



ST. ANDREW'S EPISCOPAL ACADEMY  
BOARD OF TRUSTEES POLICIES

2015-2016 BOARD OF TRUSTEES POLICIES

ADDENDUMS TO THE BOT POLICIES

- A. ARTICLES OF INCORPORATION
- B. BYLAWS
- C. OPERATING AGREEMENT
- D. STRATEGIC PLAN



# ST. ANDREW'S EPISCOPAL ACADEMY

*St. Andrew's Episcopal Academy  
210 South Indian River Drive  
Fort Pierce, FL 34950*

TABLE OF CONTENTS

0000 Administration ..... 1

    0001 Establishment of Policies..... 1

    0002 Articles..... 1

    0003 Bylaws..... 1

    0004 Operating Agreement (2015) ..... 1

    0005 Church Operations ..... 1

    0006 Governing Agencies ..... 2

    0007 Strategic Plan ..... 2

    0008 Head of Schools ..... 2

    0009 Board of Trustees ..... 2

1000 Program ..... 2

2000 Personnel..... 3

    2001 Employment Defined ..... 3

    2002 Work Year, Work Day Defined for Personnel..... 4

    2003 Contracts: Instructional and Administrative Staff..... 5

    2004 Employment of Instructional Staff..... 6

    2005 Paychecks ..... 8

    2006 Holidays..... 8

    2007 Personal Leave..... 8

    2008 Injury or Illness – in – Line – of – Duty Leave..... 8

    2009 Fitness for Duty and Assigned Temporary Leave ..... 9

    2010 Vacation Leave..... 10

    2011 Jury Duty Leave ..... 10

    2012 Bereavement Leave ..... 10

    2014 Military Leave ..... 10

    2015 Social Security Insurance ..... 10

    2016 Worker’s Compensation Insurance ..... 11

    2017 Defined Contribution Plan ..... 11

    2018 Unemployment Benefits ..... 11

    2019 Conditions for Employment for Instructional Staff..... 11

    2020 Dual Employment..... 12

2021 Conflict of Interest..... 12

2022 Drugs and Alcohol ..... 12

2023 Fraud, Dishonesty, and False Statements ..... 12

2024 Gifts and Gratuities ..... 12

2025 Personnel Files ..... 13

2026 Educator Misconduct ..... 13

2027 Whistleblower and Investigation Policy..... 14

2028 Employee Tuition Remission ..... 15

2029 Tuition Remission and Financial Aid ..... 15

2030 Tuition Discount for Siblings ..... 15

2031 Travel Reimbursement..... 15

3000 Students ..... 16

4000 Finances ..... 16

    4001 Referral Fee..... 16

    4002 Financial Aid..... 16

    4003 Financial Aid Committee..... 17

    4004 Church Scholarship..... 17

    4005 Other Scholarships..... 17

    4006 Uniform Records and Accounts ..... 17

    4007 Electronic Funds Transfer..... 18

    4008 Grant Funds ..... 18

    4009 Public Depository ..... 19

    4010 Borrowing..... 19

    4011 Fiscal Planning..... 19

    4012 Budget Preparation..... 19

    4013 Academy Budget ..... 20

    4014 Procurement Code of Ethics..... 20

    4015 Purchasing and Contracting for Goods, Services, and Construction..... 20

    4016 Contract Approval ..... 22

    4016 Change Orders ..... 26

    4018 Payment of Invoices and Contracts ..... 27

    4019 Expenditures ..... 28

    4020 Payroll Authorization..... 28

    4021 Payroll Deductions..... 29

4023 Professional Consultant Services .....	29
4024 Petty Cash Funds .....	30
4026 Instructional Materials Allocation and Account .....	30
4027 Audits .....	31
4028 Fair Labor Standards Act (FLSA) .....	31
4028 Investment Policy .....	32
4029 Investment Objectives .....	32
4030 Delegation of Authority .....	33
4031 Standards of Prudence .....	33
4032 Ethics and Conflicts of Interest .....	34
4033 Reporting .....	34
4034 Third Part Custodial Agreements .....	34
4036 Investment Program Policy .....	35
4037 Asset Allocation Ranges .....	36
4038 Duties of the Board of Trustees .....	36
4039 Gift Policy .....	37
5000 Property .....	37
6000 Operations .....	37
7000 Community Relations .....	37
7001 Public Information .....	37
7002 Advertising .....	37
7003 School Visitors .....	37
7004 Parent Organizations .....	37
7005 Booster Clubs, and Other Fund-Raising Activities .....	38
7006 Community and Business Partner .....	39

**St. Andrew's Episcopal Academy Board of Trustees Policies**  
**St. Andrew's Episcopal Academy Operational Policies**

The Academy requires accurate and up-to-date policies in order to govern effectively. The Board of Trustees and the Administration comprehensively review existing policies to make certain they are legally compliant with all governing agencies and make adjustments accordingly. Once policies have been adopted, they are incorporated into the policy document. New policies and revisions are noted, citing the date when the Board action was taken. The Head of Schools is responsible for ensuring that all Academy practices are in compliance with the Policies of the St. Andrew's Episcopal Academy Board of Trustees.

---

## 0000 Administration

---

### 0001 Establishment of Policies

The Head of School establishes academic and operating policies. The Board of Trustees establishes Mission-focused, risk management, financial, and employment policies. The Head of Schools is charged with overseeing day- to-day operations and ensuring that all policies are followed. If you have a question about Academy policy, consult with the Head of Schools.

---

### 0002 Articles

The St. Andrew's Episcopal Academy Board of Trustees has a clearly defined set of Articles of Incorporation. [Addendum BOT (A)]

---

### 0003 Bylaws

The St. Andrew's Board of Trustees has established appropriate Bylaws to govern the Academy. [Addendum BOT (B)]

---

### 0004 Operating Agreement (2015)

The St. Andrew's Episcopal Academy Board of Trustees, and the St. Andrew's Episcopal Church have agreed to a mutual Operating Agreement. [Addendum BOT (C)]

---

### 0005 Church Operations

---

The St. Andrew's Episcopal Academy Board of Trustees works within the guidelines of Episcopal Canons and guidelines for Episcopal Schools

### 0006 Governing Agencies

---

### 0007 Strategic Plan

---

St. Andrew's Episcopal Academy commits itself to supporting the mission and vision of St. Andrew's Episcopal Academy through the designed implementation of a strategic plan. [Addendum BOT (D)]

### 0008 Head of Schools

---

School's Right to Amend:

St. Andrew's Episcopal Academy retains the right to amend the handbook at any time. The decisions of the Head of Schools are final regarding any area of school operation.

### 0009 Board of Trustees

---

2015-2016 List of Officers and Members:

Trina Angelone- CEO/Head of Schools

Michelle Lineal- Chair

William Stoddard- Vice Chair

Shawn Merschdorf- Secretary

Larry Clancy- Treasurer

Susan Carver- Assistant Treasurer

Rev. Fr. John Liebler- Trustee

David Gates- Trustee

Alan McGregor- Trustee

Horace Webb- Trustee

## **1000 Program**

The Board of Trustees employs a Head of Schools as the Chief Executive Officer to lead the Academy. The Head of Schools is responsible for the program and the operation of the Academy. The Head will provide an Operation Policy Manual annually.

## 2000 Personnel

### 2001 Employment Defined

---

#### 1. Personnel are classified as follows:

(a) Full-Time Employee - A full-time employee is a person who is employed to work a minimum of 30 hours each week for a period to exceed six (6) months and a minimum of 1,000 annually in an established full-time position. Full-time employees are entitled to all fringe benefits provided by the Academy.

