

**SARASOTA MILITARY ACADEMY
BOARD OF DIRECTORS
MEETING AGENDA
Thursday September 12, 2019**

- Call to Order
- Approval of the Minutes-Tab 1
 - August 22, 2019
- Executive Director of Schools' Report – Tab 2
 - Community Outreach Director Report
 - Head of School Report - SMA Prep – Tab 3
 - Athletic Director Report
 - MYP Report
 - Faculty Representative
 - Head of School Report – SMA High – Tab 4
 - Athletic Director Report
 - IB Report
 - Faculty Representative
- SAI/Commandant's Report – Tab 5
- Treasurer's Report – Tab 6
 - Monthly Financial Report
 - Audit Presentation for Approval for FY 2019
- PTCC Committee Reports – Tab 7
- SMA Foundation, Inc. Report – Tab 8
- Committee Reports
 - Strategic Planning Task Force (SPTF)
 - Board Recruitment and Retention
 - Protocol
- Chairperson's Report
- Old Business
- New Business
- Public Comment
- Meeting Adjournment

Sarasota Military Academy

BOARD OF DIRECTORS

ANNUAL MEETING MINUTES

22 August, 2019

Board of Director Members' Attendance

Present:

Mr. Herb Jones, Chairman
Ben Knisely, COL USA (Ret), Secretary
Mr. Kimball Bobbitt, Treasurer
Ms. Carter Donovan
Ms. Linda Long
Dr. Thomas J. McElheny

Howard G. Crowell, Jr., LTG USA (Ret), Chairman, SMA Foundation Inc.
Frederick M. Derr, CAPT USN (Ret), Treasurer, SMA Foundation Inc.

Absent: F. Steven Herb, Esquire, Vice Chairman; SMA-LTC Dr. Catherine Rodriguez, Assistant Head of School, High School Campus; Dr. Todd Brown, Community Outreach; SMA-LTC Lisa Currie, Assistant Head of School, Middle School; SMA-LTC Ryan Lee, Assistant Head of School, Middle School Campus; SMA-CPT Bryan Burns, Prep Faculty Rep

SMA Administrative Staff in Attendance

SMA-COL Christina Bowman, Executive Director of Schools
SMA-LTC Frederick Fout, Head of School, High School Campus
SMA-LTC Abby Williams, Assistant Head of School, High School Campus
LTC Ben Weiss, Commandant of Cadets – Senior Army Instructor
SMA-LTC Pamela Donehew, Director of Literacy and IB
SMA-MAJ Steve Kok, Director of Finance
SMA-MAJ Amy Mazner, Athletic Director, High School Campus
SMA-LTC Tom Vara, Head of School, Middle School Campus
MAJ Becky Morris, Assistant Head of School, Middle School Campus

Guests: Members of the SMA faculty, staff and PTCC representatives.

SMA-CPT Ashley Wyka, High School Campus; SMA-CPT Jennifer Vanston, High School Faculty Rep, SMA-MAJ Sylvia Gillotte, High School Campus; SMA-MAJ Regina Wolfgang, High School Campus; Ms. Michele Collins, PTCC President, High School; Ms. Terri Derr, Realtor

Location: SMA High School campus. The chairman called the meeting to order at 2:36 pm.

Motion to Approve the Minutes from the 13 June, 2019 meeting:

COL Ben Knisely moved to approve the 13 June, 2019 minutes; Mr. Frederick Derr seconded the motion and the board unanimously approved.

Executive Director of School Report: SMA-COL Christina Bowman provided a read-ahead report. She provided an update of the current enrollment at both schools. SMA-COL Bowman asked for approval of the Mental Health Assistance Allocation Plan and mentioned extra funds received will be allocated to additional hours of contract for Ms. Sarah Cottrez, school psychologist.

Chairman Herb Jones moved to approve the Mental Health Assistance Allocation Plan; Mr. Frederick Derr seconded the motion and the board unanimously approved.

SMA-COL Bowman stated the new 2019-2020 Employee Handbook has been distributed to the board. The board discussed the new policy changes as well as the nepotism clause.

Mr. Frederick Derr moved to approve the review of the Nepotism section in the 2016-2017 Employee Handbook for clarification of direct or indirect supervision; Ms. Carter Donovan seconded the motion and the board unanimously approved.

HR Report: SMA-COL Bowman provided a read-ahead report. She stated the abrupt resignations of the band director and Chinese teacher at the high school due to retirement and move to Tampa. SMA-COL Bowman mentioned the upcoming Open Houses at both schools and a visit at the Prep campus thirty to forty participants from the Third Thursday Group of the Community Foundation on 19 September.

SMA Prep Head of School Report: SMA-LTC Tom Vara provided a read-ahead report. He discussed a great start of the first two weeks and SMA-CPT Deb Walker and Dr. Todd Brown attending National Conferences. SMA-LTC Vara discussed the assessment teams and security throughout Florida at the principals meeting and ensuring every classroom has been visited. He discussed the enrollment this year was very good and Chairman Jones complimented SMA-LTC Vara and the staff to a great year in academics.

Community Outreach Report: Dr. Todd Brown provided a read-ahead report. SMA-COL Bowman thanked Ms. Donovan and Ms. Linda Long for attending the Education Summit and mentioned Sarasota County Superintendent Dr. Bowden was in attendance as well. Ms. Long suggested county wide publicity of the next Education Summit along with pictures and biographies of the presenters. She suggested the need for additional marketing highlighting special events and unique Academy wide programs. Dr. Tom McElheny suggested we obtain a standard distribution list for all publicity and begin forming a relationship with each publication. Ms. Donovan inquired as to Dr. Brown's job description in which SMA-COL Bowman replied that she will forward the information to her.

SMA Prep Athletics Report: N/A

MYP: SMA-LTC Lisa Currie provided a read-ahead report.

SMA Head of School Report: SMA-LTC Fred Fout provided a read-ahead report. He discussed the enrollment numbers coming in at lower than expected and stated the challenges of retention and a higher percentage from the Prep partially due to the facilities and wanting to wear civilian clothes. Dr. McElheny stated there was a need for more information and suggested to brainstorm on decision points of cultural dynamics and high school social atmosphere. Ms. Long and Ms. Donovan agreed that an action plan cannot be in place on generalities and data needs to be compiled on specific reasons. SMA-LTC Vara mentioned Ms. Terri Davis compiled information before school ended from cadets who chose to attend another high school and will breakdown the data even further.

