wk.

## Art Rooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove School Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.

## Staff Lounge

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean Vending Machines, Walls And Light Switches	5 days/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Arrange Furniture	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly
Clean Sinks Using Appropriate Cleaner	5 days/wk.

Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.

## Restrooms

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<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

## Locker Rooms

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<u>Task Description</u>	<u>Service Days</u>
Wipe Clean Fronts And Tops Of Lockers	1 day/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean And Disinfect Showers	5 days/wk.

## Utility Rooms

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	1 day/wk.

## Gym

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<u>Task Description</u>	<u>Service Days</u>
Remove Litter And Dust Bleachers	1 day/wk.
Check For Litter, Spot Dust Bleachers	4 days/wk.
Detail Dust - High And Low Areas - Gym Area	1 day/wk.
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.
Empty And Remove Trash	5 days/wk.

## Other Requirements

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Task DescriptionService Days

Site Supervision

5 days/wk.

Gather Supplies And Equipment For Shift

5 days/wk.

Clean And Arrange Janitor Closet

5 days/wk.

Prepare For The Next Day

5 days/wk.

Turn Off Lights - Per Instructions

5 days/wk.

Shut And Lock Doors, Set Alarm - Per Instructions

5 days/wk.

## TRANSPORTATION SERVICES AGREEMENT

This **Transportation Services Agreement** (the “**Agreement**”) is made this \_\_\_\_ day of \_\_\_\_\_, 2026 (the “**Effective Date**”), by and between The School Board of Sarasota County, Florida, a body corporate existing under the laws of the State of Florida (“**Board**”), Sarasota School of Arts & Sciences, Inc., a Florida not for profit corporation (“**SSAS**”) and Sarasota Military Academy, Inc., a Florida not for profit corporation (“**SMA**”). Board, SSAS and SMA may be referred to herein collectively as the “**Parties**” or singularly as a “**Party**,” collectively as the “**Schools**” or singularly as a “**School**.”

### WITNESSETH:

WHEREAS, SMA and SSAS each operate a charter school within Sarasota County, Florida, pursuant to Section 1002.33, Florida Statutes; and

WHEREAS, recent Sarasota County Schools (the “District”) and/or State requirements have required modifications to middle school start and dismissal times, creating a need for revised transportation arrangements for students attending SMA and SSAS;

WHEREAS, SMA and SSAS desire to collaborate to establish and operate a transportation system to serve their respective students;

WHEREAS, SMA and SSAS have agreed to administer and operate such transportation services on behalf of both Schools, subject to oversight by the Board and compliance with all applicable laws and regulations;

WHEREAS, SSAS will contribute transportation funding as further detailed herein to support the operation of the transportation system administered by SMA;

WHEREAS, SMA and SSAS will acquire certain transportation vehicles to support the program; and

WHEREAS, the Board desires to permit and oversee such transportation services to ensure compliance with applicable laws, policies, and safety standards.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Board and Schools hereby agree as follows:

#### 1. TRANSPORTATION SERVICES.

(a) This purpose of this Agreement is to replace the Board-operated daily route structure previously provided to SMA and SSAS, and establish an independent school-operated transportation system. Accordingly, SMA and SSAS shall administer and operate a transportation program for eligible students enrolled at both SMA and SSAS. Such programs shall include, without limitation: (i) planning and scheduling transportation routes, (ii) operating buses and student transportation vehicles, (iii) hiring, training, and supervising drivers and transportation personnel, (iv) and maintaining vehicles used in the

transportation program.

(b) All transportation services provided pursuant to this Agreement shall comply with applicable provisions of Florida law, rules of the Florida Department of Education, Board policies, and any other applicable federal, state, or local regulations governing student transportation and vehicle safety.

(c) Transportation services may be provided to students enrolled at SMA and SSAS who meet eligibility requirements established by law, Board policy, or the respective Schools. All bus stops and bus routes will be mutually agreed upon within thirty (30) prior to the start of the School Year. Route changes, if approved, will require seven (7) calendar days from the date of request to the date of implementation. Special needs transportation requests must be presented a minimum of fourteen (14) days prior to the requested date of implementation. For purposes of this Agreement, the term "School Year" shall mean the annual academic year as established by the applicable calendar adopted by the School Board of Sarasota County, Florida, as may be amended from time to time.

## 2. VEHICLES.

(a) SMA shall provide seven (7) buses for the private transportation program described herein, to be operated by SMA. SSAS agrees to purchase two (2) fourteen-passenger buses to support the transportation program established under this Agreement. SSAS shall retain ownership of both buses. SSAS shall retain one of the purchased buses for its own operational use within the transportation program and shall lease the second bus to SMA for use in operating the transportation program.