(b) Part-time Employee - A part-time employee is one who is specifically employed to work less than 30 hours each week for a period to exceed six (6) months in an established part-time position. Part-time employees may be eligible for certain benefits, dependent on the number of hours worked per week.

(c) Temporary Employee - A temporary employee is defined as a person appointed to fill an established position but on a temporary basis due to a vacancy or a planned extended absence of a full-time or part-time employee. Temporary employees are entitled to only those benefits mandated by state and/or federal regulations.

(d) Substitute Employee - Substitute employees are those who perform temporary services that are normally performed by a full-time or part-time employee and that are performed during the absence of the full-time or part-time employee. Substitute employees are entitled to only those benefits mandated by state and/or federal regulations.

#### Instructional, administrative, non-certificated, and instructional support personnel shall be defined as follows:

(1) Administrative Personnel - Administrative personnel shall include the Head of Schools, Head of School-Lower School, Head of School-Upper School, Head of Student Affairs, Director of Admissions, Director of Athletics and Activities, Director of Development, Business Manager, Facilities Manager and those who may be employed as professional staff to the Head of Schools.

(2) Instructional Staff - The instructional staff shall be composed of those personnel who are assigned primary responsibility for the direct supervision, instruction, and evaluation of students and shall specifically include the following:

(a) Teachers - Those certificated or licensed personnel assigned primary responsibility for the direct instruction and evaluation of students.



(b) Instructional Support Personnel - Those certificated personnel assigned primary responsibility for special instructional services provided to teachers and students, including counselors, and program specialists.

(c) Non-certificated/Non-degreed Teachers of Career, Technical and Vocational Programs - Those non-certificated/non-degreed personnel employed to render instructional services to students. Qualifications are established on the basis of expertise. The Head of Schools shall ensure that each candidate for employment is qualified and meets employment requirements.

(3) Professional Support Staff - Professional support personnel shall include all clerical, maintenance, custodial, transportation, school food service, teacher paraprofessionals, health paraprofessionals, nurses, and all other specialized or technical employees not required to hold a teaching certificate for the position held.

### 2002 Work Year, Work Day Defined for Personnel

---

#### 1. Work Year:

During a school year there shall be a minimum of one hundred seventy (170) days of instruction for students or the equivalent on an hourly basis and not less than twenty (20) additional days for preschool and post school conferences, preschool and post school work days, professional development days, and Academy events determined by the Head of Schools.

a. Instructional and administrative personnel employed on ten (10) month contracts shall be required to render one hundred ninety (190) days of actual service; instructional and administrative personnel employed on eleven (11) month contracts shall be required to render two hundred ten (210) days of actual service including authorized paid holidays.

b. Instructional and administrative personnel employed on twelve (12) month contracts shall be required to render two hundred fifty (230) days of service including authorized paid holidays, vacation days, and other authorized paid leave.

c. All members of the instructional staff are required to attend all preschool and post school sessions; attend up to three "Academy Sunday" services; participate in and/or attend Chapel services and assemblies; attend/conduct conferences with students and parents; attend department and faculty meetings; serve on committees, assist at Academy events and extra-curricular programs as determined by the Head of Schools. Any person not fulfilling these requirements without authorization from the Head of Schools may have his/her contract terminated or shall have his/her salary reduced according to the number of days of service required under his or her contract.

d. Terms of service of professional support staff are annually determined by the Head of Schools.

## 2. Work Day:

a. During student contract days of the regular school term, ten (10), eleven (11), and twelve (12) month instructional personnel shall be on duty for the period of time specified by the Head of Schools as the working day.

b. The time for personnel to report for duty and setting the beginning and ending time for students is delegated to the Head of Schools.

c. The length and schedule of summer work shall be established annually by the Head of Schools.

d. The length of the work day for administrative personnel shall be that required of the position and determined by the Head of Schools.

e. The length of the work day for professional support staff employees shall be determined by the Head of Schools.

## 2003 Contracts: Instructional and Administrative Staff

---

1. Any person employed as a member of the instructional staff shall hold a valid Florida Teaching Certificate or professional license, except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with the Academy. Any member of the instructional or administrative staff who is willfully absent from duty without approved leave shall forfeit compensation for the time absent, and his or her contract shall be subject to cancellation by the Head of Schools.

2. Contracts with Instructional Staff - Each member of the instructional staff shall receive an annual or a multi-year contract as determined by the Head of Schools. The first year of an initial contract shall be a probationary period during which the employee may be dismissed without cause or may resign without breach of contract. Any contract shall be in accordance with the duly adopted salary schedule of the Academy and shall be for a definite term of service. A true signed copy shall be retained by the Academy in the Business Office.

3. Contracts with Administrative Staff - Each member of the administrative staff on initial employment shall be given a written contract. Renewal of the contract from year to year will be based on an annual review of the services rendered and renewed only when acceptable and satisfactory service has been rendered. The first ninety-seven (97) working days of the initial contract shall be a probationary period

during which the employee may be dismissed without cause or may resign without breach of contract. A true signed copy shall be retained by the Academy in the Business Office.

## 2004 Employment of Instructional Staff

---

St. Andrew's Episcopal Academy recognizes that it is vital to the successful operation of the Academy that positions be filled with highly qualified and competent personnel. Any person employed in an instructional position requiring certification shall possess a valid certificate issued pursuant to Florida law and shall file the certificate with the Academy.

Instructional Staff shall be certified by the State of Florida in the field in which he/she is teaching, be certified in another state and working toward Florida certification, or be eligible for certification and working under a temporary certificate. If there is a change in the certification status during the contract period, the Academy reserves the right to take action up to and including termination. The instructional staff member is required to immediately notify the Head of Schools, in writing, of any changes in certification status.

Instructional Staff exempt from certification requirements under FCIS Standards, either because of the subject area being taught, or because of a degree or industry certification in the field being taught, shall be qualified by the Head of Schools. The Head of Schools shall ensure that each candidate for employment is qualified and meets employment requirements. The Head of Schools shall also conduct employment history checks of all candidates for instructional staff positions. The employment history check shall include, but not be limited to, contacting any previous employer and screening the candidate through the use of the screening tools described in State law, FCIS, and CFESA standards.. If contact with (a) previous employer(s) cannot be made, the Head of Schools shall document the efforts made to do so.

Any instructional staff member's misstatement of fact material to qualification for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315.

### Duties and Minimum Performance Standards:

a. Teach efficiently and faithfully, using the prescribed materials and methods

- b. Work for student achievement using every opportunity to instill the principles of truth, honesty, character, and patriotism;
- c. Treat students respectfully, administering discipline in accordance with Academy policy;
- d. Encourage students to observe personal cleanliness, neatness, and good manners and requiring students to observe promptness, to avoid vulgarity and profanity, and to cultivate a regard for the rights and feelings of others, and responsibilities and duties as citizens;
- e. Adhere to a strict code of confidentiality regarding Academy affairs and incidents involving students or colleagues, and demonstrating respect for others;
- f. Comply faithfully with all Academy policies, in addition to rules and regulations promulgated by the Academy, including but not limited to:
- teaching such classes as assigned
  - maintaining current and appropriate lesson plans
  - maintaining all required/appropriate records
  - participating in curriculum planning and evaluation
  - meeting standards of effective instruction
  - making any and all reports which may be required
- g. Support the Mission on St. Andrew's Episcopal Church and St. Andrew's Episcopal Academy;
- h. Serve as an ambassador of the Academy at all times by maintaining a dignified and professional demeanor.
- i. Speak positively about the Academy to students, parents, and community.
- j. Not teach or speak against the theology or worship of the Episcopal Church;
- k. Lead students in prayer;
- l. Work faithfully to execute the goal of providing academic excellence in a Christian environment.
- m. Follow the direction of the Head of Schools in cooperation with the Rector of St. Andrew's Episcopal Church or his/her designee, in matters related to the spiritual direction of the school including but not limited to school worship, Christian Education, Character related education, and classroom prayer.
- n. Communicate effectively and in a timely manner with parents.
- o. Use all available technology to the fullest extent possible

- p. Fully utilize the Academy's software
- q. Continue professional development at a level acceptable to the Head of Schools
- r. Protect Academy property
  - s. Deliver, on closing or suspending of school, all keys, records and reports, and accounting for all other school property to the Head of Schools or designated administrator;

### 2005 Paychecks

---

All employees will be paid via direct deposit, semi-monthly in 24 payments. Payroll vouchers are distributed on the 15<sup>th</sup> and the last day of each month.