COL Knisely inquired as to outside reasons cadets are leaving SMA high school in which SMA-COL Bowman replied that district high schools have created specialized programs and specialized charter high schools have now opened to accommodate students and their specific needs which all contributes in the increase in competition.

SMA-LTC Fout explained the changes for this school year regarding literacy and the increase in school grade by all ninth graders taking IB Inquiry Skills and tenth graders taking English all year round on an A/B schedule with JROTC. He also explained expanding Algebra to all year for cadets entering at a score of below three on FSA Math and a score of three and above in Algebra 1 in one semester. SMA-LTC Fout stated the goal was to have small classes which was a challenge but accomplished. He stated that science has been realigned to have Environmental Science for ninth graders instead of Biology with Biology in tenth grade.

SMA-LTC Pamela Donehew explained the literacy component with ELA population tripling from previous year and an increase in below a three in reading level. LTG Howard Crowell inquired as to necessary resources to assist cadets in which SMA-LTC Fout replied that USA Test Prep will now be used for English and Math and that the ninth graders have already completed their first benchmark.

SMA-MAJ Sylvia Gillotte discussed the dedication of the teachers and the extra efforts all give to cadets at their free time. She also discussed how the high school has seen drastic changes over the last five years and morale needs to be lifted. SMA-MAJ Gillotte offered to provide the first benchmark data to the board and stated she will assess the cadets every few weeks. SMA-COL Bowman agreed that utilizing the USA Test Prep assessments will allow teachers to track progress with tools to strengthen the areas of weakness.

SMA-CPT Ashley Wyka discussed the change in culture as she is an SMA Alum and stated the need to be consistent in discipline and structure with teachers and cadets. LTG Crowell stated that leadership needs to address the inconsistencies in staff in order to continue with cadets. Dr. McElheny suggested receiving feedback from staff on how and why the culture at the high school has changed. SMA-LTC Fout stated that his team has recognized the cultural issues and changes are in place such as LTC Weiss walking around with his leadership team to all classrooms to make themselves known as well as wanting to give the department chairs the same ability with their classrooms.

Ms. Donovan stated that this is a pivotal year for the high school in which SMA-MAJ Gillotte agreed due to all the changes that has happened thus far with the new administrative team and their increased presence on campus and after-school activities. Chairman Jones stated that discipline and instruction is what is unique at SMA and needs to be a priority.

SMA-LTC Fout mentioned the upcoming athletics and JROTC events and commended SMA-CPT Hellen Harvey for arranging an Award Winning Author, Kyle Prue, for speaking to our cadets at both campuses with signed books.

SMA HS Athletics Report Athletic Director SMA-MAJ Amy Mazner provided a read-ahead report. She discussed the highly qualified coaching staff SMA has this year and their concerns with stipends not matching the county. SMA-MAJ Mazner explained the need for additional support with facilities and sponsors to continue increasing participation in both sports and JROTC activities. She stated that currently there are three hundred and fifty cadets who participate in sports and/or JROTC activity after school and the importance of supporting their growth and culture. SMA-LTC Fout stated that most of the current coaches put their stipends back into their programs to ease the burden for our cadets and SMA-MAJ Mazner thanked SMA-LTC Fout for attending every game. Chairman Jones assured SMA-MAJ Mazner that the board fully understands the importance of after-school activities to the developmental growth of a cadet and procuring a new facility is top priority.

IB Report: SMA-LTC Pamela Donehew provided a read-ahead report. She discussed the challenges of the IB program on a 4x4 block schedule last year and was pleased to announce that this year the program is on an A/B schedule. SMA-LTC Donehew mentioned her goal is to embrace the IB philosophy throughout the entire school and stated that a few studies have proven to be beneficial to the lower performing students. Ms. Long inquired as to the additional resources needed to incorporate IB throughout entire school in which SMA-LTC Donehew replied that most teachers have already been trained in IB and a career program would need to be added that can be incorporated into the JROTC curriculum.

SMA-COL Bowman agreed that the IB pedagogy is good teaching and integrates the curriculum from all core subjects. SMA-LTC Fout discussed the increase in costs due to training and whether the district would be able to provide. He states the IB grading policy lends well with the concept of competency grading mastery that would satisfy the nationwide discussion of the impact of zeroes on students and stated that the change can be accomplished. Chairman Jones suggested Ms. Long, Ms. Donovan and Dr. McElheny visit other wall-to-wall IB schools and provide the board with a report.

SAI/Commandant's Report: LTC Ben Weiss provided a read-ahead report. He stated that the National Defense Act of 2020 has included eighth grade into the JROTC curriculum. LTC Weiss stated that it would not authorize funding yet but eventually will. He discussed the JROTC's role to cadets in teaching ownership and teaching cadets to always take the "hard right" over the "easy wrong".

Staff Representatives: N/A

Treasurer's Report: SMA-MAJ Kok provided a read-ahead report. He discussed the audit financials from last year resulting in a loss and explained the necessary cutbacks and downsizing to balance the budget for this fiscal year. Ms. Donovan suggested showing faculty and staff the budget with revenue and expenses to explain the limitations on items, resources or additional programs they may want in which SMA-MAJ Kok agreed on sharing the financials data.

Dr. McElheny moved to approve the unaudited FY19 budget as the budget of the past; Ms. Donovan seconded the motion and the board unanimously approved.

Ms. Donovan moved to approve the proposed balanced budget for FY20; Mr. Derr seconded the motion and the board unanimously approved.

Chairman Jones reiterated that revenue only comes from FTE funds and donations so the need to keep enrollment up and to engage families and community to give to SMA.

Mr. Derr introduced Ms. Terri Derr as a realtor in the community. He explained the possibilities in purchasing land out east as well as a lender and builder who have showed interest in a new facility for the high school.

Dr. McElheny moved to present a purchase offer; Ms. Long seconded the motion and the board unanimously approved.

PTCC Report: Ms. Michele Collins provided a read-ahead report. She mentioned the new camouflage hoodies and providing the school 11.5K in grants last year. SMA-COL Bowman thanked Ms. Collins for all her efforts with the PTCC and volunteering daily in the cafeteria.

Foundation, Inc.: Chairman Howard Crowell stated the Foundation has engaged a headhunter to look for professional fundraiser for the Academy.