(b) The lease of the bus to SMA shall be for the nominal sum of One Dollar (\$1.00) per year and shall remain in effect for the duration of this Agreement unless otherwise terminated in writing by the Parties. SMA shall be responsible for maintaining the leased vehicle in safe operating condition and in compliance with applicable transportation and safety requirements.

(c) All vehicles used in the transportation program shall be maintained in accordance with manufacturer recommendations, applicable Florida Department of Education transportation requirements, and any applicable safety standards of the Board. For the avoidance of doubt, and except as otherwise explicitly stated herein, SMA shall be responsible for the operation, maintenance, staffing, insurance, and all other associated costs of the seven (7) buses provided by the Board and the one (1) vehicle leased from SSAS. SSAS shall be responsible for the operation, maintenance, staffing, insurance, and all other associated costs of the single bus it operates within the transportation program.

## 3. TRANSPORTATION FUNDING.

(a) SSAS shall remit to SMA one hundred percent (100%) of all transportation Full-Time Equivalent ("FTE") generated by eligible students transported by SMA. Payment shall be made consistent with the Florida Education Finance Program ("FEFP") disbursement schedules and credited to the School through the quarterly earning report, direct remittance, or as otherwise mutually agreed to between Parties. SMA shall utilize such funds solely for transportation-related costs, including, without limitation, driver salaries and benefits, insurance, fuel, maintenance, compliance and administrative costs. SMA shall maintain accurate financial records relating to the receipt and expenditure of such transportation funds and shall make such records available to SSAS and the Board upon reasonable request.

(b) SMA shall be responsible for obtaining additional liability insurance coverage as a result of transporting SSAS students, the cost of which shall be reimbursed to SMA by SSAS within thirty (30) days after delivery of payment for such policy.

(c) SSAS shall reimburse SMA for all reasonable costs incurred in connection with its the operation of the transportation program and transportation of SSAS students. For the first year of this Agreement, such costs are estimated to be no less than One Hundred Thousand Dollars (\$100,000), and shall not to exceed the total amount attributable to annual FTE, as determined based on the applicable annual FTE and actual expenses incurred by SMA.

(d) Upon reasonable request by either Party, and no more than two (2) times in any twelve (12) month period, SMA or SSAS may request an audit of the costs associated with the transportation program contemplated under this Agreement. Any such audit shall be conducted at a mutually agreeable time and in a manner that minimizes disruption to the other Party's operations. The Parties shall cooperate in good faith and provide reasonable access to relevant books, records, and supporting documentation necessary to verify such costs. The results of any audit shall be used by the Parties, in good faith and by mutual agreement, to determine and, if necessary, adjust the appropriate reimbursements to be made under this Agreement.

#### 4. PERSONNEL.

(a) SMA shall recruit, hire, employ, and supervise drivers and any additional personnel required to operate the transportation program described in this Agreement. SMA shall provide drivers for seven (7) buses serving the transportation program, and the one (1) leased bus from SSAS, described below. SSAS shall recruit, hire, employ, and supervise drivers and any additional personnel required to operate the one (1) bus serving the transportation program.

(b) SMA and SSAS shall each be responsible for payment of all salaries, wages, and benefits for such drivers and personnel operating the School's respective bus(es). SMA and SSAS shall also be responsible for ensuring that all drivers possess the required licenses and certifications, have successfully completed all background screening requirements required by law, and meet all training and safety requirements applicable to student transportation personnel.

(c) Any person operating a vehicle transporting students on behalf of SMA and SSAS are defined as a school bus driver and must meet all requirements prior to transporting students. These requirements provide that a driver:

- (i) Must be enrolled in random drug testing with quarterly copies sent to Transportation Department;
- (ii) Must submit forty (40) hour training certificate to Transportation Department;
- (iii) Must have eight (8) hours in-service annually with copies sent to Transportation Department;
- (iv) Must verify drivers have not had a one (1) year break in bus driving service, receiving a forty (40) hour bus driver certification ;
- (v) Possess a current CDL with Passenger, Air Brake and "S" endorsements on file with Transportation Department;
- (vi) Have a valid Medical Examiner Certificate;
- (vii) Provide verification of pre-employment fingerprint screen;
- (viii) Provide verification of pre-employment drug screen;
- (ix) Must perform annual dexterity test on FLDOE form; and,
- (x) Must perform emergency evacuation drills within first six (6) weeks of each semester.

