

**SARASOTA MILITARY ACADEMY  
BOARD OF DIRECTORS  
MEETING AGENDA  
Wednesday 11 October, 2017**

- Call to Order
- Approval of the minutes:
  - 20 September, 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

20 September, 2017

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#### Board of Director Members' Attendance

##### **Present:**

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

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

##### **Absent:**

#### **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-LTC Tom Vara, Head of School, Prep Campus  
SMA-MAJ Becky Morris, Assistant Head of School, Prep Campus  
SMA-MAJ Lisa Currie, Assistant Head of School, Prep Campus

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

Location: SMA Prep campus. The chairman called the meeting to order at 4:35 pm.

#### **Motion to Approve the Minutes from the 2 August, 2017 meeting:**

Ms. Steve Herb pointed out an error in spelling in the Committee Reports.  
COL Ben Knisely motioned for approval of the 2 August, 2017 minutes; Dr. Logan Malone seconded the motion and the board unanimously approved with the correction noted.



**Executive Director of School's Report:** A read-ahead report was supplied by SMA-COL Bowman. Enrollment update was provided. The SMA Conflict of Interest Annual Disclosure policy was provided, reviewed and signed by all board members for the 2017-2018 school year. In addition, Board Governance Training through the Florida Consortium of Public Charter Schools was established for new board members. The School Advisory Council and its role for the Academy was discussed. Given the combination of charter contracts/cost centers, it was determined that the SMA Board of Directors will serve as the SAC for the Academy/cost center. Mr. Fred Derr motioned for approval; Ms. Carter Donovan seconded the motion and the board unanimously approved. SMA-COL Bowman commended Mr. Steve Kok and Mr. Kevin Nasby for their outstanding work in preparing each campus for hurricane Irma as well as the faculty and staff on each campus for providing a calm environment for cadets. The board specifically commended Mr. Steve Kok and Mr. Kevin Nasby for their work.

**Human Resources Manager Report:** SMA-MAJ Denise Harper provided a verbal 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 SMA-MAJ Currie discussed current MYP activities; Project Earth. SMA-CPT Billy Hodges, faculty representative, provided a read ahead report and highlighted the Broadcasting Program.

**SMA High Head of School Report:** SMA-LTC Robin Livingston provided a read-ahead report and highlighted the "Visible Learning" book study led by SMA-CPT Mike Friday who is working with Dr. Wendy Katz. Dr. Livingston also discussed the availability of free breakfast and lunch for all cadets. COL Ben Knisely led a discussion regarding the number of cadets who may not be eating breakfast or lunch. Dr. Livingston discussed the Food Pantry Program provided to cadets. The board discussed "Feeding the Troops" and inquired as to a cost analysis. SMA-MAJ Sylvia Gillotte, faculty representative, provided a read-ahead report and highlighted a positive outcome of the new cell phone policy. SMA-LTC Pamela Donehew, IB Coordinator, highlighted a CAS project, the Odyssey of the Mind Team and work on the school schedule.

**SAI/Commandant's Report:** A read-ahead report was provided and highlighted the receipt of funds for cadet JROTC uniforms.

**Treasurer's Report:** CAPT Derr provided a read-ahead report. An amended budget for the 2017-2018 school year was provided and discussed. Mr. Fred Derr motioned for approval of the amended budget; Mr. Steve Herb seconded the motion and the board unanimously approved. The recommendation of a contingency budget entry was discussed.

**PTCC and SAC Reports:** PTCC read-ahead report was provided. PTCC will now manage the Wreaths Across America Campaign for the Academy.

**SMA Foundation, Inc. Report:** LTG Crowell provided an overview of the status of the Foundation and identified two major areas of focus at this time: case for funding and identification of needs. The next meeting will take place on 18 October, 2017 at 1:00 pm at the high school conference room. Ms. Alex Quarles continues to act as a consultant to the Foundation.

**Committee Reports:**  
N/A

**Chairperson's Report:**  
N/A

**Old Business:** N/A

**New Business:** N/A

**Hearing of Citizens:** NA

The next board of directors' meeting will be on Wednesday, 18 October, 2017 at 2:30 pm at high school conference room. The chairman adjourned the meeting at 6:06 pm.