Committee Reports: SMA-COL Bowman stated a date needs to be set for the Strategic Planning Committee to meet again and the committee agreed it will be on 29 August. Chairman Jones mentioned Dr. McElheny and Ms. Donovan receiving the board assessments. SMA-COL Bowman stated the board is down two positions and Dr. Logan Malone has resigned.

Chairman: N/A

Old Business: N/A

New Business: Ms. Donovan has recommendations to the literature that was distributed in making the SMA 500 Club campaign better. Chairman Jones discussed the change of ranks of each head of school.

COL Knisely moved to promote both heads of school in front of school as COL by SMA-COL Bowman as CEO; Mr. Derr seconded the motion and the board unanimously approved.

Public Comments: SMA-CPT Jennifer Vanston introduced herself as the new faculty rep for the high school.

Next meeting will be on 12 September, 2019 at 4:30 pm at the Prep campus.

The chairman adjourned the meeting at 5:19 pm.

Mr. Herb Jones, Chairman

Date

COL Ben Knisely, Secretary

Date

DRAFT

Executive Director of Schools Report
September, 2019

Enrollment:

- Verbal report will be provided.

Communication:

- Lemon Avenue Parking
 - The Sarasota Housing Authority has received permitting from the City of Sarasota.
 - Orange Avenue Parking update.
- HR
 - Open Positions: Prep Science Instructor and Academy Band Instructor
 - Community Outreach Director Job Description
 - Ongoing revisions
- Land Acquisition Status
- Donation of 20 Computers for Cadet Use
 - Mr. Freddie Figgers, Figgers Communication
 - Special thank you to SMA-MAJ Sylvia Gillotte and her husband, Sydney.
- Head of School Rank Change at Formation
 - HS: SMA-COL Frederick Fout September 11, 2019
 - Prep: SMA-COL Tom Vara September 12, 2019
 - Colonel Ben Knisely
- Met with Impact 100 Grant Representatives for \$114,000 grant proposal changes
- Weekly Meetings with Administrative Teams
- Hurricane Dorian Relief Efforts
 - Interact Clubs and Advisors Lorene Bauck, Carol Pelletier
 - Deron Webb (SRQ Rectrix Aviation), Leonard Goldberg (Gold Aviation/Ft. Lauderdale), Allyson Tanzer (CAN Community Health), Cathy Simon (Prep), Angela Cohen (HS)
 - Media Releases

- MYP/IBDP Meeting
 - September 16
 - HS Campus Conference Room 2:15pm-3:30pm
 - Transitioning MYP to Pre-IB grades 9-10
 - IB "Wall to Wall"
 - IB Assessments/Rigor
 - Approaches to Learning (ATL)
- Strategic Planning Team Meeting-Academic Achievement
 - September 17
 - Prep Campus 2:30pm-4:00pm Conference Room
 - SMART Goals
 - Administrative Members: Becky Morris, Ryan Lee, Fred Fout
 - Staff Members: Prep: Kelli Kelly, Jeanne Schiebel
HS: Rachel Wasserman, Pamela Donehew, Hellen Harvey, Katie Martin, Monica Von Buxhoeveden
- First Early Release Day for the Academy
 - September 18, 2019
 - HS Released at 10:20 am
 - Prep Released at 12:30 pm
 - Strategic Planning Team Meetings
 - Prep Campus 1:00pm-2:30pm
 - Recruitment and Retention; Prep Room 501
 - Administrative Members: Lisa Currie, Cathy Rodriguez
 - Staff Members: Prep: Audrey Benetiz, Eric Meissner
HS: Sharon Mitchell, Sylvia Gillotte, Brenda Munoz, Claudia Loaiza, Jennifer Catena
 - Funding; Prep Conference Room
 - Administrative Members: Tom Vara, Abby Williams
 - Staff Members: Prep: Mark Sanders, Brian Burns
HS: Angela Cohen, Amy Mazner, Maria Clapp
 - SMART Goals

Academy Events

- Admissions Information Meetings
 - Prep: September 12, October 10, November 14 8:30 am
 - HS: September 25, October 30 7:00 am
- Community Foundation of Sarasota County "3rd Thursdays"
 - Prep Campus
 - September 19, 9:00 am
 - 30-40 Participants
- Congressman Vern Buchanan's Service Academy Fair
 - September 21, 11:00 am
 - High School Gymnasium

Ongoing Concerns:

- Drastic Decrease of ESE Funding
 - New Matrix System Requirement; Florida Department of Education
 - No Longer Additional "Blanket Funding" FTE for ESE
 - Loss of Approximately \$276,000 for the Academy
- Academic Achievement
- Optimal High School Schedule

Read Ahead: September '19: Todd Brown

- Early stages of collaboration with an IB school located right outside of New Orleans, Louisiana as a result of my IB Global Conference presentation
- Team teaching and leading Capt. Lynore Fontecha's Civics class on four different occasions
- Collaboration with the Prep Interact Club for the International Project
- Presented to the IB juniors and seniors at SMA and have met with several cadets for their CAS projects
- Won L'Oreal's Changing the Face of STEM grant for the third year in a row
- Ran the first Inspire Project's discussion with cadets (Food Network Star, Aarti Sequiera)
- Oversaw the second Inspire Project's discussion with cadets, training Capt. Lynore Fontecha (Hawaii Five-O/Star Wars actor, Christopher Sean from a Japanese American military family)
- Finalized and submitted Reimagine Education Award Application with Letters of Support from

Schools Located In:

- Switzerland
- Kenya
- South Korea
- Vietnam
- Latvia
- China (Shanghai and Beijing)
- Colorado
- Idaho
- Massachusetts
- New York
- Florida

Organizations:

- Broad Institute (Harvard/MIT)
- Center for Disease Control (CDC)
- Inspire Citizens (Morocco and China)
- Seekers of Science (California and Florida)
- ShelterBox (International)

Reimagine Education is a global competition for educators, companies, schools, universities, foundations & NGOs. Reimagine rewards innovative approaches aimed at enhancing student learning outcomes and employability, offering \$50,000 in funding to the overall winner/s and 16 'Oscars' of

Education. It culminates in an international conference for all those seeking to shape the future of education.

