

**SARASOTA MILITARY ACADEMY
BOARD OF DIRECTORS
MEETING AGENDA
Wednesday 6 December, 2017**

- Call to Order
- Approval of the minutes:
 - 8 November, 2017-Tab 1
- Executive Director of Schools' Report – Tab 2
 - Human Resources Manager Report-Tab 3
 - Head of School Report - SMA Prep – Tab 4
 - Athletic Director Report
 - MYP Report
 - Faculty Representative
 - Head of School Report – SMA High – Tab 5
 - Athletic Director Report
 - IB Report
 - Faculty Representative
- SAI/Commandant's Report – Tab 6
- Treasurer's Report – Tab 7
 - Monthly Financial Report
- PTCC Committee Reports – Tab 8
- SMA Foundation, Inc. Report
- Committee Reports
- Chairperson's Report
- Old Business
- New Business
- Public Comment
- Meeting Adjournment

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

8 November, 2017

Board of Director Members' Attendance

Present:

Mr. Herb Jones, Chairman
Mr. Steve Herb, Vice Chairman
Ben Knisely, COL USA (Ret), Secretary
Mr. Kimball Bobbitt
Mr. Frederick Derr
Ms. Linda Long
Dr. Logan Malone
Dr. J. Robert Parkinson

Howard G. Crowell, Jr., LTG USA (Ret), Chairman Emeritus

Absent:

Ms. Carter Donovan

SMA Administrative Staff in Attendance

SMA-COL Christina Bowman, Executive Director of Schools
SMA-MAJ Steve Kok, Director of Finance (interim)
SMA-LTC Robin Livingston, Head of School, High School Campus
SMA-LTC Abby Williams, Assistant Head of School, High School Campus
SMA-MAJ Ryan Lee, Dean of Students, High School Campus
SMA-LTC Tom Vara, Head of School, Prep Campus
SMA-LTC Pamela Donehew
SMA-CPT Amy Mazner, Athletic Director

Guests: Members of the SMA faculty, staff and PTCC representatives.
SMA-MAJ Sylvia Gillotte, High School Staff Representative

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

Motion to Approve the Minutes from the 11 October, 2017 meeting:

Chairman Jones recognized a few errors in the October minutes. COL Ben Knisely motioned for approval of the 11 October, 2017 minutes; Chairman Jones seconded the motion and the board unanimously approved with the corrections noted.

Executive Director of School's Report: A read-ahead report was provided by SMA-COL Bowman. The Best & Brightest Scholarship submissions are due 1 December, 2017. SMA-COL Bowman requested permission to review the criteria and submit to the district prior to the 6 December meeting. Dr. Parkinson motioned for report to be approved and submitted to the district by SMA-COL Bowman. Chairman Jones seconded the motion and the board unanimously approved.

SMA-COL Bowman reported suspension of the equestrian program at this time. Chairman Jones inquired about the computer carts. SMA-COL Bowman reported that a team of employees from each campus met with Apple Advisors and will be meeting with Chromebook in the future. Apple Advisors will send a cost analysis on leasing and leasing-to-purchase.

Human Resources Manager Report: SMA-MAJ Denise Harper provided a read-ahead report on the hiring process and her progress to date.

SMA Prep Head of School Report: SMA-LTC Tom Vara provided a read-ahead report and progress to date. SMA-COL Vara summarized Dr. Bowden's visit to the Prep campus and how much he enjoyed his visit. Chairman Jones agreed and pointed out how much Dr. Bowden was very impressed. SMA-COL Vara reported the enrollment meetings were going well and great parental interest in the program.

SMA-COL Vara provided a math scores report and focused on the need to improve scores and discussed the utilization of the iReady program to increase scores by identifying specific problem areas. During the first quarter, staff identified forty new students who would benefit taking the skills development class, which began one week after the first quarter.

A discussion took place regarding the math programs on each campus and resources available to the cadets and instructors. Trend data will be reviewed and presented in February, 2018.

SMA High Head of School Report: SMA-LTC Robin Livingston provided a read-ahead report. Dr. Livingston reported that Joe Collis left SMA for another opportunity. MAJ-Ryan Lee, from the Prep campus, has been named as the interim Dean of Students / 11th and 12th grade Administrator and Coach Amy Mazner as the interim Athletic Director. Both positions will post in the spring.

Dr. Livingston was happy to announce the graduation rate of the 2017 graduates was at 99% up from 94% the previous two years. SMA- COL Bowman commended Dr. Livingston, staff and counseling.

Chairman Jones asked about the status of the school grade action plan and scheduling. Dr. Livingston stated the scheduling committee is working on a hybrid schedule for next school year that will include a 4x4 block as well as an A/B for the IB program.

Chairman Jones questioned the location of the 2018 graduation. Dr. Livingston stated the committee is still confirming but looks like it will be at the Bayside Community Church off of SR64.

SMA Prep Athletics: A read ahead report was provided.

SMA HS Athletics: A read ahead report was provided. Athletic Director Amy Mazner announced the change in the girls basketball coach and assistant.

Staff Representatives: SMA-MAJ Sylvia Gillotte provided a read-ahead report. SMA-MAJ Billy Hodges reported no concerns from the Prep campus.