Drivers shall also comply with any additional safety, training, certification, and operational requirements as may be reasonably established or modified by either School from time to time, as well as any applicable requirements imposed or amended by federal, state, or local law, regulation, or other

governmental authority.

5. SAFETY AND COMPLIANCE.

(a) SMA and SSAS shall ensure that the transportation program operates in accordance with applicable safety standards, including requirements relating to driver training, vehicle inspection, maintenance procedures, student safety protocols, and such applicable student codes of conduct promulgated by the Schools, as may be amended from time to time.

(b) The Board retains the right to annually review transportation operations conducted under this Agreement to ensure compliance with applicable laws, policies, and safety standards.

6. INSURANCE AND LIABILITY.

(a) SMA shall obtain and maintain insurance coverage of no less than the following:

(i) Commercial Automobile: \$1,000,000 Combined Single Limit;

(ii) Commercial General Liability: \$1,000,000 Each Occurrence/\$3,000,000 General Aggregate/\$3,000,000 Products Aggregate/\$1,000,000 Personal/Advertising Injury;

(iii) Professional Liability: \$1,000,000 Each Claim / \$3,000,000 Aggregate Limit

(iv) Improper Sexual Conduct and Physical Abuse: \$1,000,000 Each Claim / \$3,000,000 Aggregate Limit

(v) Workers' Compensation: Statutory Coverages with Employers Liability Limits of \$1,000,000 Each Accident / \$1,000,000 Disease Policy Limit / \$1,000,000 Disease Each Employee, or as otherwise required by law;

(vi) Commercial Umbrella: \$1,000,000 Each Occurrence/Claim / \$1,000,000 Aggregate Limit

(b) SMA shall provide proof of such insurance coverage to SSAS and the Board upon reasonable written request and shall ensure that such coverage remains in effect throughout the term of this Agreement.

7. INDEMNIFICATION.

(a) Each Party shall be responsible for its own negligent acts or omissions and those of its officers, employees, and agents to the extent permitted by Florida law. Nothing contained in this Agreement shall be interpreted as requiring a Party to indemnify another Party in a manner that would waive or exceed the limitations of sovereign immunity provided under Florida law.

8. TERMINATION.

(a) This Agreement shall commence on \_\_\_\_\_, 2026 and shall remain in full force and effect unless terminated by the mutual written agreement of the Board, SMA, and SSAS. This Agreement shall automatically renew from year to year without further action by the Parties unless the Parties mutually agree in writing to terminate or modify the Agreement. Notwithstanding anything contained herein to the contrary, this

Agreement may not be terminated later than forty-five (45) days prior to the end of the applicable School Year.

9. NOTICES. Any notice hereunder shall be in writing and shall be deemed to have been properly given when sent by (a) courier; (b) United States Certified Mail, Return Receipt Requested, postage prepaid; (c) a nationally recognized overnight courier, shipping charges prepaid, or (d) electronic mail to the addresses which follow:

BOARD: School Board of Sarasota County, Florida  
Attention: Superintendent  
1960 Landings Blvd.  
Sarasota, FL 34231

With a copy to: The School Board of Sarasota County, Florida  
Director, Transportation Department  
301 Old Venice Road  
Osprey, FL 34229

SSAS: Sarasota School of Arts & Sciences  
Attn: Executive Director and CFO  
717 Central Avenue  
Sarasota, FL 34236

SMA: Sarasota Military Academy  
Attn: CEO and CFO  
801 Orange Avenue N.  
Sarasota, FL 34236

Notices shall be deemed to have been given either at the time of personal delivery, or, in the case of expedited delivery service or mail, as of the date of first attempted delivery on a business day at the address and in the manner provided herein, or, in the case of electronic mail transmission, on the business day that it is sent (so long as the sender retains evidence of transmission) or the first business day following such Party's receipt, if received other than on a business day. A Party's address may be changed by notice to the other Party as provided herein. Notice given by counsel to a Party in accordance with the above shall be deemed given by such Party.

10. GENERAL.

(a) Nothing in this Agreement shall be deemed to waive or otherwise affect any Party's rights to sovereign immunity or the limitations of liability provided under Section 768.28, Florida Statutes, or other applicable law. Each Party shall remain responsible for its own acts and omissions and those of its officers, employees, and agents, to the extent permitted by Florida law.

(b) This Agreement merges all prior negotiations and understandings between the Parties and constitutes their entire agreement regardless of any written or verbal representations of any agent, manager, or other employees of the Parties to the contrary.