- Completed the site visit as a semi-finalist for the SRQIMPACT100 grant by committee
- Presenting in Shanghai and Shekou, China in front of ~80 schools about SMA Projects/Programs
- Presenting and collaborating with the Sabeti Lab at the Broad Institute for Operation Outbreak
- Planned meeting with the Women's Sports Museum President and Outreach Director for school collaboration (awareness, fundraising, community service)

Head of School Report
for August 19th-September 6th, 2019

Enrollment

Grade 6: 225
Grade 7: 209
Grade 8: 197
Total: 631

Campus Life/Events

- 8/21-Conducted a limited lockdown drill period 1
- 8/22-Guest speaker Kyle Prue attended Prep campus
- 8/22-Board meeting at the high school-2:30 pm
- 8/23-Conducted a fire drill period 2
- 8/27-Bus evacuation drills
- 9/2-No School
- 9/5-Open house for all parents @ 6:25

Cadet Highlights

- Cadets of the Month: **Begins the end of September**

Physical Education:

Military Studies:

Athletics:

Faculty/Staff Highlights

- 8/28-9/4-Faculty meeting dates
- Formal staff observations have begun

Parent and Community Highlights

-9/5-Open House @ 6:25 pm-Cadet ambassadors assisted in room direction

Security

-9/9-Safety team meeting to establish future drill dates
-Reminder staff to be at their doors during passing time to assist in campus security

Attention Items

-We still have a substitute for science and we are in search for a full time teacher for this 8th-grade position.

Enrollment: August 18

Grade 6: 215
Grade 7: 191
Grade 8: 181
Total: 587

Enrollment: August 19

Grade 6: 225
Grade 7: 209
Grade 8: 197
Total: 631

SMAP ATHLETICS REPORT

Volleyball –40 girls tried out for the team on 8/14,15. The team has been selected and is anticipating their first game on September 9th. Due to the large turnout for tryouts, Coach Sanders formed a developmental team to continue working/improving upon their skills for next year.

Flag Football – 60 cadets, both male and female tried out for Flag Football on 8/21 and 22. The 15 member team has been selected and is currently practicing for their first game on September 24th.

*Running Club – Jackie Sharkey Trecartin supervises the running club which will begin on September 12th.

**Club setting is a non-competitive environment where all cadets are encouraged to attend/participate. There is no tryout process. Each club provides an opportunity for cadets to showcase their talents, hone their skills, and build positive peer relationships. Clubs are DIFFERENT than out competitive athletic teams.*

IB MYP Read Ahead - 9/12/19
SMA-MAJ Lisa Currie

As we resume strategic planning with focus on different aspects of the Academy, a great place to begin to streamline our programs is by using IB to provide the teaching and learning framework for both campuses. Planning meetings and training offered to teachers regardless of teaching IB classes boosts morale and keeps teachers up to date with best practices in education.

The high school has introduced the Pre-IB Inquiry Skills course which offers a starting point addressing the new skill sets students need today. The Inquiry Skills course could benefit from the MYP Approaches to Learning Skills (ATL) which are already organized into 5 relevant categories and would provide Prep students a continuation of the development of those skills as they transition into 9th grade. By using the same categories and specific skills, no one has to reinvent the wheel from middle school to high school.

SMA Prep teachers benefit from affordable training and workshops provided through the Florida League of IB Schools (FLIBS). 10 Prep teachers will be attending an MYP Unit Planning Workshop which provides a solid introduction to the MYP and the more detailed task of unit planning. This is just one teaching skill that is part of the framework already included in IB that would benefit any teacher as strong units have a positive impact on student outcomes.

The SMA Prep Military Studies team travels to Johnson International Middle School in Manatee County to take part in a Community Project Workshop collaborating with other MYP middle schools. The Community Project is done in 8th grade and is skill, character and service based which is a perfect fit for developing all three areas as part of the Military Studies curriculum. We look forward to growing the Community Project effort among all 8th grade cadets which also includes a focus on IB Learner Profiles and the development of ATL skills. This also sets the tone for entry into the with Inquiry Skills course in 9th grade.

There is a meeting planned between the two campuses to find more overlaps that would have the potential to carry over into 9th & 10th grades. Other areas to be discussed are assessment literacy and service learning opportunities.

To: Governing Board, Sarasota Military Academy
Through: SMA-COL Bowman, Christina, Executive Director
801 North Orange Avenue
Sarasota, Florida 34236

From: SMA-LTC Fout, Frederick T., Head of School
Sarasota Military Academy
801 North Orange Avenue
Sarasota, Florida 34236



Date: 09 September 2019

Re.: Board Report for Regular Sarasota Military Academy Board Meeting on
Wednesday, 12 September 2019

Enrollment:

- | | |
|-----------------------------|--------------------|
| • (as of 09 September 2019) | • Projected |
| • Freshmen - 209 | • Freshmen - 237 |
| • Sophomores - 204 | • Sophomores - 206 |
| • Juniors - 169 | • Juniors - 180 |
| • Seniors - 150 | • Seniors - 164 |
| • TOTAL - 732 (55) | • TOTAL - 787 |

Accomplishments:

- Recognition of Cadet Achievements at Formation:
 - Cadet Bradford Walker for perfect score on the Biology EOC
 - Cadet Grace Wagler for perfect score on the 10th Grade FSA ELA
 - Raider Team Tryouts - cords
 - Rifle Team Tryouts - cords
 - Athletic Teams - cords
- Scheduling has been reviewed for all currently identified cadets at Level I and II FSA ELA to ensure Tier III interventions are implemented. All Level I and II FSA ELA cadets are enrolled in the School Wide Support Team.
- Implemented master schedule to address cadet achievement in ELA and Math
 - Pre-IB Inquiry Skills for all 9th grade cadets
 - Year long English 10 on A/B schedule to ensure all cadets are in ELA during FSA ELA testing windows
 - Highly Qualified Instructors in Intensive Language Arts
 - Increased availability of Algebra 1A/1B year long course
 - Realignment of Science Curriculum to include Environmental Science prior to Biology for cadets scoring below a "3" on the FSA ELA and/or 8th Grade Science