SAI/Commandant's Report: A read-ahead report was provided. COL Ryan expressed safety concerns for the upcoming parade. COL Knisely stated there will be a larger volunteer force with the city Police Department at the Veterans Day Parade.

IB Report: SMA-LTC Pamela Donehew provided a read-ahead IB report. She mentioned cadet, Alex Murphy, received an appointment to West Point Academy.

Treasurer's Report: Mr. Frederick Derr provided a read-ahead report and reported the submission of the yearly audit to Tallahassee.

SMA-Maj Kok mentioned an opportunity to use the 1.5 millage to purchase and/or lease the computers and iPads for cadets and mentioned meeting with Apple Advisors and announced Apple was able to come down in price to be comparable with Chromebook.

PTCC Report: PTCC read-ahead reports for both the high school and Prep were provided.

SMA Foundation, Inc. Report: LTG Crowell reported Ms. Alexandra Quarles resigned as a consultant. A job description has been completed for the position.

Chairperson's Report: Chairman Jones mentioned meeting with Dr. Bowden several times in which Dr. Bowden stated how cadets spoke very highly of SMA. Chairman Jones mentioned how great it is that the staff is very well aware as to how to raise the school grade.

Old Business: N/A

New Business: SMA-COL Bowman mentioned the Wreaths Across America form, the bylaws, and the time and location of the Board meetings are all located in the binder.

Comments: N/A

The next Board of Directors meeting will be held on Wednesday, 6 December, 2017 at 2:30 pm at the high school conference room. The chairman adjourned the meeting at 3:36 pm.

Mr. Herb Jones, Chairman

Date

COL Ben Knisely, Secretary

Date

DRAFT

Executive Director of Schools Report

December, 2017

Enrollment:

Verbal report will be provided.

13 December: Special informational meeting for all 8th grade Prep families

Communication:

- Veterans Day Parade
 - Congratulations to all of the JROTC and Military Studies instructors on preparing our cadets for the parade! The cadets from both campuses looked and marched the best I have ever seen. A job well done!
 - A thank you to Herb Jones, Colonel Knisely, Carter Donovan and Linda Long for their participation.
- 2017 National Philanthropy Day
 - Thank you to Herb Jones, Steve Herb, Fred Derr, Carter Donovan, Linda Long and LTG Howard Crowell for their attendance. It was a lovely luncheon.
- The Wreaths Across America Campaign has ended. A great big thank you to all members of each campus PTCC for their endless work on this campaign. Also, thank you to Donna Hoefer and Kathy Simon for their support on each campus.
 - The Wreaths Across America Ceremony and Wreath Laying will take place on 16 December.
- 2018 Sarasota Music Half Marathon
 - We are now up to 14 volunteer teams for the event!
- Technology Update:
 - Continuing discussions with administration and staff
 - Proposed pilot program for second semester
 - High school; 75 units (3 classes)
 - Prep; 50 units (2 classes)
 - Lease units
 - Considering a one time "user fee" for each unit
 - ITS continues to be immersed in the discussions
 - A presentation with a representative from Apple (i-Pad) is scheduled for 22 December at 9:00 a.m. on the Prep campus. This is a professional day and all Academy employees are invited to attend.

- “Feeding the Troops” update
 - Working with Beverly Girard, Director of Food and Nutrition Services (SCSB) and April Mackenzie on a proposal.
 - Data provided by SCSB FNS.
 - SCSB FNS is excited about the prospect of the Academy providing additional nutritional support to our cadets and is willing to work with us.
- **“Feeding the Troops” for EOC testing**
 - EVERY cadet scheduled for an EOC or PERT from 30 November to 14 December received a free nutritious breakfast.
 - Each breakfast was either sponsored by a community member, business, the Academy or SCSB Food and Nutrition Services.
 - All of the cadets reported to the cafeteria where two tables were beautifully decorated and they obtained their breakfast items and water. Snacks were also available to take with them to their testing site.
 - Positive outcomes thus far:
 - All cadets felt special and were pumped up for testing
 - Cadets were able to spend time together prior to testing and relax
 - Nutritional needs were met
 - Testing coordinator reported all cadets were on time to testing; not one cadet forgot to report to testing!
 - Testing proctors reported cadets were very calm yet quite alert (no heads down or sleepiness)
 - A huge thank you to Donna Hoefler for her assistance with this project.
 - Data is being collected and reports will be provided after testing results are available around February.

Ongoing Concerns:

- Technology
- EOC Scores

HUMAN RESOURCES BOARD UPDATE

December, 2017

Hiring

Positions available:

High School- Counselor and English Teacher

Positions filled:

High School- ESOL Teacher

Prep- Positive Behavior Skills Coach

Now responsible for hiring substitute teachers and bus drivers. Since October 2017, four substitutes have been hired.

Placed ads for the Foundation Chief Development Officer position on Indeed.com and the American Fundraising Professionals, SW Chapter job bank.

Created a SMA Employment Application form (see attached form).

Personnel files review- Completed a review of each employee's personnel file at Prep. Both campus file reviews are completed.

I-9 Audit- completed audit of I-9 employment forms to verify that each employee's form is on file. No forms were missing.