\_\_\_\_\_  
Mr. Herb Jones, Chairman

Date \_\_\_\_\_

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

Date \_\_\_\_\_



## Executive Director of Schools Report

October, 2017

### **Enrollment:**

Verbal report will be provided.

### **Communication:**

- Academy enrollment information meetings began the week of 25 September. The open enrollment window for the Academy opened 1 October and will close 31 January as indicated in the new charter contract. Enrollment "postcards" will be sent to all district 5<sup>th</sup> and 8<sup>th</sup> grade families within the next three weeks.
- On 4 October SMA-CPT Donna Hoefer and I attended a training sponsored by the Community Foundation of Sarasota County. The training focused on the creation of a development plan, which is a requirement for participation in the Giving Challenge. The Giving Challenge is scheduled for 1 May and continuing until 2 May (noon to noon).
- Seven cadets attended Tiger Bay on 5 October.
- Weekly meetings with each administrative team and HR have been going well. One Academy administrative meeting has taken place with five subsequent meetings established. The meeting has increased communication and collaboration.
- Congressman Vern Buchanan's Eleventh Annual Service Academy Fair was cancelled due to Hurricane Irma and may be scheduled in the spring.
- Goals and plans related to obtaining a school grade of an A will be submitted to Dr. Natalie Roca on 12 October 2017. This information will be forwarded to the Sarasota County School Board. On 17 October 2017 the Academy will present the goals and plans at a workshop at the Landings and answer any subsequent questions. Time is to be determined. The team currently consists of SMA-COL Bowman, SMA-LTC Robin Livingston, SMA-LTC Tom Vara, SMA-MAJ Steve Kok and Mr. Herb Jones. Academy board members are encouraged to attend.

- National Philanthropy Day
  - 14 November
  - Michael's on East
  - 11:30 Reception/12:00 Luncheon
- The Wreaths Across America Campaign is in its early stages and is being supervised and directed by each campus PTCC. The Wreaths Across America Ceremony and Wreath Laying will take place on 16 December.

**Concerns:**

- School grade
- Submission of "Best and Brightest" in a timely manner

## HUMAN RESOURCES UPDATE

September 2017

### **Current openings:**

Two at the High School- Counselor and ESOL Teacher

One at Prep- for a Positive Behavior Skills Coach which used to be called the In School Suspension Supervisor.

**Recruitment-**established a new avenue for recruitment Teachers-Teachers.com. This site reaches over 100,000 teachers in FL.

**Personnel files review-** Each employee's personnel file is being reviewed for legal compliance and to create a consistent format. Information is being removed that should not be included like copies of driver's licenses and social security cards or medical information. Separate medical files are being created for each employee. Currently, the High School has 89 employees and Prep has 58.

**Volunteerism-** Recruiting tutors for students at both Prep and the High School for students needing additional help. On one site VolunteerMatch.com we received a response from a retired high level executive with Microsoft who wants to volunteer with 2 High School students in Math. Another group JOY (Joining Our Youth), is a private community based organization that provides paid tutors for select students that we would consider to be "at risk" of not graduating. They also are interested in working with us to provide 1-2 tutors.

**Employee Handbook-** Working with SMA-COL Bowman on reviewing the draft of the 2017-2018 Employee Handbook. Review will be completed by October 13, 2017 and ready for final legal review by Attorney Kim Walker.

**Environmental and Life Science Class-** On October 18, I am doing a presentation about volunteering on Lido Beach as part of the Sea Turtle Patrol with Mote Marine. The presentation will include my pictures and videos of turtle crawls, nests and seeing a hatchling reach the ocean.