### 2006 Holidays

---

The annual School calendar will be the source for determining which holidays are observed each year. All full-time employees will receive recognized School holidays off with pay, any time the holiday falls on a regular work day. Part-time employees are not eligible for paid holidays.

### 2007 Personal Leave

---

Each full-time employee is granted up to (10) days of leave per academic year, (5) of which may be used for Personal. This time may be used for illness, family illness, doctor's appointments, or personal business. Employees are not paid for unused leave when they cease employment. Excessive absenteeism or tardiness can result in discipline up to and including discharge.

An employee may be granted an extended leave of absence without pay for extenuating illness, birth/adoption, or other weighty reason at the sole discretion of the Head of Schools. If an extended leave is granted, it does not guarantee that the employee will be returned to active employment; or if returned, that the employee will be returned to the employee's former position. There is no obligation to reinstate the employee to active employment if the services of the employee are no longer needed in the Head of Schools' sole judgment unless otherwise legally required. Employees returning from leave as a result of physical or mental illness or disability must provide a medical statement, from an approved physician, that the employee is mentally and physically able to perform the duties of the job without restriction.

### 2008 Injury or Illness – in – Line – of – Duty Leave

---

Absences due to on-the-job injury or illness as defined by the Workers' Compensation Act shall not be charged against an employee's personal leave and the employee will be entitled to the benefits provided by the Workers' Compensation Act. However, at the incapacitated employee's request, and with the approval of the Head of Schools, the employee may be granted use of personal leave to supplement Workers' Compensation benefits to prevent a loss of income. The combined total of Workers' Compensation benefits and payments for granted personal leave shall not exceed the employee's regular salary.

Injury or Illness-in-Line of Duty Leave of Absence requires a certificate signed by a licensed and authorized physician stating that the employee is unable to perform his/her contractual duties because of the on-the-job injury or illness.

Employees returning from Injury or Illness-in-Line of Duty Leave must provide a medical statement, from the authorized treating physician that the employee is able to return to full duty without restriction.

### 2009 Fitness for Duty and Assigned Temporary Leave

If the Head of Schools believes a staff member is unable to perform essential functions of the position to which the staff member is assigned, with or without reasonable accommodations, the staff member will be offered the opportunity for a meeting to discuss these issues. The Head of Schools may require a staff member to submit to an appropriate examination by an authorized health provider to determine whether or not the staff member is able to perform essential functions of the position to which the staff member is assigned, with or without reasonable accommodations.

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Head of Schools and to allow the Head of Schools to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action.

Pursuant to State law and in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law.

At the discretion of the Head of Schools, a staff member may be placed on a leave of absence related to fitness for duty. Such leave shall be without pay; however, the employee may use accrued leave, if available. Furthermore, the Head of Schools may dismiss the staff member based upon the results of the medical examination.

### 2010 Vacation Leave

All full-time 12-month employees are entitled to ten (10) days of paid vacation leave during each full year of continuous employment. Five (5) of these days must be taken during the summer break.

Vacation leave must be taken and pay in lieu of time off is not permitted. All vacation leave must be taken within one year of the date it is earned and may not be carried forward to future years. Vacation leave may not be accumulated from year to year. No vacation pay will be paid to employees who do not take vacation leave within the year they are eligible. Vacation leave must be scheduled and approved by the Head of Schools.

### 2011 Jury Duty Leave

Absences for jury duty are not counted against leave days.

Employees called to jury duty by official order during regular school days, must notify Administration immediately and also provide an official copy of the notification to service.

If released from jury service before the end of a regularly scheduled work day, employees are expected to report to work if a reasonable period of time remains in the work day. Documentation from the court clerk reflecting dates spent on jury duty must be provided upon return to work.

### 2012 Bereavement Leave

Full-time employees are eligible to receive three (3) days paid bereavement leave in addition to other leave benefits in the event of absence during regularly scheduled work days due to the death or funeral of a family member. The Head of Schools shall have discretion regarding the application of this policy.

### 2014 Military Leave

Military Leave shall be granted in accordance with the law.

### 2015 Social Security Insurance

The Academy provides Social Security coverage. The employee is required to contribute matching Social Security taxes through payroll deduction.

## 2016 Worker's Compensation Insurance

---

The Academy carries Worker's Compensation insurance covering all employees. On-the-job injuries must be reported to the Business Office immediately, or as soon as reasonably possible, but in all cases, by the end of the school day.

## 2017 Defined Contribution Plan

---

Employees in the second year of continuous full-time employment are eligible to participate in the Defined Contribution Plan. The Academy contributes the amount equal to five percent (5%) of the employee's salary, and the employee may contribute up to an amount equal to four percent (4%) of the employee's salary to the Plan.

## 2018 Unemployment Benefits

---

The Academy does not contribute to unemployment insurance and terminated employees are not eligible for this benefit.

## 2019 Conditions for Employment for Instructional Staff

---

Applicants for employment or re-employment must submit an employment application, a copy of the social security card with correct name, and a minimum of three (3) acceptable references. Candidates shall meet the School Board's hiring guidelines and employment prerequisites prior to consideration for any vacancy.

False or misleading statements or answers or omissions made by a person in connection with seeking employment may bar a person from employment with the Academy or, if discovered after employment, may result in disciplinary action, including termination.

Candidates who have been offered a position must meet employment prerequisites including a negative drug test and a criminal background check. Candidates must provide appropriate documents related to job requirements, employment, and benefits. Employees whose assignment entails driving shall maintain a current and valid Florida Drivers' License.

The Head of Schools shall develop appropriate employment procedures governing the recruitment, screening, selection, appointment, and employment of all personnel consistent with law and Academy policies.



## 2020 Dual Employment

---

No employee may be employed in any other position or capacity whatsoever during the contract period, except with written advance permission of the Head of Schools.

## 2021 Conflict of Interest

---

Employees are prohibited from contracting or transacting business with any individual or company from which they may receive a personal or financial interest without prior approval of the Head of Schools.

## 2022 Drugs and Alcohol

---

Alcohol abuse, the use of illegal drugs, or the non-prescription use of controlled substances, is not permitted at the Academy. An employee may be asked to submit to drug screens, blood alcohol tests, breathalyzer tests, or medical examinations if suspected of working or reporting to work with intoxicants in their systems, suffer an on-the-job injury or are involved in an accident at work, or in connection with a routine fitness-for-duty examination. The presence of illegal drugs or prescription drugs that have not been obtained under, or are in excess of, a physician's order is a violation of Academy policy, regardless of when consumption occurred. Refusal to undergo testing may result in dismissal.

Alcohol may not be used on campus without the prior approval of the Head of Schools or the Rector. Alcohol abuse or intoxication is not permitted on campus or at any school sponsored event. When alcoholic beverages are served at a school event, an equally attractive alternative must also be served, and appropriate labels must be provided.