Meetings with new employees- Completed meetings with new employees. Compiling information from the meetings on their suggestions for improvement on their orientation and acclimation to their positions. Meeting suggestions will be added to the Human Resources January Board Report.

Sunshine Law Training- completed

Management Training- creating an Administrator training program to enhance skills on Human Resources topics including: conducting legally compliant interviews, behavioral based interviewing, coaching and counseling, and creating documentation of performance issues.

Volunteerism- Two people have completed the background check required to tutor Math at the High School. Working with Dr. Livingston to finalize students and days to tutor.



Sarasota Military Academy

EMPLOYMENT APPLICATION

PERSONAL INFORMATION:

Name: _____ Date: _____

Address _____

City State Zip Code

Home Phone: _____ Cell Phone: _____ Email Address: _____

Position Applied For: _____ Are you certified to teach in FL? Yes/No

Type: certification or letter of eligibility? Number: _____

Referred By: _____ Salary Desired: _____

EMPLOYMENT HISTORY:

List all employment for the past 7 years, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Employed From /	Employer Name	Supervisor Name	Starting Salary
Employed Until /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties and Responsibilities			
Employed From /	Employer Name	Supervisor Name	Starting Salary
Employed Until /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	

Duties and Responsibilities			
Employed From /	Employer Name	Supervisor Name	Starting Salary
Employed Until /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties and Responsibilities			
Employed From /	Employer Name	Supervisor Name	Starting Salary
Employed Until /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
Duties and Responsibilities			

OTHER EMPLOYMENT INFORMATION:

Have you ever interviewed with SMA <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list dates(s), Job title(s) & Location(s)
Have you ever been employed by SMA? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s), Job title(s) & Location(s)
Do you have any relatives employed by SMA? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list name, date(s), Job title(s) & Location(s)
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If under age 18, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No

GENERAL INFORMATION:

Yes No

- Were you referred by someone to Sarasota Military Academy? If so, who? _____
- May we contact your current employer for references?

- Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- Have you ever been convicted of a felony or a misdemeanor? Please specify the details: _____

An admission of guilt does not necessarily prohibit you from becoming employed by Sarasota Military Academy

CERTIFICATION & AUTHORIZATIONS:

The above information is true and correct. I understand that, in the event of my employment by Sarasota Military Academy, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize Sarasota Military Academy to inquire into my educational, professional and past employment history and references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to Sarasota Military Academy and will hold Sarasota Military Academy and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Sarasota Military Academy to obtain credit and consumer reports.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Sarasota Military Academy is intended to create an employment contract between myself and Sarasota Military Academy under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or Sarasota Military Academy at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The documents provided will be used for completion of Form 1-9.

I hereby acknowledge that I have read and agree to the above statements.

Applicant Signature: _____ Date: _____

Sarasota Military Academy is an EQUAL OPPORTUNITY/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability. The organization believes that each individual is unique and we are committed to respecting the diversity of all individuals. We embrace the concept of INCLUSION, which ensures we strive to leverage everyone's unique skills to maximize our impact.

REFERENCES

Please provide four business references: (A business reference is a past manager, supervisor, teacher, etc.). It does not include family, friends or co-workers.

Email Addresses are required.

1. Name: _____
Title: _____
Relationship to you: _____
Phone number (including area code): _____
Email address: _____

2. Name: _____
Title: _____
Relationship to you: _____
Phone number (including area code): _____
Email address: _____

3. Name: _____
Title: _____
Relationship to you: _____
Phone number (including area code): _____
Email address: _____

4. Name: _____
Title: _____
Relationship to you: _____
Phone number (including area code): _____
Email address: _____

Applicant Signature: _____

Head of School Report
For November, 2017

Enrollment

Grade 6: 217
Grade 7: 193
Grade 8: 180
Total: 590

Campus Life/Events

- 11/2-Webex with Les Stroud- Survivor man
- 11/2-Prep dress down day to raise money for Devan Trecartin
- 11/3-Cadet program on Anti-Bullying-video and discussion
- 11/7-Faculty meeting
- 11/8-Board meeting at HS-2:30
- 11/9-Severe weather/tornado drill-period 1
- 11/10-PTCC provided lunch to the Prep Veterans
- 11/11-Veterans Day Parade-An amazing day!!
- 11/16-Picture re-takes for cadets
- 11/21-Cadet dress down day
- 11/22-11/26-Thanksgiving break

Cadet Highlights

-Cadets of the Month for November:

Art + Design:	Ava Digiovanni	Timothy Williamson
Individuals and Society:	Melissa Hernandez	Adan Ethan Taylor
Athletics:	Girl's Basketball:	Kali Bailis
	Boy's Basketball:	Guillermo Pinon

Faculty/Staff Highlights

- Attached

Parent and Community Highlights

- Prep enrollment meeting November 15th- 8:30 in café
- PTCC garage sale fundraiser-November 18th

Campus Needs

- None at this time

Concerns

- None at this time

STAFF ACKNOWLEDGEMENT

Carol Pelletier/Jane Clancy/Jennifer Neff

Interact club: Mayors Feed The Hungry Program

SMA Prep receives 14K in Educational Foundation Grants:

Todd Brown: The grant Project Earth received 10K school-wide grant. SMA Prep was selected from 24 school-wide grant proposals. Project Earth encompasses an effort toward Eco certification that extends opportunities to all grade levels.