Head of School Report  
Middle School Campus  
for September, 2017

**Enrollment**

Grade 6: 217  
Grade 7: 191  
Grade 8: 182  
Total: 590

**Campus Life/Events**

- 9/8-9/15-School closed-Hurricane
- 9/19-Author Carl Hiaasen spoke to cadets via webex
- 9/20-Dr. Fanara from Mote Marine spoke to our 8<sup>th</sup> graders
- 9/21-Lock down drill conducted @ 1:40 pm
- 9/22-Project Earth character day
- 9/26-Cadet picture day
- 9/26 + 27-Bus evacuation drills
- 9/27-World rowing championships field trip @ Benderson Pk
- 9/29-Fire drill conducted @ 11:15 am

**Cadet Highlights**

-Cadets of the Month: **September**

Physical Education:	Gabriella Rodrigues	Cooper Bowditch
Military Studies:	Maria Jose Lugo	John Thomas Wright
Athletics:	Volleyball-Brianna Ream	Football-Riley Cleary

**Faculty/Staff Highlights**

- Attached
- 9/5-Faculty meeting
- 9/19-Faculty committee meetings
- 9/26-Faculty committee meetings
- Formal staff observations have begun

**Parent and Community Highlights**

- 9/8-Flu shots given in the conference room
- 9/20-Board meeting at the prep @ 4:30 pm band room
- 9/28-Enrollment meeting in the café-8:30 am
- 9/28-Open House @ 6:30 pm-Cadet ambassadors assisted in room direction
- Several individual and small parent group MYP workshops have been conducted by Lisa Currie. Our goal is to increase MYP communication with parents, as well as get them comfortable with accessing our parent portal of managebac.

**Attention Items**

- Experiencing some graffiti and minor vandalism in the boys bathrooms. Cadets have been addressed and more frequent bathroom checks are being conducted.

## **SMAP ATHLETICS REPORT**

### Football/Volleyball –

Seasons are close to being completed, neither team will qualify for playoffs this year.

Remaining games: 9/27, 10/2

### Cross Country –

Cross Country will begin 18 October 2017. Tryouts are being held on Oct. 11, coinciding with the last day of Running Club.

Email was sent to all cadets/parents who show an aptitude for long distance/endurance type running in hopes of increasing participation in Cross Country.

### Boys/Girls Basketball –

Tryouts will be held on Oct. 11/12 (boys) and Oct. 17/18 (girls). Season begins Nov. 2 vs. SLA.

### Wrestling/Girls Soccer –

Beginning after Winter Break, currently searching for Head Coaching candidates.

### Clubs –

*Running Club* has begun in anticipation for Cross Country season (1<sup>st</sup> meet 18 OCT).

*Basketball Club* has begun in anticipation for Basketball season (1<sup>st</sup> games 2 NOV).

\*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-MYP  
BOD Read Ahead October 5, 2017

The IB Middle Years Program (IB MYP) continues to develop and take shape at SMA Prep. Current areas of focus are MYP criterion-based assessment, developing global connections through K12 STEM program affiliations and grants, and supporting staff through restructured PLC and team meeting opportunities to improve reading, math and information literacy campus-wide.

One aspect of the MYP that sets it apart from other pedagogy is the approach to assessment. What is traditionally known as "grades" is known in MYP as criterion-based assessment. In order to function as an IB World School with fidelity, using this assessment method is one of the more important aspects of the program. However, it is very different from what has been the norm and therefore educating the community about "MYP education" is crucial for its success.

This key communication piece is always a work in progress. SMA Prep continues to offer parent workshops, cadet in-school training through their teachers and also appointments can be scheduled as needed. New this year and just in time for Quarter 1 is the ability to update the website allowing for the community to truly understand what makes an education at SMA Prep truly unique in the state of Florida. This will be updated under the "Academics" section in a few weeks.

Partnerships, affiliations, grants and recognition are flourishing at SMA Prep. The Project Earth campus-wide initiative has generated excitement from the larger community and they have awarded the school with grants being used to support to support STEM learning. NASA's "Growing Beyond Earth Challenge" has selected SMA Prep into its program, the UF Extension Service has made donations to the garden, the 8<sup>th</sup> grade "Outbreak!" simulation is catching the eye and pocket books of corporate foundations seeking to support STEM learning in K12 schools. There is much more news and you can read all about it also now on the website. Just look under "Why SMA" and click on SMA Prep News to find out more.