(c) As a material inducement for SMA and SSAS to execute this Agreement, Board agrees, at no cost to Board, to fully cooperate with SMA and SSAS in obtaining all necessary permits, licenses, approval or other matters which are necessary to enable SMA and SSAS to establish school-operated bus routes.

(d) The provisions hereof shall inure to the benefit of and be binding upon the Parties hereto and their respective heirs, legal representatives, successors, and assigns.

(e) This Agreement shall be performed and enforced in accordance with the laws of the State of Florida. Exclusive venue for all proceedings in connection with this Agreement shall be Sarasota County, Florida. In the event of a dispute regarding this Agreement, the prevailing Party shall be entitled to recover from the non-prevailing Party attorneys' fees and costs in addition to any other amounts awarded.

(f) Modification, waiver, amendment, discharge or changes of or to this Agreement shall not be valid unless the same is in writing and signed by the Party against whom the enforcement of such modification, waiver, amendment, discharge, or change is sought.

(g) Neither this Agreement, nor any rights or obligations hereunder, may be assigned, delegated, or otherwise transferred by either Party, whether voluntarily, by operation of law, or otherwise, without the prior written consent of the other Party, which may be granted or withheld in such Party's sole discretion. Any purported assignment or transfer in violation of this provision shall be null and void and of no force or effect.

(h) If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and, the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by such illegal, invalid or unenforceable provision or by its severance from this Agreement.

(i) This Agreement may be executed simultaneously in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties agree that this Agreement shall be deemed validly executed and delivered by a Party if a Party executes this Agreement by manual signature or by affixing its signature hereto by means of an electronic signature tool, application, or software (*e.g.* DocuSign).

**11. Waiver of Trial by Jury. BOARD, SMA, AND SSAS HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHTS TO A TRIAL BY JURY IN RESPECT OF ANY ACTION, PROCEEDING OR COUNTERCLAIM BASED ON THIS AGREEMENT OR ARISING OUT OF, UNDER, OR IN CONNECTION WITH THIS AGREEMENT OR ANY DOCUMENT OR INSTRUMENT EXECUTED IN CONNECTION WITH THIS AGREEMENT, OR ANY COURSE OF CONDUCT, COURSE OF DEALING, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTION OF ANY PARTY HERETO. THIS PROVISION IS A MATERIAL INDUCEMENT FOR BOARD, SMA AND SSAS ENTERING INTO THE SUBJECT TRANSACTION.**

*<Remainder of page intentionally left blank.>*

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date.

BOARD:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

SMA:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

SSAS:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

2026-27 |

HOPE  
COMMUNICATION  
RESILIENCE  
WELLNESS  
KINDNESS

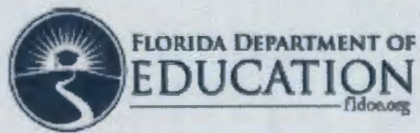


FAMILY  
POSITIVITY  
AWARENESS  
WELLNESS  
MENTAL  
HEALTH

# Sarasota Military Academy

## MENTAL HEALTH APPLICATION

*Mental Health Assistance Allocation Plan*



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# I. Introduction

## Plan Purpose

The purpose of the Mental Health Assistance Allocation (MHAA) is to provide funding to assist school districts in establishing or expanding school-based mental health care; train educators and other school staff in responding to mental health issues; and connect children, youth and families who may experience behavioral health issues with appropriate services.

These funds are allocated annually in the General Appropriations Act to each eligible school district. Each school district shall receive a minimum of \$100,000, with the remaining balance allocated based on each school district's proportionate share of the state's total unweighted full-time equivalent student enrollment.

Charter schools that submit a plan separate from the school district are entitled to a proportionate share of district funding. A charter school plan must comply with all of the provisions of this section, must be approved by the charter school's governing body, and must be provided to the charter school's sponsor. *(Section [s.] 1006.041, Florida Statutes [F.S.]*

## Submission Process and Deadline

The application must be submitted to the Florida Department of Education (FDOE) by **August 1, 2025**.

### There are two submission options for charter schools:

- Option 1: District submission includes charter schools in their application.
- Option 2: Charter school(s) submit a separate application from the district.

## II. MHAA Plan

### A. MHAA Plan Assurances

#### 1. District Assurances

One hundred percent of state funds are used to establish or expand school-based mental health care; train educators and other school staff in detecting and responding to mental health issues; and connect children, youth and families with appropriate behavioral health services.



Other sources of funding will be maximized to provide school-based mental health services (e.g., Medicaid reimbursement, third-party payments and grants).



Collaboration with FDOE to disseminate mental health information and resources to students and families.