Billy Hodges: The grant is for the purchase of digital video cameras for the Prep World News program to capture Prep events to enhance our morning announcements.

Pam Kok: This is a kick starter grant called Figure it Out! We will be able to buy a classroom set of artist manikins so that each cadet can have one to use when learning to draw people.

Carol Pelletier: The grant is titled Got Books? This will support the purchase of a classroom library that includes fiction and nonfiction titles interesting and appropriate for middle school students.

Deb Walker: The grant is Decompo Depot. Cadets will grow mushrooms and set up earthworm farms. The project calls for dark spaces and using old filing cabinets will work to complete this project.

Coaches/Clubs

Wrestling Kevin Owens

Girls Soccer Peter Inman

Boys Soccer Michael Hess

SMAP ATHLETICS REPORT

Cross Country –

Both boys and girls teams have been finishing Top 3 (out of 9-10 teams) all season.

Championship meet is next week 6 DEC, hoping Top 2 finish for both teams.

Boys/Girls Basketball –

Season underway.

Boys 0-5

Girls 2-3

Don't anticipate either team qualifying for playoffs.

Wrestling/Girls & Boys Soccer –

Coaches have been secured for both boys and girls soccer, and wrestling. Seasons begin after Winter Break 9 JAN 2018.

Clubs –

Soccer Club – Begins Nov. 29 thru Dec. 20. All cadets are encouraged to participate, although it is not a prerequisite to trying out for the competitive team, it is meant to provide experience/coaching prior to the actual tryout for those cadets who would like it.

**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 our competitive athletic teams.*

SMA Prep IB Middle Years Program
Read Ahead Report for BOD 12/6/17

As Semester 1 comes to a close, SMA Prep cadets are working on completing formative and summative assessments to put forth their best effort as the semester ends.

Assessment has become a focus on campus not just with cadets but also for faculty. During our Tuesday morning team meetings, we have been exploring what makes an assessment effective, different types of assessment, the purpose of assessment and how to use assessment to make teaching more effective. Teachers also now have ample data to review to gain better insights into what a cadet's summative performance says about his or her learning. This information will be utilized by teachers to inform instruction, make changes and improve cadet performance in Semester 2.

SMA Prep will also have completed extensive diagnostic testing for the whole school. This 2nd i-Ready diagnostic in reading and math will now have the comparable with the 1st to show growth and/or areas still needing attention for each student.

As the IB program is campus-wide at SMA Prep, the effort to combine, analyze and share from all the data sources is coming together to create a more cohesive picture to move forward in teaching and learning in more efficient and effective ways. There will be many valuable take-a-ways from these efforts that began at the start of the school year.

Lisa Currie
IB MYP Coordinator

Head of School Report – High School Campus
December, 2017

Campus Life/Events

I attended the 8th grade parent meeting at Sarasota School of Arts and Sciences (SSA+S) on November 27th to promote our school and answer questions regarding our enrollment process. Many of our cadets come from SSAS so this event was certainly worthwhile to potential cadets and the interest level seemed high.

SMA will attend the District-wide Showcase of Schools on January 17 & 18. The event will be held at the Sarasota County STC location on the first evening and the North Port STC location on the second evening. This will be an opportunity for parents to discover and inquire about the different programs that are unique to the middle and high schools around the district.

Spirit Week was the week before the Military Ball. There were four dress down days and fun activities held during lunch time, such as tug of war and a dance off. It was nice to see the cadets show their school spirit and have some additional excitement around campus.

Military Ball was a successful event. It was held at the Ritz Carlton and it is always so nice to see the cadets dressed up.

World Kindness Day was October 30th and we now have a kindness rock garden on the West side of Urfer.

Testing has officially begun. Breakfast was provided to cadets who test, and after the first day I can say that was a huge success. What a difference!

Upcoming Events

- 12/4 – Faculty Meeting
- 12/5 – PTCC Meeting & Enrollment meeting
- 12/13 – Enrollment meeting for Prep cadets @ 7:00am
- 12/16 – Wreath Ceremony at National Cemetery
- 12/19 – Winter Music Concert in SMA gym @ 6:00pm
- 12/20 – Holiday luncheon for staff in cafeteria @ 11:00am
- 12/20 & 12/21 – Final Exams & Early Release Days on high school campus
- 12/22 – Professional Day

Cadet Highlights

Regimental Commander, Alex Murphy, received his nomination from Congressman Buchanan for West Point.

Senior, Noah Weaver, received his acceptance to The Citadel.

Five cadets will accompany 5 WWII Veterans, who are female, to Tiger Bay on December 7th. After the luncheon, we will coordinate a time where the ladies can visit the high school campus and we can capture their stories from WWII.

Faculty/Staff Highlights

Sylvia Gillotte has completed her time as the Board Faculty Rep and we are thankful for her service. The new Faculty Rep will be announced soon.

We have hired Luciana Meadows as our new ESOL teacher. She will begin in January.