Now in our 4<sup>th</sup> year, SMA Prep has accumulated the data and the drill down capabilities to focus attention on campus-wide literacy in math, reading and information. One way this has been addressed is by establishing a more efficient meeting schedule among faculty. SMA Prep teachers are able to collaborate more often to address reading and math across subjects which is already having positive effects school-wide. The focus of the first level meeting was, "all content teachers are math and reading teachers". This created results such as interdisciplinary approaches and the flexibility to analyze iReady data and cadet progress more effectively. The faculty are providing positive feedback to this new schedule so far.

Lisa Currie  
IB MYP Coordinator

Head of School Report – High School Campus  
October, 2017

### **Campus Life/Events**

All 9<sup>th</sup> grade cadets will begin wearing their Class B uniform on Monday, October 9, 2017.

So far this year we have had one enrollment meeting. October's enrollment meetings will be on 10/10 and 10/17 in the cafeteria. Our enrollment window now opens on Oct 1 and goes through Jan 31. This will allow us to schedule cadets earlier for the next school year and get an early start on enrollment concerns, should that be the case.

I will attend the parent meeting at Sarasota School of Arts and Sciences (SSAS) on November 27<sup>th</sup> to promote our school and answer questions regarding our enrollment. Many of our cadets come from SSAS so I am hoping this evening will spark interest and help with enrollment, in addition to our enrollment meetings.

#### Upcoming Events

10/13 – Freshman Lock-In

10/14 – IB Science Day 8-4

10/17 – Beret ceremony for freshman cadets during formation

10/24 – IB Pinning Ceremony in SMA gym 6:00pm

11/11 – Veterans' Day Parade

11/18 – Military Ball at The Ritz-Carlton

### **Cadet Highlights**

We spoke about the **lunch line** in last month's Board meeting. Before the Hurricane, we averaged around 200 cadets going through the lunch line on any given day. Now that lunches are available at no cost to all students, we are seeing about 350 cadets go through the lunch line and that number is increasing every day.

### **Faculty/Staff Highlights**

Prep campus and high school campus are currently working together to complete the School Improvement Plan, which is due to the district on October 19<sup>th</sup>.

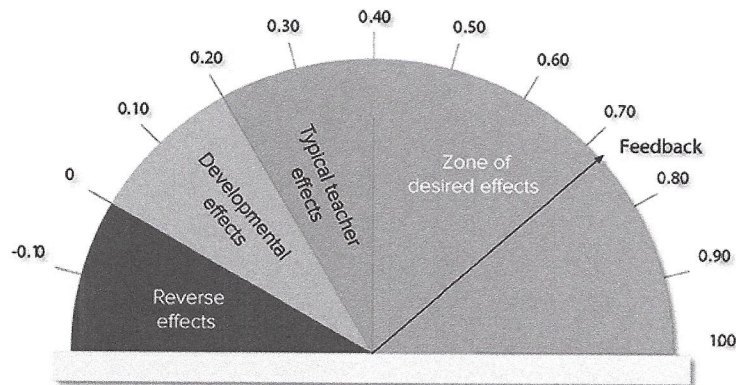
Pamela Lyon, Art Teacher, won the 2017 Scholastic Art and Writing Award through the Alliance for Young Artists and Writers.

Four teachers will be attending the County's Sarasota County Induction Program (SCIP) training, which is for teachers to mentor new teachers. Additionally, Abby Williams will begin her professional development in the County's Leadership Academy.

SMA had its first Teacher Appreciation night at the volleyball game. It was a great opportunity for volleyball players to choose a teacher to invite to the volleyball

game and recognize that teacher for a job well done. We will do this type of event each season.

Visible Learning is the topic of our book study. **Visible Learning** means an enhanced role for teachers as they become evaluators of their own teaching. According to John Hattie, **Visible Learning** and Teaching occurs when teachers see **learning** through the eyes of students and help them become their own teachers.



Below are a few trends and patterns that the admin team observed in the past two weeks:

Influence	Effect Size
Teacher-Student Relationships	.72
Direct instruction	.59
Questioning	.48
Cooperative learning	.42

0.40 is what John Hattie refers to as the "Hinge Point" which according to Hattie, is also where conversation should begin to take place about effective instruction, allocation of resources, and reflective learning.