A system is included for tracking the number of students at high risk for mental health or co-occurring substance use disorders who received mental health screenings or assessments; the number of students referred to school-based mental health services providers; the number of students referred to community-based mental health services providers; the number of students who received school-based interventions, services or assistance; and the number of students who received community-based interventions, services or assistance.



Mental Health Assistance Allocation Plans for charter schools that opt out of the District's MHAA Plan are reviewed for compliance.



Curriculum and materials purchased using MHAA funds have received a thorough review and all content is in compliance with State Board of Education Rules and Florida Statutes.



The MHAA Plan must be focused on a multi-tiered system of supports to deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses. Section 1006.041, F.S.



## 2. School Board Policies

Students referred to a school-based or community-based mental health services provider, for mental health screening for the identification of mental health concerns and students at risk for mental health disorders are assessed within 15 calendar days of referral.



School-based mental health services are initiated within 15 calendar days of identification and assessment.



Community-based mental health services are initiated within 30 calendar days of referral.



Individuals living in a household with a student receiving services are provided information about behavioral health services through other delivery systems or payors for which such individuals may qualify if such services appear to be needed or enhancements in those individuals' behavioral health would contribute to the improved well-being of the student.



District schools and local mobile response teams use the same suicide screening instrument approved by FDOE pursuant to s. 1012.583, F.S., and Rule 6A-4.0010, Florida Administrative Code.



Assisting a mental health services provider or a behavioral health provider as described in s. 1006.041, F.S., respectively, or a school resource officer or school safety officer who has completed mental health crisis intervention training in attempting to verbally de-escalate a student's crisis situation before initiating an involuntary examination pursuant to s. 394.463, F.S. Such procedures must include strategies to de-escalate a crisis situation for a student with a developmental disability as that term is defined in s. 393.063, F.S.



The requirement that in a student crisis situation, the school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to s. 394.463, F.S., unless the child poses an imminent danger to self or others before initiating an involuntary examination pursuant to s. 394.463, F.S. Such contact may be in person or using telehealth, as defined in s. 456.47, F.S. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, the local mobile response team, or be a direct or contracted school district employee. Note: All initiated involuntary examinations located on school grounds, on school transportation or at a school-sponsored activity must be documented in the Involuntary Examinations and Restraint and Seclusion (IERS) platform.



Parents of students receiving services are provided information about other behavioral health services available through the student's school or local community-based behavioral health service providers. Schools may meet this requirement by providing information about and internet addresses for web-based directories or guides for local behavioral health services.



## B. District Program Implementation

### Evidence-Based Program (EBP)

#### Evidence-Based Program (EBP)

#### Tier(s) of Implementation Tier I

#### Describe the key EBP components that will be implemented.

---

##### Description:

Universal/Prevention: SMA Instructors and support staff will continue utilizing the JROTC curriculum at the High School and the Military Studies curriculum at the Prep Middle School.

The school counselors and faculty provide social skills education and training, using the methods taught by the Youth Mental Health First Aid program and JROTC Approved Curriculum. These occur in classes.

##### Early Identification

Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

##### Early Identification:

SMA Instructors and support staff will continue utilizing the JROTC curriculum, with special emphasis on mental health and substance abuse awareness and prevention, in all grades (9-12). Military Studies (Grades 6-8) course, with emphasis on the congruent character development skills, Leader in Me. Counseling Department: Weekly information for students, parents and guardians via the online SMA Eagle Weekly, including valuable resources on promotion of good mental health practices. SMA faculty and staff can access a free 2-hour online training on suicide prevention for educators.

##### High Risk Students

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

##### High Risk Students:

Reduction in referrals for illegal substances (vape, tobacco, marijuana, etc), behavior and attendance.

Improved academics.

Community awareness as reflected on annual surveys.

Student annual surveys in regards to school culture and safety

### Evidence-Based Program (EBP) #2

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## Evidence-Based Program (EBP)

Tier(s) of Implementation Tier II

### **Describe the key EBP components that will be implemented.**

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**Description:** Targeted Referrals can be made to the SWST and RTI via counselors, ESE services, teachers and parents.

#### **Early Identification**

Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

#### **Early Identification:**

Depending on the severity of the students' needs, the Counseling Department and/or School Psychologist will provide individual or group short-term interventions and/or refer to a mental health/substance abuse community center or contracted school mental health provider.

#### **High Risk Students**

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

#### **High Risk Students:**

Referrals received, monitoring notes compiled weekly and conclusion notes.

Decreased referrals for behavior, attendance and poor academics.

Improved academic performance.