SMA-LTC Pamela Donehew received the "You Rock, rock" at the last faculty meeting.

SMA-CPT Jeanette Marks is a first year teacher and received a grant from the Education Foundation for the Marine Science lab.

Lingering Thoughts

Graduation
Scheduling
Counseling Position available

Campus Needs

No additional Needs at this time other than those already discussed

SUBJECT: SMA Commandant / JROTC Program Report

DATE: 28 November 2017

BY: COL (Retired) Michael Ryan, SMA Senior Army Instructor/Commandant

HIGHLIGHTS:

- **SMA Raiders:** SMA Female team once again won 1st Place at this year's Nationals. Male team placed 9th and Mix team placed 10th. The competition was hosted in Georgia 70 teams representing over 10 states.
- **SMA Rifle Team** – 5 cadets invited to shoot at Winter Air in Colorado Springs, 29 Nov – 3 Dec. This competition is highly recruited by many College shooting programs.
- **Sarasota Veterans' Day Parade** another big success with over 45% in attendance for a Saturday.
- **SMA Military Ball** – Big success! Attended by some 400 cadets and 20 adults at the Ritz-Carlton, Sarasota.
- **Mayor's Feed the Hungry Food Drive** – SMA donated over 50 boxes of food during a very busy couple of weeks.

PLANS: Fall 2017

- **Regimental Staff:** Focus for December is on Cadet Challenge (Physical Fitness Exams) and Final Exams
- **SMA Raider Team** to compete at Florida State Raider Competition in Lake Wales, FL on 2 Dec.

PLANS: Spring 2018

- **Regimental Staff:** Planning and executing Upcoming Events:
 - JROTC Program Assessment (Feb 2018)
 - SMA Senior Leadership Board (Mar 2018)
 - Florida Area 5 District Air Rifle Competition (SMA Hosted 3-5 Mar 2018)
 - Florida Area 5 District Drill Competition (SMA Hosted 17 Mar 2018)

CONCERNS:

- **Opening SMA JROTC Enrollment: 857 cadets** (which is the difference of SMA's present enrollment (886) minus the 29 students attending State College of Florida full time). This is important as it drives the amount of funding to be received from the Army next year and the number of Army Instructors authorized for our program. With the present number we are authorized the 10 instructors we presently have hired. By dropping below 900 cadets this year and if we open again below 900 we could lose our authorized 11th Army Instructor position.
- **Army Uniform Alteration Contract:** Awaiting Cadet Command awarding of contract \$11,500. This contract will reduce our \$85,000 Army MPA budget to \$73,500 and we have already executed \$17,000 since October 1st on SMA Raider travel and uniforms. Concern is for Fall 2018 uniform issue. It takes \$90,000 in new uniforms to outfit 300

projected new SMA Cadets. I will request at least \$50,000 in Unfinanced Requirements (UFR) in May 2018 to help alleviate any shortfall but this is not guarantee of extra funding.

- **No Athletic field** or enough on campus open spaces for the conduct of JROTC physical fitness training or activities. Traveling to Gillespie Park can be risky and sometimes attracts complaints from neighborhood residents.



Sarasota Military Academy

Treasurer's Report to the SMA Board of Directors
6 December 2017

This month's financial report is for the Fiscal Year to Date ending 31 October 2017. This report consists of a Consolidated Balance Sheet, a Monthly Profit and Loss Statement, and a Fiscal Year to Date Profit and Loss Statement.

A review of the Balance Sheet indicates a current ratio of 3.3 for the High School and 1.98 for the Prep School resulting in a combined current ratio for both schools of 2.82. The current ratios remain consistent from month to month and they are a good indication of financial stability. The combined working capital for both schools is \$1,187,171 which is a slight improvement over last month.

Referring to the Profit and Loss Statements, the monthly P&L indicates a Net Operating Income for both schools of \$47,482 and the P&L Year to Date shows a combined net operating income of \$564,382. Both the monthly P&L and the Year to Date P&L show a significant improvement over last month.

I am pleased to report that on November 20, SMA Col. Bowman, SMA Maj. Kok and I had the opportunity to meet with Mr. Rob Lane and Ms. Jenny Glassmoyer of Kerkering and Barberio, to discuss ways and means of providing seed money funding for the SMA Foundation. We succeeded in outlining a plan in which SMA, through available financial resources, will be able to assist in funding the startup costs for the SMA Foundation. A one-page summary of the steps necessary to accomplish this funding is attached to this report. We are asking for Board approval so that we may move forward with this funding as soon as possible.