## 2023 Fraud, Dishonesty, and False Statements

---

Falsification of any information (employment application, professional credentials, medical history record, invoices, time record, grade report, student test papers, standardized testing results, student admission application, or any official document) is prohibited. Violation of this policy may result in disciplinary action, up to and including termination, notifying law enforcement agencies, notifying the Professional Standards Board at the Florida Department of Education, and legal action.

## 2024 Gifts and Gratuities

---

Employees are prohibited from requesting or soliciting any personal gift or gratuity from anyone associated with the Academy. Employees are not permitted to accept a gift valued at over \$250.00 without the express authorization of the Head of Schools.

## 2025 Personnel Files

---

A personnel file shall be maintained by the Business Office on each employee. The records shall include:

- (a) Employment application
- (b) References
- (c) Performance evaluations
- (d) Letters of commendation, reprimand, etc.
- (e) Official transcripts
- (f) Teaching certificate, if applicable.
- (g) Documentation of Professional Development
- (h) Documentation of any mandatory training/education
- (i) I-9 form
- (j) Correct and current name, address, and phone number.
- (k) Emergency contact information

## 2026 Educator Misconduct

---

As required by the provisions of State Board of Education Rule F.A.C. 6B-1.006(5) and the Principles of Professional Conduct of the Education Profession in Florida, an instructional employee is required to self-report within forty-eight (48) hours any arrests/charges. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this policy, the Academy shall comply with the confidentiality provisions in Florida statutes.

Furthermore, all legally sufficient complaints against a member of the instructional staff shall be reported to the Department of Education within thirty (30) days after the date on which the subject matter of the complaint comes to the attention of the Academy or the office of the Head of Schools. A complaint is legally sufficient for reporting if the subject matter of the complaint includes any of the grounds for discipline or dismissal set forth in Florida statutes.

The Head of Schools shall require that all legally sufficient complaints are timely filed in writing with the Department of Education. The Head of Schools shall file with the Department of Education all information relating to the complaint which is known to the Head of Schools at the time of filing. Additionally, the Academy will

abide by the procedures for mandatory reporting of alleged misconduct by instructional personnel to the Florida Department of Education.

## 2027 Whistleblower and Investigation Policy

For the purpose of this policy, a "Law" shall mean any applicable federal, state, or local law or regulation, any applicable Diocesan canon, standard or policy, or any Academy Bylaw or policy.

Employees and other representatives of the Academy must comply with all applicable "Laws" as defined above.

If any employee reasonably believes that an employee or other agent of the Academy is conducting the affairs of the Academy in violation of Law, as defined above, the employee is encouraged to make a written or verbal complaint to the Head of School, the Chair of the Board of Trustees, or the Rector. The employee submitting the complaint will be notified of receipt of the report. Concerns may be reported anonymously; however, since there will be no identified employee to contact for further information about the report, anonymous reports must contain detailed information as to the time, date, and nature of the reported activity and no acknowledgement will be provided.

The Head, Chair, or Rector who receives the complaint shall report the complaint to the Executive Committee of the Board of Trustees, excluding any individual who may be the subject of the complaint. The Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations. The Committee shall conduct a preliminary investigation for the purpose of determining whether the complaint has merit. If merit is found, the Committee may choose to conduct an external investigation. Appropriate corrective action will be recommended to the Board of Trustees and the Head of School if warranted by the investigation.

Making a complaint that proves to have been made maliciously, recklessly, or with the knowledge that the allegations are false will be viewed as a serious disciplinary offense and may result in disciplinary actions, up to and including termination of employment or dismissal.

All submissions, inquiries, and discussions will be kept confidential to the extent possible and consistent with the need to conduct an adequate investigation. In addition, confidentiality may not be maintained where identification is required by law. Disclosure of reports of concerns to individuals in the investigation will be viewed as a serious disciplinary offense.

An employee is protected from retaliation only if the employee brings the alleged violation of Law to the attention of the Head, Chair, or Rector and provides such with a reasonable opportunity to investigate and correct the alleged violation of Law. The protection described below is only available to employees who comply with this requirement.

The Academy will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the Academy or one of its employees or agents on the basis of a reasonable belief that the practice is in violation of a Law.

Any trustee, employee, intern, or other volunteer who retaliated against an employee who has reported a concern in accordance with this policy or who, in good faith, has cooperated in the investigation of a reported concern, is subject to discipline, including termination of employment or volunteer status.

### 2028 Employee Tuition Remission

---

The Board of Trustees offers tuition remission to employees whose children are admitted and enrolled in the Academy. Such remission is applied to tuition, only. The employee is responsible for all other fees. The Board periodically reviews and adjusts the percentage of reduction in tuition for its employees. The Head of Schools is responsible for implementing the Board's tuition remission policy.

### 2029 Tuition Remission and Financial Aid

---

If an employee is eligible for any outside form of financial aid, including scholarships, the benefit of Tuition Remission will be applied to the outstanding tuition, only. The employee shall be responsible for all other fees.

### 2030 Tuition Discount for Siblings

---

Families with multiple children enrolled at the Academy are eligible for a sibling discount. The first child must pay full tuition. The second child receives a 5% discount on tuition, only. The third child receives a 10% discount on tuition, only. All additional children receive a 10% discount on tuition, only. Employees of the Academy electing to use tuition remission are not eligible for Tuition Discount for Siblings.

### 2031 Travel Reimbursement

---

The Board of Trustees supports and encourages staff participation at conferences, professional training and other school-related business, including accompanying students for competitions and educational experiences. Upon return from pre-

approved travel, a Travel Expense Report must be completed. All receipts and relevant paperwork must be included. The Report must be approved by the Head of Schools and returned to the Business Office. Reimbursement for mileage shall comply with IRS Standard mileage standards and shall not exceed. Meal allowance and lodging expenses shall be set by the Head of Schools based on the published rates of neighboring school system and are included in the policies of the Academy. Out of state travel expense shall be pre-approved by the Head of Schools and may be adjusted beyond the standard reimbursement

### **3000 Students**

The Board of Trustees employs a Head of Schools as the Chief Executive Officer to lead the Academy. The Head of Schools is responsible for the program and the operation of the Academy. The Head will provide an Operation Policy Manual annually. [Addendum BOT (E)]

### **4000 Finances**

#### **4001 Referral Fee**

Families referring new families, whose children are admitted to the Academy on a full-time basis, are eligible for a referral fee for no more than two (2) referrals. The amount is established by the Board of Trustees and is periodically reviewed. Employees of the Academy and their immediate family members are not eligible for referral fees.

#### **4002 Financial Aid**

As part of its mission as an Episcopal School and in support of the tenants of the Episcopal Church, the Board of Trustees acknowledges the need to recruit and retain families of differing cultures, races and socio-economic backgrounds in support of its goal of creating a diverse school community. As a result, the Board annually identifies a sum of money for financial aid to families. That amount appears in the Academy's annual Operating Budget. The percent of applicable aid to be awarded to any student shall be based on the age/grade of the student and determined by the Financial Aid Committee in consultation with the Head of Schools. Any and all awards must conform to the Academy's published Financial Aid policy, including the required application through a third party screening process.

#### 4003 Financial Aid Committee

---

In the spring of each year, a Financial Aid Committee, comprised of two Board members, the Business Officer and the Head of Schools, will meet to determine financial aid awards for the upcoming academic year. The Chair of the Board will identify those Board members. It is understood that any and all information presented at that meeting shall be completely confidential in nature.