## **Evidence-Based Program (EBP) #3**

### **Evidence-Based Program (EBP)**

**Tier(s) of Implementation** Tier III

**Describe the key EBP components that will be implemented.**

---

**Description:** Intensive Referrals to mental health/substance abuse community agencies or contracted school mental health provider for treatment as appropriate

#### **Early Identification**

Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

#### **Early Identification:**

SMA has contracts with HumanizEDU for an on-site Licensed Mental Health and substance abuse School Psychologist. Other community services include Community Health Exchange and Tidewell. School-based Threat Assessment Team and Re-Entry Plans.

#### **High Risk Students**

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

**High Risk Students:**

SWST notes and reports

Threat Assessment Documents and Safety Plans

Decreased referrals for poor behavior, attendance and academic performance.

Decrease in violent behavior and threats.

Decrease in anxiety, depression and suicidal ideations

## **Evidence-Based Program (EBP) #4**

### **Evidence-Based Program (EBP)**

**Tier(s) of Implementation**

**Describe the key EBP components that will be implemented.**

---

**Description:**

#### **Early Identification**

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Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

**Early Identification:**

**High Risk Students**

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

**Evidence-Based Program (EBP) #5**

**Evidence-Based Program (EBP) #6**

**Evidence-Based Program (EBP)**

**Tier(s) of Implementation**

**Describe the key EBP components that will be implemented.**

---

**Description:**

**Early Identification**

Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

**Early Identification:**

**High Risk Students**

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

High Risk Students:

**Evidence-Based Program (EBP) #7**

**Evidence-Based Program (EBP)**

**Tier(s) of Implementation**

**Describe the key EBP components that will be implemented.**

---

**Description:**

**Early Identification**

Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional or behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social emotional or behavioral problems, depression, anxiety disorders or suicidal tendencies, and how these will assist students dealing with trauma and violence.

---

**Early Identification:**

**High Risk Students**

Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and students at high risk of such diagnoses.

---

High Risk Students:

## C. Direct Employment

### 1. MHAA Plan Direct Employment

#### School Counselor

Current Ratio as of August 1, 2026: 1 :

Prep: 1:387

High School: 2:571

#### School Counselor

2026-2027 proposed Ratio by June 30, 2027:

Prep: 1:338

High School: 2:531

#### School Social Worker

Current Ratio as of August 1, 2026: 1: 958

#### School Social Worker

2026-2027 proposed Ratio by June 30, 2027 1: 869

#### School Psychologist

Current Ratio as of August 1, 2026: 1: 958

#### School Psychologist

2026-2027 proposed Ratio by June 30, 2027 1: 869

#### Other Licensed Mental Health Provider

Current Ratio as of August 1, 2026: 1:

#### Other Licensed Mental Health Provider

2026-2027 proposed Ratio by June 30, 2027: 1:

## 2. Policy, Roles and Responsibilities

Explain how direct employment of school-based mental health services providers (school psychologists, school social workers, school counselors and other licensed mental health professionals) will reduce staff-to-student ratios.

---

The Academy has identified the need to contract with Humanized for a School Psychologist as well as a Mental Health Professional. The School Psychologist and Mental Health Professional are shared between the High School and Middle School campuses.

Describe your district's established policies and procedures to increase the amount of time student services personnel spend providing direct mental health services (e.g., review and revision of staffing allocations based on school or student mental health assistance needs).

---

The Academy has contracts with Humanized, to provide a School Psychologist and Mental Health Professional in order to provide additional resources to our students. Our school counselors spend approximately 75% of their time on direct services.

Describe the role of school-based mental health providers and community-based partners in the implementation of your evidence-based mental health program.

---

SMA support staff will participate in a Multi-Disciplinary team of mental health agencies and other healthcare care providers as necessary to ensure that students' needs are met.

### 3. Community Contracts/Interagency Agreements

List the contracts or interagency agreements with local behavioral health providers or Community Action Team (CAT) services and specify the type of behavioral health services being provided on or off the school campus.

---

HumanizEDU Services Community-Based Provider School Psychologist and Mental Health Professional

Coastal Behavioral Health Coastal Behavioral Health, Inc. Addiction and Substance Abuse Counseling

Safe Children's Coalition Sarasota County YMCA Education, Prevention, Diversion and Child Welfare

Jewish Family and Children JFCS of the Suncoast At-Risk Youth and Family Services.

Tidewell Services/Blue Butterfly Tidewell Family Grief Centers Grief support to families, children and teens ages 5-18.