### Lingering Thoughts

Standardized Testing – Physical Space/Number of Computers/Number of cadets needing accommodations  
Scheduling  
ESOL position available  
Counseling Position available  
School Improvement Plan Development

### Campus Needs



Another Laptop Cart – Our Data and Technology group has expressed a specific further need for an additional laptop cart. Our teachers are having a difficult time collecting and analyzing data through our USA Test Prep computer program since the “testing season” has begun. Reserving the computer lab is difficult since that is where testing takes place and teachers have anywhere between 4-8 computers in their classrooms. A computer cart with at least 24 computers would be alleviate some of the concerns regarding data collection regularly and efficiently.

## SMA Athletic Team Report

### Cross Country

Alan Romero finished 2<sup>nd</sup> place in the last two races and the entire team has improved their personal times at each of the last two events they have ran. to start off the season. Alan was also recognized in the East County Observer as a runner to watch in the area. The team is back in action again this weekend.

### Volleyball

Coach Martin is very proud of the progress her young team has made so far this season and the hard work they are putting in even though they are still searching for their first victory of the season. The team is continuing to play hard and are working towards the district tourney.

### Golf

Both the boys and girls teams are playing well and getting better each week as they are gearing up for the district tournament which starts October 16<sup>th</sup>.

### Basketball

We are still looking for a new JV Boys Head Coach.

### Other sports

All other sports are participating in off season workouts and preparing for their upcoming seasons.

**IB Board Report  
10/11/17**

- 1. IB Senior, Gabrielle Aponte, was selected as an outstanding IB student, by Bucknell University, Lewisburg, Pa., to attend "Journey to Bucknell," an overnight visit program. Bucknell will be hosting Gabrielle from Oct. 29-31, all expense paid.**
- 2. Oglethorpe University, Atlanta GA, has invited Pamela Donehew to attend "IB Showcase," November 2 & 3, an opportunity to honor IB students and our school's commitment to IB. All expense will be paid by Oglethorpe. On Thursday, November 2, the program will feature discussion about IB student success, conversation with current OU students, faculty, and administrators, dining in the city of Atlanta, and exploration of all that an Oglethorpe education has to offer! On Friday, November 3, there will be a guided trip through the acclaimed Center for Civil & Human Rights.**
- 3. The September 28th, IB Parent Information night was attended by 32 IB families. As a result of hurricane Irma the evening had been rescheduled from the 21st to the 28th which conflicted with Prep's open house. Parents of students attending both schools were informed that they could set-up a meeting with me to review what was covered.**

**Below is an email that I received the day after the Parent Meeting. I was unaware that this current IB student was in attendance, or that he was considering leaving IB.**

Dear Colonel Donehew,

Hello! My name is [REDACTED] but everyone knows me as [REDACTED]. I was very reassured by the IB Information Meeting yesterday evening, Thursday 9/28. I had been entertaining the idea of quitting IB and moving into a course completer schedule or DE. But what you portrayed last night eased my nerves and made me realize that IB is the best program for my education and I would want nothing less at this point in my high school and educational career. So, I must thank you for reassuring me that IB is the right decision for me and making me more energized and more focussed to get the IB diploma. In the meeting, you touched on the Extended Essay and CAS. I have a few more questions regarding those two topics and I was wondering if I could set up a meeting with you sometime in the coming week to discuss these further in depth so I can get a better feel and idea for what I am going to do for both. I can also formally introduce myself to you during the meeting, since I've never really formally introduced myself to you. Thank you very much and have a wonderful evening and weekend!