- Aligned Professional Learning time and focus on data-driven instruction, to include;
 - USA TestPrep utilization to provide immediate progress data
 - Professional Development has been provided for Math and ELA departments to utilize USATestPrep for benchmarks and progress monitoring
 - Department Meetings focused on Progress Monitoring Data
 - Focus on ELA and Mathematics Literacy
- Provided faculty and full staff back to school professional development and meetings covering the following topics:
 - Social Emotional Learning focus
 - SEL book study implemented with four departments
 - Mental Health Awareness Trainings mandated by DOE (Kognito) is complete
 - JROTC and Academy Principals and Values
 - Commandant has held a Commandant's Talk with each grade level, supported by administration and faculty
- Participated in multiple meetings for the following organizations:
 - SWST (School Wide Support Team)
 - Safety
 - Threat Assessment Team
 - Instructional Leadership Team
 - Various Departments
 - PBIS
 - Enrollment
- Met with Instructional Leadership Team (ILT), to include Administration, Program Directors, and Department Chairs, to clarify and update on
 - Department and Professional Learning Community meeting expectations
 - School Wide Student Support Team
 - Positive Behavioral Interventions and Support - PBIS and Discipline
 - Classroom Supports for school culture initiatives
- Attended Volleyball Games
- Weekly meetings with Commandant
- Weekly meetings with Administrative Team
- Daily working lunch meetings with Administrative Team, schedule permitting
- Multiple classroom Presence Patrols
- Scheduled Enrollment Meetings: 9/25/19, 10/30/19, 11/20/19, 12/04/19, 12/18/2019, 01/08/2020, 01/29/2020, 02/26/2020 and 03/25/2020 from 7-8:30 am
- Multiple meetings with individual Teachers, Parents, and Cadets regarding issues related to cadet success at SMA

On-Going Projects:

- Continued development of schedule structure to enhance student access to foundational instructional courses, IB courses for all students (course takers), and to promote college and career readiness programming

- Alignment of Digital Info Tech and Java Essentials to CAPE standards to include industry certification requirements
- Initial evaluation of certified and non-certified personnel using the PRIDE protocol
- Continued classroom walkthroughs using the SMA Observation Protocol
 - Individualized walkthroughs focused on the Protocol and leading to Feedback and Coaching
 - Individualized discussions and development on Individualized Professional Development Plans for SY 2019/2020

Upcoming Events:

- Volleyball @ Lakewood Ranch, September 9 at 6 pm
- Boys Golf @ Sarasota H.S., September 10 at 3:30 pm
- Girls Golf vs. North Port, September 10 at 3:30 pm
- Volleyball @ Palmetto, September 11 at 7 pm
- Boys Golf @ Sarasota H.S., September 12 at 3:30 pm
- Girls Golf @ ODA, September 12 At 3:30 pm
- **SMA Board Meeting**, September 12 at 4:30 pm at PREP
- Volleyball vs. Community Christian, September 12 at 6 pm
- Volleyball @ Imagine NP, September 13 at 6 pm
- Raiders Invitational @ Lakewood Ranch, September 14 at 6 am
- Cross Country @ Palmetto, September 14 at 8 am
- Boys Golf vs. North Port, September 17 at 3:30 pm
- Girls Golf @ Southeast, September 17 at 3:30 pm
- Volleyball @ Heat, September 17 at 7:00 pm
- Volleyball @ Booker, September 18 at 6:00 pm
- **Manatee Tiger Bay**, September 19 at 11:00 am
- Girls Golf vs. ODA, September 19 at 3:30 pm
- Boys Golf @ ODA, September 19 at 4:00 pm
- Volleyball @ Palmetto Tournament, September 21 at 9:00 am
- Cross Country @ North Port, September 21 at 9:00 am
- **Service Academy Fair** at SMA HS Gym, September 21 at 11:00 am
- Girls Golf vs LWR/Sarasota, September 24 at 3:30 pm
- Volleyball @ Sarasota Christian, September 24 at 7:00 pm
- **Enrollment Meeting**, September 25 at 7:00 am
- Volleyball vs. Palmetto, September 25 at 6:00 pm
- Boys Golf vs. ODA, September 26 at 3:30 pm
- Girls Golf @ Riverview, September 26 at 3:30 pm
- Volleyball vs. St. Stephens, September 26 at 6:00 pm
- Cross Country @ Brandon Invitational, September 28 at 8:00 am
- **Faculty Meeting**, October 01 at 2:15 pm
- **Pre-IB Parent Meeting**, October 01 at 4:30 pm in the Cafeteria
- Volleyball @ Bayshore, October 02 at 6:00 pm
- **Sarasota Tiger Bay**, October 03 at 11:00 am

- Boys Golf @ ODA, October 03 at 3:30 pm
 - Girls Golf vs. LWR, October 03 at 3:30 pm
 - Volleyball @ St. Stevens, October 03 at 7:00 pm
 - **Senior Howl-O-Scream Trip**, October 04 at 5:00 pm
 - Cross Country @ Ft. Myers Invitational, October 05 at 7:00 am
 - Boys Golf vs. Booker, October 08 at 3:30 pm
 - Girls Golf @ North Port, October 08 at 3:30 pm
 - **SMA Board Meeting**, October 10 at 2:30 pm at H.S.
 - Boys Golf vs. Sarasota, October 10 at 3:30 pm
 - Girls Golf @ Palmetto, October 10 at 3:30 pm
 - Volleyball vs. SLAM Academy, October 10 at 7:00 pm
 - **End of 1st Grading Period**, October 11
 - **Freshmen Lock-In**, October 11-12 from 2:00 pm to 8:00 am
 - Cross Country @ Clearwater Central Catholic, October 11 at 5:00 pm
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BOARD MEETING
9/12/19



CURRENTLY:

- 1) Volleyball, Cross Country, and Golf Team are in full swing and managing nicely! All schedules can be viewed: <http://www.sarasotamilitaryacademy.org/sma-high-school-athletics>, scroll past the amazing picture of our athletes in their Class A uniforms to select a schedule.
- 2) Volleyball Home game this week is Thursday the 12th and we are also having our Fall Teacher Appreciation night. Game begins at 7:00 pm, Teacher Appreciation promptly at 6:50 pm.
- 3) Our **ONLINE SPIRIT STORE** will be available **Sept. 16 through the 23rd**. In our online store many SMA Spirit gear options will be available in a variety of styles & colors. To access visit:
 - a) <http://www.sarasotamilitaryacademy.org/>
 - b) Hover your curser over **ATHLETICS**.
 - c) Choose **SPIRIT SHOP**.
 - d) Browse and purchase to your hearts content. Pay online with a credit card and the items will be delivered to SMA HS personally bagged with your order.
 - e) Once delivered we will notify you! It usually takes 2-3 weeks because the items are screen printed specifically for SMA.
- 4) **Fly As One** campaign is always available, which is an online donation option, run through our crowd funding. Each team has their own page and goal to reach.
<http://www.sarasotamilitaryacademy.org/support-sma-athletics>