Respectfully submitted,
Frederick M. Derr
SMA Treasurer

Sarasota Military Academy Balance Sheet- By Campus

As of October 31, 2017

	HS	Prep	Total
ASSETS			
Current Assets			
Bank Accounts			
1110 Cash and cash equivalents			
1109 Petty Cash	400	400	800
1111 WF Operating Account	420,123		420,123
1113 SMA PTCC Account	16,374		16,374
1116 WF Advancement Account	75,215		75,215
1117 WF Credit Card Machine	18,951		18,951
1118 WF Business Market Savings	284,293		284,293
1119 SMA Prep Checking		126,045	126,045
1120 Athletics Account	72,490		72,490
1121 WF Prep PTCC Account		21,208	21,208
1122 Prep PTCC Wreaths		1,587	1,587
1123 Prep CC Machine		11,967	11,967
1124 SMA Wreaths	26,209		26,209
Total 1110 Cash and cash equivalents	\$ 914,055	\$ 161,206	\$ 1,075,261
8-1111 Sport Team Bank Accounts	73,636		73,636
Total Bank Accounts	\$ 987,691	\$ 161,206	\$ 1,148,897
Other Current Assets			
1130 Accounts Receivable	6,137		6,137
1160 Stifel Reserve	127,488		127,488
1210 Deposits	10,760	3,000	13,760
1220 Due from Other Governments			
1221 A/R ROTC	30,355		30,355
1222 A/R Due from District	208,034	301,293	509,327
Total 1220 Due from Other Governments	\$ 238,389	\$ 301,293	\$ 539,682
Total Other Current Assets	\$ 382,773	\$ 304,293	\$ 687,066
Total Current Assets	\$ 1,370,464	\$ 465,500	\$ 1,835,963
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	11,236,075	2,016,698	13,252,773
1340 Furniture, Fixtures & Equipment	1,495,897	336,797	1,832,694
1350 Motor Vehicles	396,012	216,415	612,427
1370 Capital Lease Equipment	53,300		53,300
1380 Audio-visual Material & Softwar			
1382 Computer Software	19,700	67,400	87,100
Total 1380 Audio-visual Material & Softwar	\$ 19,700	\$ 67,400	\$ 87,100
1390 Computer Equipment	71,993	359,733	431,726

Total 1300 Fixed Assets	\$	14,319,955	\$	10,464,344	\$	24,784,299
1550 Accumulated Depreciation						
1329 AD- Land Improvements		(33,865)		(7,217)		(41,082)
1339 AD- Buildings & Improvements		(2,365,159)		(118,475)		(2,483,634)
1349 AD- Furniture, Fixtures & Equip		(1,216,464)		(127,814)		(1,344,277)
1359 AD- Motor Vehicles		(264,283)		(27,245)		(291,529)
1379 AD- Capital Lease Property		(53,300)				(53,300)
1389 AD- Computer Software		(4,571)		(274,378)		(278,949)
Total 1550 Accumulated Depreciation	\$	(3,937,641)	\$	(555,130)	\$	(4,492,771)
Total Fixed Assets	\$	10,382,314	\$	9,909,214	\$	20,291,528
Other Assets						
1400 Unamortized bond costs						
1403 Bond Issuance Costs - 2012		110,000				110,000
1404 Loan Costs				2,650		2,650
1405 Prep Bonds Costs - 2016				164,027		164,027
1406 Prep Loan Costs - Equipment Loan				1,830		1,830
1409 Accumulated Amortization		(22,000)		(2,797)		(24,797)
1410 Accum Amortization - Bond Costs				(10,209)		(10,209)
1411 Accum Amortization - Equip Loan Costs				(343)		(343)
Total 1400 Unamortized bond costs	\$	88,000	\$	155,158	\$	243,158
1625 Due From SMA Prep - Long-term		1,841,752		(1,841,752)		0
Total Other Assets	\$	1,929,752	\$	(1,686,594)	\$	243,158
TOTAL ASSETS	\$	13,682,529	\$	8,688,119	\$	22,370,649
LIABILITIES AND EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
2120 Accounts Payable		25,595		44,900		70,495
Total Accounts Payable	\$	25,595	\$	44,900	\$	70,495
Credit Cards						
2150 Wells Fargo Visa CC						
2152 Stephen Kok		74,405				74,405
2153 Monika Wysocka		1,217				1,217
2154 Denise Harper		25				25
2155 Kevin Nasby		2,173				2,173
2156 Christina Bowman		296				296
2160 Joe Collis		2,117				2,117
2161 Pamela Donehew		3,129				3,129
2162 Robin Livingston		68				68
2164 Donna Hoefer HS		214				214
Total 2150 Wells Fargo Visa CC	\$	83,644	\$	-	\$	83,644
2180 Wells Fargo SMA Prep Visa CC						
2183 Stephen Kok				25,351		25,351
2185 Rebecca Morris				77		77
2186 Betty Bultemeier				1,058		1,058
2188 Gail Birocak				19		19
2191 Lisa Currie				300		300