Sarasota County School Board Student Services Binder

School House Link Helping students in transition attend and succeed in school, Youth Prevention Services

First Step/Lightshare Behavioral Health Substance abuse treatment programs

## D. MHAA Planned Funds and Expenditures

### 1. Allocation Funding Summary

MHAA funds provided in the 2025-2026 Florida Education Finance Program (FEFP):

\$56,985

Unexpended MHAA funds from previous fiscal years:

Grand Total MHAA Funds:

\$56,985

### 2. MHAA planned Funds and Expenditures Form

Please complete the **MHAA planned Funds and Expenditures Form** to verify the use of funds in accordance with s. 1006.041, F.S.

School districts are encouraged to maximize third-party health insurance benefits and Medicaid claiming for services, where appropriate.

## E. District School Board Approval

This application certifies that the School Superintendent and School Board approved the district's MHAA Plan, which outlines the local program and planned expenditures to establish or expand school-based mental health care consistent with the statutory requirements for the MHAA in accordance with s. 1006.041(14), F.S.

**Note:** The charter schools listed below have *Opted Out* of the district's MHAA Plan and are expected to submit their own MHAA Plan to the District for review.

**Charter School Number and Name**

**0074** Sarasota Military Academy, High School and Prep Campuses

**Charter School Number and Name**

**0081** Suncoast School for Innovative Studies

**Charter School Number and Name**

**0083** Sarasota School of Arts and Sciences

**Charter School Number and Name**

**0120** Dreamers Academy

**Charter School Number and Name**

**0090** Island Village Montessori

**Charter School Number and Name**

**0103** Imagine School at North Port

**Charter School Number and Name**

**0113** Sarasota Academy of the Arts

**Charter School Number and Name**

**0100** Sarasota Suncoast Academy

**Charter School Number and Name**

**0122** State College of Florida Collegiate School Venice

**Charter School Number and Name**

**0102** Student Leadership Academy

**Charter School Number and Name**

**0106** Imagine School at Palmer Ranch

**Charter School Number and Name**

**0110** Sky Academy Venice

**Charter School Number and Name**

**0117** Sky Academy Englewood

**Charter School Number and Name**

**1501** College Prep of Wellen Park

**Approval Date:**

**Mental Health Assistance Allocation (MHAA) Plan  
2026-2027**

Draft Due: May 4, 2026

**Planned Funds and Expenditures 2026-27**

District: Sarasota--58

Section 1. MHAA Plan Funding Summary		\$ Amount
Mental Health Assistance Allocation provided in the 2025-2026 Florida Education Finance Program:		\$56,985.00
Unexpended Mental Health Assistance Allocation funds from previous fiscal years.		\$0.00
<b>Total MHAA Plan Funds:</b>		\$56,985.00
Section 2. MHAA Planned Expenditure Summary –Funded by the MHAA Plan		
Profession (of MHAAP Funded Staff)	Total Number of Staff	\$ Amount
School Counselor(s)--DOE Certified:		
School Psychologist(s)--DOE Certified:	2	\$56,985.00
School Social Worker(s)--DOE Certified:		
Other (DOH) Licensed Mental Health Service Providers:		
Mental Health Administrator(s):		
Mental Health Support Staff:		
<b>Total Planned Expenditures for the Employment of Staff/Personnel:</b>		\$56,985.00
Section 3. MHAA Continued Summary of Planned Expenditures		\$ Amount
Expenditures for services provided by community-based mental health program agencies or providers:		\$0.00
Expenditures for the professional development and training:		\$0.00
Expenditures for travel (in-county, out-of-state, and out-of-county):		\$0.00
Expenditures for supplies, materials, and equipment:		\$0.00

Other Expenditures:		\$0.00
<b>Total MHAH Planned Expenditures:</b>		\$56,985.00
<b>Section 4. Allocation Expenditure Summary for Other Expenditures</b>		<b>\$ Amount</b>
		\$0.00

## **Athletic Department Report Board Meeting – May 19, 2026**

SMA athletics has completed the all of the sports seasons for the 2025-2026 school year. Baseball completed a fine season with a winning record of 11-10 and lost in the first round of the district playoffs. The future looks bright for this team as they only graduate 1 senior this year and should have a large core group of returnees for next season. Track and Field completed their season as well with several outstanding individual performances and will be primed for next year as we begin competition past our provisional status and will be eligible for district playoff competition next year.

New classifications have been released by the FHSAA and we are now a 2A school for competition. Classifications are based upon enrollment and the move down to the appropriate class will help from a competitive standpoint as we will now be aligned with schools that more match our size and demographic.

I am keeping an eye on Florida House Bill 731 which may have some impact upon funding and requirements for all intramural and interscholastic extracurricular activities for all high schools. More information will be forthcoming as to it's impact on SMA Athletics as we progress.