#### 4004 Church Scholarship

---

As part of the Operating Agreement of 2015 [Addendum BOT (C)] between St. Andrew's Episcopal Church and St. Andrew's Episcopal Academy, the Academy offers an annual \$10,000 scholarship fund to the Church to support parish families and employees who wish to enroll their children in the Academy. The Church has full authority over the distribution of this fund.

#### 4005 Other Scholarships

---

At any time the Board may receive scholarship funds through donations to the Academy Development Office, these funds will be distributed as designated by the donor, and if no criteria have been specified, the Board will authorize the Head of Schools to determine the scholarship guidelines for such donations.

#### 4006 Uniform Records and Accounts

---

The Board of Trustees and the Head of Schools, shall provide for keeping or having kept accurate records of all financial transactions and the making of all needed or required reports in the proper form as required by law and by Title I, Canon 7 of The Canons of the Protestant Episcopal Church in the United States of America in accordance with generally accepted accounting principles. Sound business principles and procedures are to be observed.

- a. Method of Accounting
  - i. The Academy's system of accounting shall comply with all requirements of the Financial Accounting Standards Board and Federal and State Single Audit requirements if applicable.
  - ii. Fund balances shall be maintained by those that are restricted and those that are unrestricted and available for any purpose.
  - iii. The Board of Trustees authorizes the auditors and directs its administrative staff to take all steps necessary to comply with the requirements of Financial Accounting Standards Board and Federal and State Audit Requirements if applicable.

- b. Audits
  - i. School and department internal funds shall be audited at least annually by an independent CPA firm. These audits shall be based on generally accepted auditing standards. Federal and State laws and regulations, and the Board of Trustee Policies.
  - ii. An annual audit of St. Andrew's Episcopal Academy shall be performed by an Independent CPA firm with the results reported to the Board of Trustees
  - iii. An audit of internal and club accounts by an independent CPA firm shall be performed as well and reported to the Board of Trustees.
  - iv. All school store stock shall be inventoried annually to ensure adequate control and inventory.

#### 4007 Electronic Funds Transfer

The Board of Trustees authorizes electronic fund transfers (EFT) for any purposes including direct deposit, wire transfer, withdrawal, investment, or payment, provided such EFT's are consistent with the provisions of existing laws.

Upon the recommendations of the Head of Schools; the Board of Trustees shall approve a written agreement with financial institutions with whom EFT's will be made. Such agreements shall set forth internal controls that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

- a. The title of the bank account(s) subject to the agreements shall be specified
- b. The manual signatures of the Head of Schools Treasurer, and an authorized member of the Executive Committee. A requirement that the Academy maintain documentation signed by the initiator and authorizer of the EFT'S to confirm the authenticity of the EFT's.

#### 4008 Grant Funds

The Head of Schools shall review grant opportunities and authorize development of proposals

##### Grant Proposal Development

- a. All grant proposals shall support Board goals or priorities.

- b. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.
- c. The Head of Schools should keep the Board apprised of grant awards.

#### 4009 Public Depository

---

All funds shall be deposited in a qualified public depository and approved by the Finance Committee.

#### 4010 Borrowing

---

The Board of Trustees shall approve any borrowing for any purpose for the St. Andrew's Episcopal Academy. Borrowing shall confer with the terms set forth in the Bylaws. Funds shall be borrowed from the responsible institution offering the most favorable terms

#### 4011 Fiscal Planning

---

- a. The Finance Committee shall collect and assemble the information necessary for the Board of Trustees to discharge its responsibility for the fiscal management of the Academy and to plan for the financial needs of the educational program to the Head of Schools. The Board shall also maintain both short and long range projections of the Academy's financial requirements.
- b. In addition, the Head of Schools shall also develop a Five (5) Year Capital Work Program and a Five (5) Year Long-Range Budget Projection.
- c. The Head of Schools shall develop and update as needed, the administrative procedures necessary to provide for the regular review of the fiscal budget, Five (5) Year Capital Work Program, and the Five (5) Year Long- Range Budget Projection.
- d. Costs shall be contained, where possible, so that annual expenditures do not exceed the annual resources. Furthermore, the Board shall strive to maintain a fund balance in its operating funds equal to twenty percent (20%) of the annual budget.

#### 4012 Budget Preparation

---



- a. The Academy's operation and educational plan is reflected in its budget. The financial activities of the Academy shall be carried out in accordance with the budget that is recommended by the Head of Schools and adopted by the Board of Trustees.
- b. As required by policy 4011- Fiscal Planning, the budget shall include budgeted reserves.
- c. Furthermore, the School Food Service Operation shall be operated on a self-supporting basis. The prices for meals shall, therefore, be maintained at a level adequate to sustain a balanced budget.
- d. During the school year, line item budget transfers shall be presented to the Finance Committee. Year-end overruns shall be corrected by budget transfers and included in end-of-year financials to be approved by the Board, no later than 30 days after the fiscal school year ends.

#### 4013 Academy Budget

- a. Implementation of Budget:  
Implementation of the official budget shall give appropriations and reserves therein the force and effect of fixed appropriations and reserves, and the same shall not be altered, amended, or exceeded except as authorized.
- b. Head of Schools Ending Funds Balance:  
The Head of Schools shall provide material to the Finance Committee if appropriations are going to be exceeded, and existing fund balance will be used. A plan shall be developed and submitted to the Board regarding how the financial emergency will be controlled or avoided.

#### 4014 Procurement Code of Ethics

The Board of Trustees hereby adopts the Florida Code of Ethics for Public Officers and Employees, as the procurement code of ethics for the Academy.

#### 4015 Purchasing and Contracting for Goods, Services, and Construction

- a. Any Academy employee who has purchasing authority shall consider first the interests of the Board of Trustees in all purchases and seek to obtain the maximum value for each dollar expended, not solicit or accept any gifts or gratuities from present potential suppliers which might influence or appear to influence purchasing decisions. [See Board of Trustees Policy Number 2024]

- b. No person, unless authorized to do so under this policy, may make any purchase or enter into any contract involving the use of school funds.
- c. Scope:

This policy shall generally apply to the Academy's purchase of products and services, except it shall not apply to:

  - i. Employment Contracts
  - ii. Acquisition of architectural, engineering, landscape architectural, construction management at risk, registered surveying and mapping, or other services pursuant to Policy
  - iii. Casualty/ Property Insurance
  - iv. Acquisition of auditing services
  - v. Acquisition of professional consultant services, including but not limited to services of lawyers, accountants, financial consultants, public relations consultants, marketing consultants, advertising consultants, and other business or operational consultants.
- d. Definitions:
  - i. The term "competitive solicitation" shall be defined for the purposes of this policy to include purchasing made through the issuance of an invitation to bid, request for proposals, and invitation to negotiate.
  - ii. "Invitation to bid" shall be defined for the purposes of this policy as a written solicitation for the competitive sealed bids. The invitation to bid is used when the Academy is capable of specifically defining the scope of work for which a contractual service is required or when the Academy is capable of specifically defining the scope of work for which a contractual service is required or when the Academy is capable of establishing precise specifications defining the actual commodity or group of commodities required.
  - iii. "Invitation to negotiate" shall be defined for the purpose of this policy as a written solicitation for competitive sealed replies to select one (1) or more vendors with which to commence negotiations for the procurement of commodities or contractual services. The invitation to negotiate is used when the Academy determines that negotiations may be necessary for it to receive the best value.

- iv. The term “proposer” shall be defined for the purposes of this policy to include those vendors submitting bids or responses to a competitive solicitation.
- v. “Request for proposals” shall be defined for the purposes of this policy as a written solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for the Academy to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required.
- vi. “Request for Quotations” shall be defined for the purposes of this policy as an informal process to solicit.