2192 AJ Brown		604	604
Total 2180 Wells Fargo SMA Prep Visa CC	\$ -	\$ 27,409	\$ 27,409
Total Credit Cards	\$ 83,644	\$ 27,409	\$ 111,053
Other Current Liabilities			
2110 Accrued Payroll			
2112 Accrued Payroll	225,701	168,148	393,849
Total 2110 Accrued Payroll	\$ 225,701	\$ 168,148	\$ 393,849
2170 Accrued Payroll Liabilities	5,962	4,270	10,232
2200 Other Current Liabilities			
2230 Current Portion of LTD		(10,473)	(10,473)
Total 2200 Other Current Liabilities	\$ -	\$ (10,473)	\$ (10,473)
8-2290 Funds Held on Behalf of Others	73,636		73,636
Total Other Current Liabilities	\$ 305,299	\$ 161,945	\$ 467,244
Total Current Liabilities	\$ 414,538	\$ 234,254	\$ 648,792
Long-Term Liabilities			
2320 Bonds Payable			
2323 Educational Bond - 2012	4,896,000		4,896,000
2324 Note Payable Prep- Wells Fargo		274	274
2326 Prep Bond Payable - \$7.5M		7,133,292	7,133,292
2327 Prep Bond Payable - \$1M		961,197	961,197
2328 Wells Fargo Equipment Loan for Building 5		284,109	284,109
Total 2320 Bonds Payable	\$ 4,896,000	\$ 8,378,872	\$ 13,274,872
2330 Accrued Vacation	18,307		18,307
2380 Interest Rate Swap	487,361		487,361
Total Long-Term Liabilities	\$ 5,401,668	\$ 8,378,872	\$ 13,780,540
Total Liabilities	\$ 5,816,206	\$ 8,613,126	\$ 14,429,332
Equity			
3010 Invested in Capital Assets, Net	4,983,114	1,437,494	6,420,607
3020 Temporarily Restricted Net Asse	69,778	16,924	86,701
3030 Unrestricted Net Assets	2,505,470	(1,635,844)	869,626
Net Income	307,961	256,420	564,382
Total Equity	\$ 7,866,323	\$ 74,994	\$ 7,941,317
TOTAL LIABILITIES AND EQUITY	\$ 13,682,529	\$ 8,688,120	\$ 22,370,649

**Sarasota Military Academy
Profit and Loss - Monthly - By Campus**

October 2017

	HS	Prep	Total
Income			
3100 Federal Direct	30,355		30,355
3300 Revenue from State Sources	474,561	280,004	754,566
3400 Revenue from Local Sources	201,136	186,902	388,038
Total Income	\$ 706,052	\$ 466,906	\$ 1,172,959
Gross Profit	\$ 706,052	\$ 466,906	\$ 1,172,959
Expenses			
4100 Salaries	395,534	259,592	655,126
4200 Employee Benefits	96,206	72,699	168,905
4300 Purchased Services	65,384	38,689	104,072
4400 Energy Services	13,241	12,393	25,634
4500 Materials & Supplies	37,052	12,411	49,464
4600 Capital Outlay	3,861	3,663	7,524
4700 Other Expenses	71,973	42,778	114,751
Total Expenses	\$ 683,251	\$ 442,225	\$ 1,125,476
Net Operating Income	\$ 22,801	\$ 24,681	\$ 47,482
Net Income	\$ 22,801	\$ 24,681	\$ 47,482

**Sarasota Military Academy
Profit and Loss - YTD - By Campus**

July - October, 2017

	HS	Prep	Total
Income			
3100 Federal Direct	111,861		111,861
3300 Revenue from State Sources	1,825,054	1,153,607	2,978,660
3400 Revenue from Local Sources	1,168,614	836,626	2,005,240
Total Income	\$ 3,105,529	\$ 1,990,233	\$ 5,095,761
Gross Profit	\$ 3,105,529	\$ 1,990,233	\$ 5,095,761
Expenses			
4100 Salaries	1,498,234	951,540	2,449,774
4200 Employee Benefits	341,900	257,731	599,631
4300 Purchased Services	385,157	214,727	599,883
4400 Energy Services	46,777	38,320	85,098
4500 Materials & Supplies	188,791	57,617	246,408
4600 Capital Outlay	60,966	40,800	101,766
4700 Other Expenses	275,743	173,078	448,821
Total Expenses	\$ 2,797,567	\$ 1,733,812	\$ 4,531,380
Net Operating Income	\$ 307,961	\$ 256,420	\$ 564,382
Net Income	\$ 307,961	\$ 256,420	\$ 564,382

Thoughts on SMA and SMAF

November 20, 2017

Present: Fred Derr; Rob Lane; Jenny Glassmoyer; Christina Bowman and Steve Kok

Summary and Next Steps

- It is possible to underwrite a fund raiser position for the Foundation (hereafter referred to as SMAF) and the Academy (hereafter referred to as SMA) using unrestricted funds. (Stifel or the High Yield Fund)
- A contract will be written with the assistance of Kim Walker between SMAF and SMA, outlining the relationship, responsibilities, liabilities, leasing arrangements and other support provided by SMA.
- SMAF will be responsible to obtain all insurances to cover it for any and all exposures. Larry Robbins would be brought in to advise on this, but at least E&O (Error and Omissions), D&O (Directors & Officers) and also insurance against heirs contesting grants from parents (things like that).
- SMAF related activity and transactions will be posted in its own Online QuickBooks File. At the beginning this will be maintained by SMA for SMAF as part of the support provided outlined in the agreement mentioned above. This will ensure that SMAF has a clean record of all SMAF revenue and expenses from the beginning. Once SMAF has grown and is able to hire additional staff it will take over maintaining the accounting program. This also allows for SMAF to track the expense to income ratio, a necessary ratio for foundations, with a goal to reach a \$4 to \$1 income to expense ratio by the 3rd year.
- SMAF expenses will be recorded on the SMAF books with grants from SMA to SMAF to cover costs. SMA would grant SMAF "X" dollars with which SMAF would lease an employee/fundraiser from SMA and cover direct expenses such as QuickBooks Online Subscription. SMA would on-board through normal HR procedure, offering the EE benefits through their insurance programs, FRS retirement and all other benefits of an SMA EE. The EE would be paid through Paycom and issued a W-2 from SMA. SMAF would then pay the Academy a leasing fee to cover all costs.
- Other support provided by SMA would include office space, computer, some clerical assistance and the use of Academy copiers etc. The total of such in-kind donations from SMA to SMAF would be accumulated at year end and posted to SMAF's book via a journal entry.