Lastly, again I would like to announce that for the second year we will be hosting at the Prep, ***The SMA Boys Basketball Youth Camp*** for 4<sup>th</sup> – 8<sup>th</sup> grade students. The camps run 2 consecutive weeks from 8:00am-12:00pm Monday-Friday. Week 1 is June 1<sup>st</sup> – 5<sup>th</sup>

Week 2 is June 8<sup>th</sup> – 12<sup>th</sup>

Cost per camper is \$150 (includes Reversible jersey, supervision and instruction)

**SARASOTA MILITARY ACADEMY**

Senior Army Instructor  
801 North Orange Avenue  
Sarasota, Florida 34236

19 May 2026

**MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY**

**THRU:** Superintendent Sarasota Military Academy

**SUBJECT:** Significant Activities Report (SAR)

**Significant Activities (APR 2026):**

- **1 MAY 2026: SMA Drill Team:** JROTC National Drill Meet (Daytona Beach, FL)
- **8 MAY 2026: SMA Drill Team:** JCLC IPR (Camp Miles, FL)
- **13 MAY 2026: SMA JROTC DEPT:** JROTC Awards Night (SMA H.S. Campus)
- **15 MAY 2026: SMA Color Guard:** Veterans Brunch (Sarasota )
- **16 MAY 2026: SMA Color Guard:** Senator Scott Service Academy Fair (SMA H.S. Campus)
- **21 MAY 2026: SMA JROTC Color Guard/ Cadet Corps:** SMA Graduation (Bayside Comm Church)
- **22 MAY 2026: SMA Color Guard:** New College of Florida Graduation (Sarasota, FL)
- **25 MAY 2026: SMA JROTC Department & Cadets:** Sarasota Memorial Day Parade (Sarasota, FL)

**Significant Activities (APR 2026):**

- **2-5 JUN 2026: Junior Cadet Leadership Camp (JCLC): Camp Miles** (Punta Gorda, FL)
- **8-30 JUN 2026: End of Year Close-Out / 2026-2027 Prep:** (SMA H.S. Campus)

**SAI Summary and Outlook:**

• **Summary:** SMA Drill Team placed 7th in Color Guard at the US Army JROTC Drill National Competition in Daytona, FL. We also conducted our annual JROTC Awards Ceremony recognizing our outstanding cadets as well as our outgoing seniors. We will close out the school year w/our annual JCLC rotation to Camp Miles Florida. JCLC is a mandatory requirement for all Junior & Senior Leadership positions at SMA. Lastly the department will use the rest of the month to prep for the upcoming school year.

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

# Sarasota Military Academy

## Budget vs. Actuals: FY26 Budget - FY26 P&L

July 2025 - April 2026

10 months in should be at 83%

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
3100 Federal Direct	144,795	210,080	69.00 %
3200 Federal Through State & Local		6,980	
3300 Revenue from State Sources	5,989,327	7,167,048	84.00 %
3400 Revenue from Local Sources	5,232,486	5,896,069	89.00 %
<b>Total Income</b>	<b>\$11,366,609</b>	<b>\$13,280,177</b>	<b>86.00 %</b>
<b>GROSS PROFIT</b>	<b>\$11,366,609</b>	<b>\$13,280,177</b>	<b>86.00 %</b>
<b>Expenses</b>			
4100 Salaries	4,931,780	5,937,623	83.00 %
4200 Employee Benefits	1,625,596	2,104,544	77.00 %
4300 Purchased Services	1,736,156	2,018,404	86.00 %
4400 Energy Services	228,415	244,590	93.00 %
4500 Materials & Supplies	329,541	360,572	91.00 %
4600 Capital Outlay	345,782	337,854	102.00 %
4700 Other Expenses	1,153,040	1,328,302	87.00 %
<b>Total Expenses</b>	<b>\$10,350,310</b>	<b>\$12,331,889</b>	<b>84.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$1,016,299</b>	<b>\$948,288</b>	<b>107.00 %</b>
<b>NET INCOME</b>	<b>\$1,016,299</b>	<b>\$948,288</b>	<b>107.00 %</b>

- April Net Income - (\$144,482)
  - FTE went down from 932.5 to 924.62 with Survey 3
  - End of Year expenses - Graduations, Prom, Semi-Formal, Field trips
  - Dual Enrollment charge \$23,465
  - FLVS bill \$17,836
  - IT Equipment \$20,448
  - Diesel fuel for buses
- Working Capital \$1,331,768; Ratio 2.07