Best regards,



HS Faculty Rep Report  
SMA Board Meeting  
October 11, 2017

1. Teachers across campus are actively progress monitoring their students using several of the Programs available to them this year, including USA Test Prep, Khan Academy, and Newsela. At our most recent faculty meeting, the Data PLC provided helpful pointers to teachers that will facilitate the process of data collection and assessment. With the end of the quarter approaching, which actually translates to the end of one semester on 4 x 4 block scheduling, many teachers have had to adjust their curriculum timetables due to class time lost as a result of Irma. The storm also caused a delay in standardized testing that was scheduled. Fortunately, everything appears to be back on track and operating smoothly.
2. Although the visit to Lake Wales Senior High with Dr. Malone that was previously set for September 11<sup>th</sup> has not yet been rescheduled, the Scheduling Committee continues to meet to discuss and review alternative scheduling options for the future. Carter Donovan and Linda Long both sat in on a recent meeting to simply observe the process and better understand the committee's mission and vision, as well as the scheduling process. There is consensus that a viable blended scheduling option can be developed for the coming years. While fidelity to the principle of concurrency of learning within IB necessitates a scheduling adjustment for IB students, Robin Livingston reassured members of the committee that IB at SMA would continue forward, regardless of whether or not the committee reaches consensus on a solution by December, which would be in time for implementation during the upcoming 2018-2019 academic year. This alleviated concerns by a few committee members who had questions about the December deadline goal and continuation of IB at SMA should that deadline not be met. The deadline remains an ideal goal to reach, if possible, since it is in the best interests of future DP cohorts to be on a schedule that reflects concurrency of learning. There is also the feeling, expressed by several committee members, that the process should be undertaken in a proactive manner, as opposed to reactive (i.e., waiting until our program review with IB, when we would be required to address it anyway). This would be consistent with fidelity to IB principles, as well as to SMA's high standard of making decisions with integrity.

**SUBJECT: SMA Commandant / JROTC Program Report**

**DATE: 6 October 2017**

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

**HIGHLIGHTS:**

- **Two New Army Instructors Hired:** SGM (Retired) Kenneth Lee and SFC (Retired) Jorge LugoDeJesus started officially on August 1, 2017. SGM Lee is coming in as an Army Cost Shared employee (Army Reimbursement). Army has Cost Shared SFC Lugo as of October 2, 2017.
- **All Freshmen** have received their Army Class B uniforms and they will start wearing them on October 9, 2017.
- **SMA Raiders:** SMA Female, Male and Mix #1 Raider teams placed 1<sup>st</sup> in their respective categories on September 30, 2017. The competition was hosted by SMA with 32 teams (16 schools) in attendance.
- **SMA Rifle Team** attending Montgomery Bell National Competition (Nashville, TN) 5-8 October.
- **Three SMA Cadets** (Ana Osborne, Alex Murphy, & AJ Marino), all applying to West Point attended the WP Campus (28-30 Sep) with LTC Weiss from Booker HS. All had a great time and were very impressed with the campus and cadets. They got to visit with two of our present attendees (Plebes Cadet Songwen Liao and Jacob Ziadeh). We also have Cadets Trey Wildermuth (junior year) and Judson Haggard (sophomore year) attending WP.

**PLANS: Fall 2017 School Year**

- **SMA Military Ball** planning and execution for Ball to take place on the night of November 18<sup>th</sup>, 2017 (6-11 pm) at the Ritz-Carlton, Sarasota.
- **Regimental Staff** planning many Fall projects: Sarasota Veterans' Day Parade (11 Nov), Military Ball (18 Nov), Freshmen Lock-in (13 Oct), Mayors Feed the Hungry Food Drive (6-17 Nov) to name a few.
- **SMA Raider Team** to compete at Raider Nationals (Ga. On 5 Nov) and Florida State (2 Dec)

**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 11<sup>th</sup> Army Instructor position.
- **Army Uniform Alteration Contract:** 6<sup>th</sup> Brigade still working contract (\$11,500) and should be completed by October 20, 2017. Received another \$2500 from Army to cover August (Freshmen Alterations).
- **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 11 October 2017**

This month's financial report is for August 2017, the second month of the 2017-2018 Fiscal Year. As usual this report consists of a Consolidated Balance Sheet, a Monthly Profit and Loss Statement, and a Fiscal Year to Date Profit and Loss Statement.

The Balance Sheet indicates a combined current ratio of 2.80 and a combined working capital of \$1,206,989; an improvement over last month. Our net worth for both schools is now \$7,934,228 which is also a considerable improvement over last month. This is mainly attributable to the increase in funding that we have received from the District under the 1.5 millage allotment.