UPCOMING:

- 1) Basketball (Girls & Boys), Soccer (Girls & Boys), and Wrestling will all start officially very soon! All of our Teams have already begun preseason conditioning.
- 2) Numbers are definitely up and we are all very excited that the culture & interest is changing!
- 3) Planning for our Inaugural Soaring Eagles Golf Challenge is a continuing project but **we need your HELP!!!!**
 - a. We have secured a few sponsors and raffle items, but we need plenty more! Procrastinating in this circumstance is certain failure!
 - b. In order to be successful it takes planning and networking...**please-please reach out to your network to become involved!** Ill sound like a broken record...Athletics receives 0 from the county and SMA. This is how we become even more successful and create change even faster!
 - c. Soaring Eagles Golf Challenge brochures, flyers, and registration information is all available online!
 - i. <http://www.sarasotamilitaryacademy.org/athletics/hs-athletics-golf-challenge>

FORWARD:

- 1) If we do well enough with your help from the Golf Challenge we will be able to pay our coaches what they deserve and keep them happy!
- 2) I hope there is progress in the land acquisition and if so we hope that Athletics is directly involved in the planning from start to finish! ☺☺☺

Board Report
IB Diploma Program

September 12, 2019

An IB Parent Meeting was held on August 29th, after the SMA Open House. Most of the Junior and Senior IB parents were in attendance and three of those that could not attend contacted me in advance and requested a copy of the PowerPoint and hand-outs.

Upcoming scheduled events are

- Quarterly IB Teacher meeting- early release days
- Bi-weekly Enrollment meetings
- 10/01/19 Pre-IB Parent Meeting
- 11/19/19 IB Pinning Ceremony
- 12/03/19 IB, and AP, and DE, Oh My!
- 01/17/20 IB Field Trip - World Religions
- 03/10/20 International Heritage Celebration
- 05/02/20 IB Senior Banquet

GOALS for 2019-20 - Updates

- Increase communication with parents. One of the weaknesses that became apparent was that teachers, counselors, and the IB coordinator, need to communicate more frequently with parents about concerns about student school work completion and attendance.
 - Emails have gone out at least twice a week with information for IB Parents and the turn-out at the Parent Meeting demonstrated the need for communication.
 - A parent sponsorship was requested for refreshments at the Parent Meeting
 - The Neitlich family sponsored the refreshments
- Acquire signed documents from parents concerning attendance requirements and distribute the IB Parent and Student Guidebook and have signed acceptance from parents to increase understanding of IB requirements.
 - All Junior and Senior parents returned a signed document indicating they understand the attendance policy and have reviewed the SMA IB Guidebook.
- Complete the application for SMA to adopt the CP (Career Program) into our IB offerings. The preliminary acceptance to submit an application has been approved. The adoption of the CP program will incorporate JROTC into the student course track. The fee for an additional program into our IB fee assessments is nominal.
 - Pending
- Engage Administration and faculty in dialogue and research into what it would mean to make SMA a "Wall-to-Wall" IB school. Many high schools, both in the United States and Internationally, have full school implementation of IB. This does not mean every student

is a diploma candidate but instead that the school embraces the IB philosophy and pedagogy. It would move this conversation forward in a positive and informed manner to have a small team from SMA visit one or two of the full-school IB schools within the United States. Advertising and promoting SMA as a "Wall-to-Wall" IB school would be a positive marketing technique.

- No progress
- Investigate SMA moving to a four day A/B with a 1-day skinny schedule. Having a full school implementation of one schedule is more conducive to ease of scheduling students and providing a concurrent means of scheduling which benefits all sub-groups. An example might be: Monday & Wednesday A days (83 minute periods) with Tuesday and Thursday B days (83 minute periods) and then teachers would see all students for reduced time on Friday (41minute periods). This allows the schedule to remain the same week after week and teachers and students are together 3 times each week. There are three schools within a short distance of SMA that are on such a schedule that have agreed to allow us to visit them to observe their schedule and get further details.
 - Contacted Chicago School district and Sturgis Public Charter School.
 - Researched other schools offering wall-to-wall, IB for ALL schools.
 - Pending - visit to Sturgis

SARASOTA MILITARY ACADEMY

Commandant
801 North Orange Avenue
Sarasota, Florida 34236

04 September 2019

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY

THROUGH EXECUTIVE DIRECTOR OF SCHOOLS

SUBJECT: Significant Activities Report

Significant activities past thirty days:

- Color Guard , 04 September 2019 @ Hyatt Regency

Significant activities next thirty days:

- Color Guard, 11 September 2019 @ Grove, LWR (911 Fallen Heroes)
- SMA Invitational Raider Competition @ Lakewood Ranch High School, 14 September 2019
- Visit to the United States Military Academy 19-22 September 2019

Response to Board of Director's Concerns:

In response to Board of Director's concerns expressed during the August meeting regarding Cadet expectations in the classroom, the following measures have been implemented:

- "Commandant's Talk" has been scheduled for Monday, 09 September. Each year group will be addressed separately by the Commandant of Cadets who will re-stress expectations.
- Cadet chains of command are stressing classroom standards through their channels.
- Cadet Regimental leaders have been made available to the teaching staff to assist in classroom procedures if desired.
- Commandant and Cadet Chain of Command walk throughs will continue.
- Adults and Cadets will be continually reminded to refer to the Cadet Handbook for questions regarding Cadet standards.

"One School, Two Campuses"!