## 4016 Contract Approval

---

- a. Contracts shall be approved and executed as follows:
  - i. Head of Schools/ Designee:

The Head of Schools or designee(s) are authorized to approve and execute contracts on behalf of the Academy involving expenditure of funds in an amount up to the applicable appropriation within the Academy budget and contract is otherwise in compliance with applicable procedures, policies, and law.
  - ii. School Board Approval:

Except as expressly provided herein, the Board shall approve and execute all contracts on behalf of the Academy involving expenditure of funds in an amount greater than the amount indicated in section A of this policy.
- b. Purchase Order Approval
  - i. Contracts:

The approval of a contract in accordance with above authorizes the Head of Schools to approve and issue any purchase order required to fulfill the Academy's obligation under approved contract without further action of the Board.
  - ii. Bids/Exceptions

The Head of Schools is authorized to issue purchase orders in accordance with bids awarded pursuant to below without further action of the Board so long as the obligation created does not exceed the applicable appropriation within the Academy's budget. The Head of Schools/ designee shall inform the Board at the time of the bid awarded if the appropriation is exceeded. The Finance Committee will be responsible for soliciting bids for property/ casualty insurance, and will make recommendation to the Head of Schools, the Head of Schools shall accept

the recommendation up to the appropriation within the Academy's budget, if the recommendation exceeds the appropriation, the Finance Committee must seek Board approval for the allocations of additional funds.

c. Competitive Solicitation Requirements for Goods and Services Other Than Construction Contracting:

Except as authorized by law or policy, competitive solicitations shall be requested from three (3) or more sources for any authorized commodities or contractual services in an amount greater than the amount established for purchase; Provided construction contracts shall be governed by Construction Contracting and Bidding below. The Academy may not divide the procurement of commodities or contractual services so as to avoid the monetary threshold requirement. The Board of Trustees, by policy, shall set this amount or a lesser amount and shall establish purchasing policy relative to purchases of a dollar value less than this formal monetary threshold.

i. Bid Solutions:

The Head of Schools is authorized to issue invitations for bids

ii. Bid Opening:

Bids will be opened in the office designated in the bid advertisement with the Head of Schools or his/her designee and at least one (1) other Academy employee present.

iii. Bid Rejection:

The Board may reject any or all bids and request new bids. In the acceptance of Bids, the Board shall award the bid to the responsible and responsive bidder that submits the lowest responsive bid meeting the requirements and criteria set forth in the invitation to bid.

iv. Bid Award:

In acceptance of responses to invitations to the bid, the Board may accept the proposal of the lowest responsive, responsible bidder.

d. Identical/Tied Bids:

In the event two (2) or more local vendors present exact low bids and the dollar award is not a criterion, the successful bidder shall be selected by applying the following criteria in order:

- i. Drug- free workplace program in accordance with Florida law
- ii. Minority Business Enterprise ( MBE )
- iii. Veteran Business enterprise, certified by the State of Florida Department of Management Services.
- iv. By lot or other method the Board may select.

As authorized by F.S. 295.187. "The Florida Veteran Business Enterprise Act". The Board may provide a vendor preference in favor of certified veteran business enterprises.

e. Exception to the Competitive Bidding Requirements:

Notwithstanding anything herein to the contrary, there shall be no requirement to solicit bids and any such requirement is expressly waived for the following:

- i. The purchase by the Board of professional consulting services shall include but not be limited to services of lawyers, accountants, financial consultants, advertising consultants, and other business or operational consultants.
- ii. The purchase by the Academy and any type of the copyrighted materials includes, without limitation, educational text, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, DVDs, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the State, a governmental agency or a recognized educational institution.
- iii. If less than two (2) responsive proposals for commodities or contractual services are received, the Academy may negotiate on the best terms and conditions or decide to reject all proposals. The Academy shall document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the Academy in lieu of resoliciting proposals, and report those reasons to the Finance Committee.
- iv. Acquisition of information technology resources whether by purchase, lease, lease with option to purchase, rental, or otherwise may be by direct negotiation and contract with a vendor or supplier, as best fits the needs of the Academy as determined by the Head of Schools.
- v. Purchases of insurance, risk management programs, or contracting with third party administrators for insurance related services.
- vi. Purchases of food products and other ancillary food operations.
- vii. Emergency purchase of commodities or contractual services when the Head of Schools determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the Academy requires emergency action. After such a written determination has been

made, the Head of Schools may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without requested competitive solicitations. All emergency purchase made as an exception to competitive bidding shall be summarized and presented to the Board for ratification

- v. Commodities or contractual services available only from a single source may be exempted from the competitive solicitation requirements
- vi. Direct purchases of construction project material by the Academy, on behalf of the awarded construction contractor/manager, directly from vendors to take advantage of the Academy's "Sales tax" exempt status.
- vii. A contract for regulated utilities or government franchised services may be awarded without competitive solicitations.

f. Construction Contracting and Bidding:

i. Scope:

This section of policy shall generally apply to contracts for construction projects which shall mean contracts funded with capital outlay funds which relate to new construction, additions, remodeling, or renovations of capital improvements relating to such activities; except it shall not apply to:

- 1. Acquisition of architectural, engineering, landscape architectural, construction management at risk, design-build, total program management, or surveying and mapping services.

ii. Contract execution:

Contracts governed by this section shall be awarded to the lowest responsible bidder, considering base bid and accepted alternatives; and executed pursuant to Contract Approval above. Award of bids by the Board shall only represent an identification by the Board that a bid represents the lowest responsible bid received by the Academy. Award of bids shall not create a binding obligation on the Board, and no obligation shall be created or imposed on the Academy until such time as the Board Chair/designee executes a contract in a form satisfactory to the Academy.

iii. Competitive Solicitation Requirements for Construction Contracting:

Contracts governed by this policy shall be approved and executed as set forth below. A "construction project" shall be deemed to include a single contract or group of contracts which is directly connected in terms of time, location, or services such that a reasonable person would consider the services to be provided as a single project.

1. Projects involving expenditures up to \$50,000, which do not require architect/ engineering services, the Academy may negotiate directly with potential service providers and is encouraged to secure several quotes.
- iv. Bid Solicitation Required:
  1. Contracts governed by this subsection shall be advertised in conformance with procedures outlined in this section.
  2. The Academy reserves the right in its sole discretion to reject all bids and to waive technicalities in any and all bids.
  3. Contractors under this subsection shall be required to submit payment and performance bonds prior to issuance of a notice to proceed.

The Buildings and Grounds Committee, in conjunction with the Finance Committee shall recommend to the Head of Schools whether contracts for construction/ renovation or remodeling will use the regular bid process or a design build process. The Buildings and Grounds committee will make a recommendation to the Finance Committee which will proceed with the process and provide oversight, definition and recommendations to the Head of Schools for award of a final contract.

### 4016 Change Orders

---

The Board believes the thoughtful planning should minimize the change orders that are necessary to a construction contract for any construction or renovation project, but recognizes that all circumstances that might necessitate such changes cannot be anticipated. Therefore, this policy is established to prescribe the manner in which said change orders shall be approved and executed.

The contractor proposing a change order to the construction contract shall, prior to commencing the work involved, provide accurate cost data in sufficient detail to enable the Building's and Grounds Committee, and the architect and/or engineer involved with the project to evaluate the proposal. The evaluation shall confirm the accuracy of the estimate by establishing a fair market value of the costs for all labor, material, equipment, and incidentals required to accomplish the change.

For all proposed change orders, the architect or engineer of record for the project shall certify in writing to the Head of Schools and the Board that the cost of the requested change is fair, reasonable, and in proper proportion to the cost of the original work covered by the contract and shall recommend action thereon.