Because of the substantial increase of funding available under the 1.5 millage program and the 15% restriction on the availability of funds we will begin carefully monitoring this money by developing an Excel spreadsheet showing what reimbursable monies we have earned, what we have asked for, and what funds have actually been released to us. Until our FTE is approved in October we won't know exactly how much money will immediately be available for reimbursement (because of the 15% limitation) but it should be somewhere between \$250,000 and \$290,000. In addition, there will be some carryover money from last year which we will be able to determine shortly.

I should also mention that while we appear to be having a windfall under the 1.5 millage allotment program we will also be taking a hit in the CHARTER SCHOOL CAPITAL OUTLAY PROGRAM. This could be a reduction from about \$409,000 last year to \$165,000 this year. This is not a reimbursable program but once the amount of our allotment has been determined it will be paid to us automatically on a monthly basis.

#### **SMA Board of Directors**

Herb Jones, Chair/F. Steven Herb, Vice Chair/CAPT (Ret) Frederick Derr, Treasurer/COL (Ret) Ben Knisely, Secretary  
Members: Kimball Bobbitt/Carter Donovan/Linda Long/RADM (Ret) Logan Malone, Ed. D  
J. Robert Parkinson, Ph.D/LTG (Ret) Howard Crowell, Jr., Chairman Emeritus

We are also in the process of developing 2 wish lists. The first is a list of projects that we can purchase under the 1.5 millage allotment program. The second will contain a list of projects that do not qualify for reimbursement under the 1.5 millage program but might be more suitable for funding by the SMA Foundation.

Another item of concern regarding the District Transportation Depot is their new policy for bus inspection. They now require us to turn the bus in the night before the inspection is due requiring us to take a rental. If the bus is not completed by noon the next day this means we have a loaner for 2 days at \$100 per day. For our five buses, that potentially amounts to an additional \$1000 per month. This is one more reason to purchase (at least) one additional bus under the 1.5 millage program. By having an extra bus (i.e. keeping the oldest bus as a spare) we would not have to pay the District to rent another bus while one is down for inspection and/or repairs. It would also be available for sporting events and field trips.

In the good news category I am happy to report that the Cost Share for our other new JROTC AI hire has been approved and is effective 2 October 2017. All our AI's are now cost shared.

Respectfully Submitted,

Frederick M. Derr  
SMA Treasurer



**Sarasota Military Academy**  
**Balance Sheet- By Campus**  
As of August 31, 2017

	HS	Prep	Total
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1110 Cash and cash equivalents			
1109 Petty Cash	400	400	800
1111 WF Operating Account	436,411		436,411
1113 SMA PTCC Account	18,128		18,128
1116 WF Advancement Account	74,785		74,785
1117 WF Credit Card Machine	18,339		18,339
1118 WF Business Market Savings	228,380		228,380
1119 SMA Prep Checking		223,102	223,102
1120 Athletics Account	65,711		65,711
1121 WF Prep PTCC Account		12,805	12,805
1122 Prep PTCC Wreaths		1,639	1,639
1123 Prep CC Machine		11,691	11,691
1124 SMA Wreaths	26,209		26,209
Total 1110 Cash and cash equivalents	<b>\$ 868,363</b>	<b>\$ 249,638</b>	<b>\$ 1,118,001</b>
8-1111 Sport Team Bank Accounts	58,185		58,185
Total Bank Accounts	<b>\$ 926,548</b>	<b>\$ 249,638</b>	<b>\$ 1,176,186</b>
<b>Other Current Assets</b>			
1160 Stifel Reserve	127,849		127,849
1210 Deposits	10,760	4,049	14,809
1220 Due from Other Governments			
1221 A/R ROTC	27,947		27,947
1222 A/R Due from District	267,712	259,606	527,319
Total 1220 Due from Other Governments	<b>\$ 295,659</b>	<b>\$ 259,606</b>	<b>\$ 555,266</b>
Total Other Current Assets	<b>\$ 434,267</b>	<b>\$ 263,656</b>	<b>\$ 697,923</b>
Total Current Assets	<b>\$ 1,360,815</b>	<b>\$ 513,294</b>	<b>\$ 1,874,109</b>
<b>Fixed Assets</b>			
<b>1300 Fixed Assets</b>			
1310 Land	973,750	7,424,550	8,398,300
1320 Land Improvements	71,001	42,750	113,751
1330 Building & Improvements	11,238,352	2,008,562	13,246,915
1340 Furniture, Fixtures & Equipment	1,489,367	336,797	1,826,165
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	<b>\$ 19,700</b>	<b>\$ 67,400</b>	<b>\$ 87,100</b>
1390 Computer Equipment	71,993	329,375	401,367
Total 1300 Fixed Assets	<b>\$ 14,313,475</b>	<b>\$ 10,425,849</b>	<b>\$ 24,739,325</b>