Respectfully,

Ben Weiss

Ben Weiss
Lieutenant Colonel (Retired), Special Forces
Commandant

Sarasota Military Academy
Balance Sheet- By Campus
As of July 31, 2019

	HS	Prep	Total
ASSETS			
Current Assets			
Bank Accounts			
1110 Cash and cash equivalents			
1109 Petty Cash	400	400	800
1111 WF Operating Account	234,548		234,548
1113 SMA PTCC Account	14,605		14,605
1117 WF Credit Card Machine	22,789		22,789
1118 WF Business Market Savings	29,867		29,867
1119 SMA Prep Checking		128,431	128,431
1120 Athletics Account	42,699		42,699
1121 WF Prep PTCC Account		30,754	30,754
1123 Prep CC Machine		28,954	28,954
1124 SMA Wreaths	6,391		6,391
Total 1110 Cash and cash equivalents	\$ 351,299	\$ 188,539	\$ 539,839
8-1111 Sport Team Bank Accounts	35,319		35,319
Total Bank Accounts	\$ 386,618	\$ 188,539	\$ 575,157
Other Current Assets			
1220 Due from Other Governments			
1221 A/R ROTC	24,486		24,486
1222 A/R Due from District	53,171	40,222	93,393
Total 1220 Due from Other Governments	\$ 77,658	\$ 40,222	\$ 117,879
Total Other Current Assets	\$ 77,658	\$ 40,222	\$ 117,879
Total Current Assets	\$ 464,276	\$ 228,761	\$ 693,037
Fixed Assets			
1300 Fixed Assets			
1310 Land	973,750	7,424,550	8,398,300
1320 Land Improvements	73,227	42,750	115,978
1330 Building & Improvements	11,656,758	2,017,648	13,674,406
1340 Furniture, Fixtures & Equipment	1,587,062	362,318	1,949,379
1350 Motor Vehicles	535,364	232,835	768,199
1370 Capital Lease Equipment	53,300		53,300
1380 Audio-visual Material & Softwar			
1381 Audio-visual Materials	1,504		1,504
1382 Computer Software		93,386	93,386
Total 1380 Audio-visual Material & Softwar	\$ 1,504	\$ 93,386	\$ 94,890
1390 Computer Equipment	120,746	499,080	619,826
Total 1300 Fixed Assets	\$ 15,001,711	\$ 10,672,567	\$ 25,674,278
1550 Accumulated Depreciation			
1329 AD- Land Improvements	(42,420)	(14,698)	(57,118)
1339 AD- Buildings & Improvements	(2,904,746)	(229,702)	(3,134,448)

1349 AD- Furniture, Fixtures & Equip	(1,364,193)	(232,317)	(1,596,510)
1359 AD- Motor Vehicles	(329,690)	(88,891)	(418,581)
1379 AD- Capital Lease Property	(53,300)		(53,300)
1389 AD- Computer Software	(43,228)	(416,949)	(460,177)
1399 AD - Audio Visual	(376)		(376)
Total 1550 Accumulated Depreciation	<u>\$ (4,737,953)</u>	<u>\$ (982,557)</u>	<u>\$ (5,720,510)</u>
Total Fixed Assets	<u>\$ 10,263,758</u>	<u>\$ 9,690,010</u>	<u>\$ 19,953,768</u>
Other Assets			
1625 Due From SMA Prep - Long-term	2,296,697	(2,296,697)	0
1626 Due from Foundation	182,814	0	182,814
Total Other Assets	<u>\$ 2,479,510</u>	<u>\$ (2,296,697)</u>	<u>\$ 182,814</u>
TOTAL ASSETS	<u>\$ 13,207,544</u>	<u>\$ 7,622,074</u>	<u>\$ 20,829,618</u>
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2120 Accounts Payable	38,151	25,249	63,400
Total Accounts Payable	<u>\$ 38,151</u>	<u>\$ 25,249</u>	<u>\$ 63,400</u>
Credit Cards			
2150 Wells Fargo Visa CC			
2152 Stephen Kok	45,805		45,805
2153 Monika Chenkus	214		214
2155 Kevin Nasby	1,153		1,153
2156 Christina Bowman	1,070		1,070
2161 Pamela Donehew	217		217
2163 Amy Mazner	248		248
2164 Donna Hoefer HS	970		970
Total 2150 Wells Fargo Visa CC	<u>\$ 49,677</u>	<u>\$ -</u>	<u>\$ 49,677</u>
2180 Wells Fargo SMA Prep Visa CC			
2182 Todd Brown		1,707	1,707
2183 Stephen Kok		33,076	33,076
2186 Betty Bultemeier		4,713	4,713
Total 2180 Wells Fargo SMA Prep Visa CC	<u>\$ -</u>	<u>\$ 39,496</u>	<u>\$ 39,496</u>
Total Credit Cards	<u>\$ 49,677</u>	<u>\$ 39,496</u>	<u>\$ 89,173</u>
Other Current Liabilities			
2110 Accrued Payroll			
2112 Accrued Payroll	237,984	184,219	422,203
Total 2110 Accrued Payroll	<u>\$ 237,984</u>	<u>\$ 184,219</u>	<u>\$ 422,203</u>
2170 Accrued Payroll Liabilities	8,200	5,350	13,550
2200 Other Current Liabilities			
2215 Due to District	5,600	4,400	10,000
2230 Current Portion of LTD	161,000	454,796	615,796
Total 2200 Other Current Liabilities	<u>\$ 166,600</u>	<u>\$ 459,196</u>	<u>\$ 625,796</u>
8-2290 Funds Held on Behalf of Others	35,319		35,319
Total Other Current Liabilities	<u>\$ 448,103</u>	<u>\$ 648,765</u>	<u>\$ 1,096,868</u>
Total Current Liabilities	<u>\$ 535,931</u>	<u>\$ 713,509</u>	<u>\$ 1,249,441</u>
Long-Term Liabilities			

2320 Bonds Payable			
2323 Educational Bond - 2012	4,471,000		4,471,000
2326 Prep Bond Payable - \$7.5M		6,287,659	6,287,659
2327 Prep Bond Payable - \$1M		848,226	848,226
2328 Wells Fargo Equipment Loan for Building 5		16,825	16,825
Total 2320 Bonds Payable	<u>\$ 4,471,000</u>	<u>\$ 7,152,709</u>	<u>\$ 11,623,709</u>
2330 Accrued Vacation	18,307		18,307
2380 Interest Rate Swap	469,679		469,679
Total Long-Term Liabilities	<u>\$ 4,958,986</u>	<u>\$ 7,152,709</u>	<u>\$ 12,111,696</u>
Total Liabilities	<u>\$ 5,494,918</u>	<u>\$ 7,866,219</u>	<u>\$ 13,361,136</u>
Equity			
3010 Invested In Capital Assets, Net	5,185,344	2,063,868	7,249,212
3020 Temporarily Restricted Net Assets	59,880	13,412	73,292
3030 Unrestricted Net Assets	2,481,416	(2,347,780)	133,636
Net Income	(14,014)	26,356	12,342
Total Equity	<u>\$ 7,712,627</u>	<u>\$ (244,145)</u>	<u>\$ 7,468,482</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 13,207,544</u>	<u>\$ 7,622,074</u>	<u>\$ 20,829,618</u>