Sarasota Military Academy Prep PTCC Monthly Meeting

DATE: 11/14/17
TIME: 01:39:00 PM
LOCATION: SMA Prep Conference Room

MEETING CHAIR: Mary Gaulrapp

MEETING SCRIBE: Tara Angus

MEETING TITLE: Monthly Meeting

BOARD MEMBERS / ATTENDEES REQUESTED:

Mary Gaulrapp, President | Shannon Mitchell, Vice President | Laura Paolercio, Treasurer | Tara Angus, Secretary | Christine Glassburn, Ways and Means Coordinator | Melissa Watrobsky, Publicity Coordinator/Parent Liaison | Michelle Pearson, Volunteer/Social Events Coordinator | SMA-CPT Katie Martin, Faculty Liaison | SMA-LTC Tom Vara, Head of School | SMA-COL Bowman, Executive Director of Schools | Nancy Capece, volunteer

Call Meeting to Order - Meeting called to order by Mary @1:39 PM

Last Month's Meeting Minutes – Motion to approve by Laura and seconded by Mary

Financial Report - Laura making a template that allowing us to project, presenting a picture for next year. Available cash \$15,174.93. Motion to approve financial statement by Shannon, seconded by Christine.

Old Business:

Barnes & Noble - (Melissa) Melissa, Shannon and Mary met with Donna from Barnes and Noble. Suggestion for SMA-CPT Katie Martin to promote essay contest and winner will receive \$20.00 gift card per grade. There are 3 topics. The winners will need to read their essays out loud. Motion to approve by Mary and seconded by Laura. Additional opportunity is to create cards for our military overseas. Bring in books from home or purchase to send overseas. Book fair 4-8 on Saturday. Book Fair Pass to hand out and send home for reminders. Wish list that teachers can sign up for that they may want to have in their classroom. Will put this out at the tables for parents to look at and purchase.

Flyers went out and cadets are working on essays.

Halloween Dance Recap - Total participation 333: 262 attended dance, 71 dress down only.

Total Cost \$714.08

Total Profit \$739.82

Veterans Lunch – (Shannon) Honored 5 veterans on staff at formation and with a luncheon in the Conference Room. Went over very well. Spent \$94.27
Pictures posted on Prep PTCC Facebook.

Business Partners Association - (Nancy Capece, parent volunteer) Presented proposal for new program: Email to individual partners inviting the partnership. Includes level of sponsorship, adding in-kind donations as well. Ask Michelle to send out final draft of the sponsorship from Nancy and Michelle for the board to review and address changes and send back electronically.
Flyers, electronic or fee based flyers (place money value on it)
Set up committee meeting prior to next board meeting.

Garage Sale - (Christine) Reviewed flyer for Garage Sale, volunteers and set up.
Garage Sale went very well thanks to everyone's hard work, especially Christine and Mary

Scholastic Dollars - (Shannon) \$ 990.14 Scholastic Dollar balance, class sets purchased for military studies. SMA-CPT Davis thrilled as the purpose was to support raising our cadets' reading scores. ELA teachers picked out their own books for classrooms and others were selected by the PTCC. Spanish classes were given dictionaries and several Spanish language translations of popular books. Also given books were SMA-CPT Kok and the Science Department.

Principal Day Appreciation Day – (Shannon) Will give Nellie's Deli menu to three members of admin, order lunch and deliver to their offices \$50.00 Motion to approve by Tara and seconded by Laura.

Pie Sale- (Shannon for Michelle) Prepared and sent in. Kudos to Michelle for her hard work on this. Award bags to the cadets for top sales given at formation.

Cadets in Need – (Mary) Mary was given information from Guidance/ESE regarding eight cadets with financial issues who are unable to pay for all of the 8th Grade activities for the year. Proposed that we assist, with the idea of asking them to pay what they can and we subsidize the rest of the activities for which the cadet is eligible. Mary will provide dollar amount when the kinks get worked out. Potential for \$232 x 8 = \$1700 potential for PTCC to provide funding, but most likely less than that. Motion to approve by Tara, seconded by Shannon.

WAA - (Mary) Need to push the wreaths. Goal is 12,000 and to date we are at 2200.

All numbers not in but looks like we will meet our goal of covering all gravesites!

New Business

Possibility of having future meetings at 5:00 pm
Action item to discuss with SMA-LTC Tom Vara and SMA-CPT Katie Martin.

Motion to adjourn made by Mary, seconded by Shannon @ 3:29 pm