The Buildings and Grounds Committee shall present recommended change orders to the Finance Committee, the Finance Committee shall review any change orders and make recommendations to the Head of Schools. The Head of Schools is authorized to approve and execute any construction contract Change Order that will increase the construction contract amount up to \$25,000 or less, or that will decrease the construction contract amount, provided that approval shall be, in his/her judgement, in the best interest of the Board. Such change orders shall be binding upon execution by the Head of Schools. The Head of Schools shall report each change order that she/he approved to the Board at the Board meeting that follows his/her approval. The Head Schools approval of the change order shall be entered into the official minutes of the Board.

The Head of Schools shall recommend to the Board for its review and approval any change order to a construction contract that will increase the construction contract amount by more than \$25,000. No such change order shall be binding unless and until it is approved by the Board and executed by the Board's designee.

A proposed change to the construction contract shall not be split so that the resulting change orders do not exceed the \$25,000 limit established by the policy.

The cumulative total of all approved change orders to the construction contract for any project shall not increase the original construction contract amount by more than eight percent (8%) or \$100,000.00, whichever is less, without prior Board approval.

#### 4018 Payment of Invoices and Contracts

---

Expenditures for payment of invoices and/or contracts shall be made by electronic funds transfer, purchasing card, or check. Authorization for such payments shall be deemed approved by the Board if within amounts approved in the Board-adopted Academy budget or amendment thereto.

- A. Payment for supplies, equipment and services will be made on invoices submitted by the vendors. Invoices will be checked and compared with receiving reports for accuracy in billing, receipt of lean and/or other required documents as required. The originator of the purchase order shall verify that acceptable goods were received or satisfactory services were rendered and the date of receipt.

All invoices for supplies, equipment, and services will be approved for payment by the finance department before settlement in made.

- B. A primary and a secondary authorization shall be required for all payments processed. The primary signature represents the department head or Head



- of Schools. The secondary signature represents the receiver or verifier of the purchase. The Head of Schools approves all payments.
- C. The Head of Schools shall pay promptly all properly authorized accounts payable which are ready for payment. All checks are to be signed by the Head of Schools and the authorized member[s] of the Executive Committee.
  - D. Payment for purchases made with the Academy purchasing card shall be processed using procedures developed by the Head of Schools.
  - E. Payments to construction contractors will comply with State law as well as the Board approved contract
  - F. All other professional contract payments shall be governed by the respective contract.

#### 4019 Expenditures

---

- A. Accounts Payable:  
The payment of purchase orders, contracts, invoices, and utilities shall be made in accordance with the approved budget and Board procedures.
- B. Payroll Procedures:
  - 1. No payment shall be made except to properly authorized and approved personnel and shall begin at the time employment is authorized.
  - 2. Payments shall be based upon a Board- adopted salary schedule for
  - 3. Employees shall be paid on semi-monthly basis.
  - 4. Salary adjustments shall be paid on subsequent payroll periods. Persons terminating shall be paid their full salary to the date of termination or wage earned on the regular payroll period following their termination. An extreme exception must be approved by the Head of Schools or his/her designated representative in writing.
- C. Overtime Payment:  
Authorization to work overtime must be by prior approval of the Head of Schools.

#### 4020 Payroll Authorization

---

The most substantial payment of funds for the operation of the Academy is that which is made to the employees for services rendered. To ensure that each person

so compensated is validly employed by this Academy and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

Employment of all Academy personnel whether by the year, term, month, week, day, or hour in contract or temporary form must be approved by the Board.

#### 4021 Payroll Deductions

---

The Academy shall make all legally required payroll deductions and such deductions do not require Board approval. Such mandatory deductions include, but are not limited to:

- a. Federal withholding taxes
- b. Social Security
- c. Medicare
- d. Garnishments as required by court order or law

To the extent permitted by law and consistent with the specific provisions of any applicable negotiated agreement, the Board authorizes voluntary deductions to be made from an employee's paycheck upon proper employee authorization on the appropriate form for the following purposes:

- a. 403 (B) Plans
- b. Approved insurance premiums
- c. Payment of optional and/or supplementary group insurance programs
- d. Tuition expenses for children attending St. Andrew's Episcopal Academy
- e. Development Office Giving Campaigns

#### 4023 Professional Consultant Services

---

The Head of Schools may contract for consulting services to assist the Academy in staff development and administration [].

A contract shall be executed prior to the rendering of services.

The contract will state date(s), hours and number or persons to be served.

The contract will state provision for compensation.

The contract must be signed by the consultant and the Head of Schools authorized representative.

#### 4024 Petty Cash Funds

---

The Board recognizes the convenience afforded the day-to-day operation of the schools by the establishment of one (1) or more petty cash funds. Therefore, the Board permits the establishment of one (1) petty cash fund subject to the following conditions:

- a. The maximum amount to be placed in the individual petty cash fund shall not exceed \$350.
- b. The maximum amount of any single expenditure from a petty cash fund shall not exceed \$50.
- c. Designation of the Academy official(s) by name who will be designated custodian(s) of that fund and therefore, authorized to expend money from that fund.

The custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not steadily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by the policies of the Board. A request for disbursement from a petty cash fund must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate. Disbursements from petty cash fund will be made in cash. The petty cash box must be secured daily.

The custodian of the petty cash fund shall prepare a schedule of disbursements when the funds available have declined to less than twenty-five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the Business Office with a voucher requesting replenishment in like amount. The Head of Schools authorizes payment.

All petty cash funds will be closed out for an audit at the end of the school year and unused funds will be returned to the depository. The Independent Auditor will be responsible for conducting said audit of the petty cash fund and shall report the results of the audit to the Board.

#### 4026 Instructional Materials Allocation and Account

---

Allocation:

The Board shall purchase current instructional materials so that each student has access to instructional materials. The Board acknowledges parents may be required to fund additional materials and/ or resources for instruction.

#### 4027 Audits

---

The Board requires that, after the close of the fiscal year (July 31<sup>st</sup>), an audit of all records and financial statements of the Academy be made by an independent, certified public accounting firm. The audit examination shall be conducted in accordance with generally-accepted auditing standards and shall include all funds over which the Board has direct or supervisory control, including any internal accounts. The report of such audits shall be presented to the Board while in session and filed as a part of the record.

If an audit contains a significant finding the Board shall conduct an audit overview during a meeting, and in so doing shall discuss the significant finding(s) made by the certified public accounting firm.

The certified public accounting firm shall prepare and publish a statement of the financial condition (the Annual Financial Report) of the Academy at the close of each fiscal year.

#### 4028 Fair Labor Standards Act (FLSA)

---

It is the Board's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. To that end, the Board shall pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Further, the Board recognizes the safe and efficient operation of the Academy may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Work week is defined as the seven (7) day period of time beginning on Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m. Covered, non-exempt employees who work (i.e. perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive premium pay (i.e., one and one-half) (1 ½) times the employee's regular hourly rate of pay) or compensatory time for all hours worked in excess of forty (40) hours.

The Head of Schools shall determine the necessity and availability of overtime work. Overtime may be authorized only by the Head of Schools and will be used primarily to address circumstances of an emergency or temporary nature.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. To qualify for the exemption, employees generally must meet certain

tests regarding their job duties and be paid on salary basis at not less than \$455 per week. The salary requirement does not apply to teachers. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances.

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information the Head of Schools. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence.

#### 4028 Investment Policy

---

The purpose of this policy is to set forth the investment objectives and parameters for the management of funds of the Academy. These policies are designed to require and enable the prudent management of funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

#### 4029 Investment Objectives

---

i. Safety of Principal:

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek the keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual

securities do not exceed the income generated from the remainder of the portfolio.

ii. Maintenance of Liquidity

The second highest priority is liquidity of funds. The portfolios shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner.

iii. Return on Investment

The third highest priority is investment income. Investment portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earnings a fair return relative to the risk being assumed.