Sarasota Military Academy
Profit and Loss - By Campus
 July 2019

	HS	Prep	Total
Income			
3100 Federal Direct	24,486		24,486
3300 Revenue from State Sources	403,126	322,706	725,832
3400 Revenue from Local Sources	163,104	127,115	290,219
Total Income	\$ 590,717	\$ 449,821	\$ 1,040,537
Gross Profit	\$ 590,717	\$ 449,821	\$ 1,040,537
Expenses			
4100 Salaries	351,011	227,851	578,862
4200 Employee Benefits	69,688	49,745	119,433
4300 Purchased Services	102,119	71,564	173,684
4400 Energy Services	7,909	5,103	13,012
4500 Materials & Supplies	12,708	18,800	31,508
4600 Capital Outlay	5,875	9,780	15,656
4700 Other Expenses	55,419	40,621	96,040
Total Expenses	\$ 604,730	\$ 423,465	\$ 1,028,195
Net Operating Income	\$ (14,014)	\$ 26,356	\$ 12,342
Net Income	\$ (14,014)	\$ 26,356	\$ 12,342

Cash Statement of Operations (PE 07-31-19)

Cash	Total	Operating	Capital
3191 • ROTC	24,486	24,486	
3226 • Title II \$	0	0	
3227 • Title IV \$	0	0	
3230 • IDEA Revenue	0	0	
3310 • Florida Ed. Fin. Program (FTE)	508,439	508,439	
3320 • Proration to Appropriation	0	0	
3330 • State Categorical Instructional	8,891	8,891	
3344 • Discretionary Lottery	0	0	
3361 • School Recognition Funds	10,553	10,553	
3368 • Safe Schools Allocation	7,087	7,087	
3373 • Reading Programs	4,797	4,797	
3374 • Supplemental Academic Inst	23,359	23,359	
3376 • Digital Classroom Allocation	743	743	
3396 • Classroom for Kids	104,183	104,183	
3397 • Charter School Capital Outlay	57,781		57,781
3399 • Other Misc. State Rev	0	0	
3411 • District Schools Taxes	257,607	257,607	
3413 • District 1.5 Millage	21,782		21,782
3430 • Interest Inc. (Invest. & Accts)	26	26	
3440 • Gifts, Grants & Bequests			
3455 • Vending Revenue	19	19	
3490 • Misc Local Sources	10,785	10,785	
Total Income	1,040,538	960,975	79,563
4100 • Salaries (plus stipends)	518,990	518,990	
4110 • Admin Salaries	59,435	59,435	
4140 • Adjunct Faculty & Subs	437	437	
4210 • Retirement Benefits	8,658	8,658	
4220 • SS & Medicare	43,356	43,356	
School Rec.- (In/Out) 3361 Above			
4230 • Employee Insurance	45,676	45,676	
4240 • Worker's Compensation	3,238	3,238	
4250 • Unemployment Compensation	1	1	
4291 • Employee Medical Reimburse.	8,155	8,155	
4292 • Employee Training & Seminars	10,349	10,349	
4293 • Other Employee Benefits	0	0	
4310 • Professional & Technical Serv.	36,492	36,492	
4320 • Insurance	45,235	45,235	
4330 • Travel	3,306	3,306	
4350 • Repairs & Maintenance	32,115	32,115	
4360 • Lease Costs	38,265	38,265	
4370 • Comm. (Postage, Phone)	7,884	7,884	
4380 • Water & Sewer	2,953	2,953	
4390 • Other Purchased Services	7,432	7,432	
4392 • Dual Enrollment Fees			
4430 • Electricity	12,949	12,949	
4450 • Fuel (Gasoline)	48	48	
4460 • Fuel (Diesel)	15	15	
4510 • Supplies - Classroom	10,412	10,412	
4520 • Textbooks	15,990	15,990	
4521 • Textbooks - Dual Enrollment			
4530 • Periodicals			
4570 • Food	153	153	
4590 • Other Materials & Supplies	4,953	4,953	
4610 • Library Books			
4622 • Non Capitalized A/V Materials			
4642 • Non Capitalized FFE	110	110	
4644 • Non Capitalized PC (Hardware)	265	265	
4651 • Buses (Trip Charges)	6,671	6,671	
4692 • Non Capitalized Software	8,610	8,610	
4720 • Interest	31,449	31,449	
4730 • Taxes, Dues & Fees	2,470	2,470	
4740 • Legal Fees/Settlements	0	0	
4760 • Sports & Recreation	2,589	2,589	
4780 • Depreciation Expenses			
Debt Service	50,360		50,360
4790 • Misc Expenses			
Total Expenses	1,019,021	968,661	50,360
	21,517	-7,686	29,203

The SMA Prep PTCC has had 2 meetings since the start of the 2019-2020 school year.

Board Meeting, August 4, 2019.

The Board met at Gecko's to get ready for the school year. The positions of the board members for the 2019-2020 school year were determined. Currently there are 2 open positions we hope to fill.

We reviewed the budget. The next meeting is at the Open House on September 5th and we will adopt the budget that evening.

We reviewed the calendar. SMA-LTC Vara approved the calendar.

We provided breakfast for the staff on Tuesday, August 13th. We used Nellie's Deli to cater this breakfast and Starbucks coffee.

The Book Fair is September 23rd -27th and it needs to be staffed all day. The set up date is on Friday, September 20th after the Board meeting school in the media center.

We are in the early planning stages for the Der Dutchman Pie Fundraiser. This is an easy fundraiser for a large return.

The Fall Dance is on Friday, October 25th. This is always a fun event for both Cadets and staff.

Parent Meeting September 5, 2019 SMA Prep Cafeteria

The main goal of this meeting was to get contact information from parents to add to our Sign Up Genius account. This is how we ask for parent volunteers. The Board talked about the different ways to volunteer during the 2019-2020 school year. Several parents expressed interest to serve on the Board for the current school year. All were invited to attend the next Board meeting in the hopes that that will commit to service for the school year. The Prep Cafeteria was full of parents. The PTCC obtained over 75 names and email addresses that we will be able to reach out to for our events this school year.