### 4030 Delegation of Authority

---

In accordance with the Academy's policies, the responsibility for providing oversight and direction in regard to the management of the investment program resides with the Finance Committee. The Academy may employ an investment manager to assist in managing the Academy's portfolio. Such investment manager must be registered under the Investment Advisor Act of 1940. Prepared contracts between an investment manager and the Academy shall be reviewed and approved by the Finance Committee prior to submission to the Board of Trustees for their approval.

### 4031 Standards of Prudence

---

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market prices changes, provided deviations from expectation are reported to the Finance Committee in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "prudent person" rule states the following. :

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment,

considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the "prudent person" standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standards of "prudent expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgement, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

#### 4032 Ethics and Conflicts of Interest

---

Individuals involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision. Also, individuals involved in the investment process shall disclose to the Academy any material financial interests in financial institutions that conduct business with the Academy and they shall further disclose any material personal financial/investment positions that could be related to the performance of the Academy's investment program.

#### 4033 Reporting

---

The Investment Advisor shall provide a monthly report to the Finance Committee Chair, the Treasurer and the Head of Schools. The Finance Committee Chair will forward the monthly report to the Board of Trustees.

In addition the Investment Advisor shall provide, at least quarterly, a listing of individual securities held at the end of the reporting period to the official, named above. This listing shall include the percentage of funds represented by each investment type, the average life or duration and final maturity of all investments and the par and market value of all investments.

#### 4034 Third Part Custodial Agreements

---

All securities purchased by the Investment Advisor shall be held within third party custodian and properly designated as an asset of the Academy. The securities must

be held in an account separate and apart from the Investment Advisor's account. A third party custodian is defined as any bank depository chartered by the Federal government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in F.S. 658. 12, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. The Head of Schools, upon approval of the Board of Trustees will execute on behalf of the Academy, third party custodial agreement(s) with its bank(s) and depository institution(s). Such agreements may include letters of authority from the Academy, details as to the responsibilities of each party, method of notification of security purchases, sales, delivery, safekeeping, and transaction costs, procedures in case of wire failure or other unforeseen mishaps and describing the liability of each party.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Board and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide the Business Manager with safekeeping receipts that provide detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transactions. Securities held as collateral shall be held free and clear of any liens.

#### 4036 Investment Program Policy

---

It is a policy of the investment program to invest according to an asset allocation strategy that is designed to meet the goals of the Managed Asset Fund Investment Objective. The strategy will be based on a number of factors, including:

- Projected spending requirements;

- Sufficient liquidity to meet spending obligations;

- Historical and expected long-term capital market risk and return behaviors.

The policy provides for diversifications of assets in an effort to maximize the investment return and manage the risk of the MAF consistent with market conditions. Asset allocation modeling identifies asset classes the MAF will use and the percentage each class represents in the total fund. Due to the fluctuations of the market values, positioning within a specified range is acceptable and constitutes compliance with the policy. It is anticipated that an extended period of time may be



required to fully implement the asset allocation policy, and that periodic revision will occur.

#### 4037 Asset Allocation Ranges

---

<u>Asset Class</u>	<u>Range</u>
Domestic Equity	20%-60%
Fixed Income	20%-60%
Foreign Equity	
Developed Markets	0%-30%
Emerging Markets	0%-30%
Hard Assets	0%-20%
Real Estate	0%-20%
Cash Equivalents	0%-60%

Option strategies may only be used following the direct instructions of the Chair and the Treasurer to the Investment Manager following approval by the St. Andrew's Episcopal Academy's Board of Trustees. The Finance Committee will implement the asset allocation policy through the use of qualified external professional Investment Manager. The external Investment Managers will have full discretion and authority for determining investment strategy, security selection and timing subject to policy guidelines and other guidelines specific to their portfolio.

#### 4038 Duties of the Board of Trustees

---

The Board of Trustees in its sole discretion can delegate its decision-making authority to the Finance Committee regarding the investment program within the guidelines established by this policy statement.

The Board of Trustees is responsible for establishing the investment policies for the MAF. Accordingly, the Board of Trustees has established these guidelines pursuant to which they have established for permitted asset classes, ranges, and spending policy. The Board of Trustees will review and revise these guidelines from time to time as appropriate.

The Board of Trustees will review at least quarterly the portfolio's investment structure and financial performance. The review will include recommended adjustments to the long-term, strategic asset allocation policy, if adjustments are warranted.

The Finance Committee will report regularly to the Board of Trustees on the financial performance of the portfolio and significant committee decisions related to the management of the portfolio.

### 4039 Gift Policy

---

It is anticipated that from time to time, the MAF will receive gifts in the form of marketable securities. In the event that the securities are restricted from sale by direction of the donor, the MAF will hold the securities only until the restriction lifted. Such gifts shall be turned over to the investment manager(s) as part of the investment portfolio to be managed within the assets allocation rangers as stated in this policy.

## **5000 Property**

## **6000 Operations**

## **7000 Community Relations**

### 7001 Public Information

---

### 7002 Advertising

---

### 7003 School Visitors

---

### 7004 Parent Organizations

---

The Academy supports parent organizations whose objectives are to promote educational, cultural, athletic, and religious experiences for all students. In organizing a group whose identity derives from the Academy, the parental group

acknowledges and shares responsibility with the Board of Trustees for the welfare of participating students.

Any parent organization using the name of the Academy or representing the Academy must obtain the permission of the Head of Schools as a prerequisite to organizing. The Board annually recognizes any organization recommended by the Head of Schools at its August meeting.

Staff members are encouraged to join such organizations but may not hold an officer position while employed at the Academy.

Each approved parent organization shall be acknowledged by the Head of Schools and included in Academy-related advertising and literature, as appropriate.

The Board relies upon approved organizations to operate in a manner consistent with the values stated in the mission of the Academy and the principal qualities of an Episcopal school.

Parent-Teacher Organization (PTO):

The goal of the PTO is to assist the faculty and staff in enhancing and enriching our students' experience during the school year by promoting a sense of community among our school families and encouraging the spirit of volunteerism among parents and students.

The PTO encourages the spirit of volunteerism among parents, alumni, grandparents and students. Every parent is a member of the PTO and all parents are encouraged to attend. All families contribute to the resources available to the PTO through a \$25 assessment at the beginning of the school year.

### 7005 Booster Clubs, and Other Fund-Raising Activities

The Board appreciates the efforts of all organizations whose objectives are to enhance the experience and lives of Academy students.

Each volunteer organization shall work within the appropriate school settings and cooperate with the Head of Schools and other staff members and shall abide by the policies of the Board.

Each group shall submit its bylaws to the Head of Schools for review and approval.

By the end of the academic school year, no later than June 30, each group shall submit tentative goals and objectives, along with its fund-raising plans for the next school year to the Head of Schools for discussion and review. Should those goals, objectives

or fund-raising plans change during the school year, the Head of Schools is to be advised before any final revisions are made. All activities must be approved by the Head of Schools.

The Head of Schools shall develop administrative procedures so that each group's fund-raising activities are in compliance with Board policies and consistent with the mission of the Academy, that the funds are used for school-related projects that have the approval of the Head of Schools. Expenditure, reimbursement and accounting for the use of such funds must comply with the Academy's accounting practices \*(reference Finance Policy).

No outside groups are permitted to use the Academy's tax exempt number.

7006 Community and Business Partner