1550 Accumulated Depreciation			
1329 AD- Land Improvements	(33,063)	(6,368)	(39,431)
1339 AD- Buildings & Improvements	(2,316,864)	(107,971)	(2,424,835)
1349 AD- Furniture, Fixtures & Equip	(1,198,856)	(118,367)	(1,317,223)
1359 AD- Motor Vehicles	(258,322)	(21,817)	(280,139)
1379 AD- Capital Lease Property	(53,300)		(53,300)
1389 AD- Computer Software	(599)	(265,113)	(265,712)
Total 1550 Accumulated Depreciation	<u>\$ (3,861,005)</u>	<u>\$ (519,636)</u>	<u>\$ (4,380,641)</u>
Total Fixed Assets	<u>\$ 10,452,470</u>	<u>\$ 9,906,214</u>	<u>\$ 20,358,684</u>
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)	(2,650)	(24,650)
1410 Accum Amortization - Bond Costs		(10,209)	(10,209)
1411 Accum Amortization - Equip Loan Costs		(343)	(343)
Total 1400 Unamortized bond costs	<u>\$ 88,000</u>	<u>\$ 155,305</u>	<u>\$ 243,305</u>
1625 Due From SMA Prep - Long-term	1,802,384	(1,802,384)	0
Total Other Assets	<u>\$ 1,890,384</u>	<u>\$ (1,647,079)</u>	<u>\$ 243,305</u>
TOTAL ASSETS	<u>\$ 13,703,669</u>	<u>\$ 8,772,428</u>	<u>\$ 22,476,098</u>
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2120 Accounts Payable	57,022	39,873	96,895
Total Accounts Payable	<u>\$ 57,022</u>	<u>\$ 39,873</u>	<u>\$ 96,895</u>
Credit Cards			
2150 Wells Fargo Visa CC			
2152 Stephen Kok	70,463		70,463
2153 Monika Wysocka	1,402		1,402
2154 Denise Harper	6		6
2155 Kevin Nasby	1,389		1,389
2156 Christina Bowman	1,106		1,106
2160 Joe Collis	95		95
2161 Pamela Donehew	2,672		2,672
2162 Robin Livingston	32		32
2164 Donna Hoefer HS	755		755
Total 2150 Wells Fargo Visa CC	<u>\$ 77,920</u>	<u>\$ -</u>	<u>\$ 77,920</u>
2180 Wells Fargo SMA Prep Visa CC			
2183 Stephen Kok		34,870	34,870
2185 Rebecca Morris		1,864	1,864
2186 Betty Bultemeier		1,830	1,830
2188 Gail Biroscak		10	10
2191 Lisa Currie		2,549	2,549
2192 AJ Brown		422	422

Total 2180 Wells Fargo SMA Prep Visa CC	\$	-	\$	41,544	\$	41,544
Total Credit Cards	\$	77,920	\$	41,544	\$	119,463
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		5,205		3,995		9,201
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		58,185				58,185
Total Other Current Liabilities	\$	289,091	\$	161,670	\$	450,761
Total Current Liabilities	\$	424,033	\$	243,087	\$	667,120
Long-Term Liabilities						
2320 Bonds Payable						
2323 Educational Bond - 2012		4,920,000				4,920,000
2324 Note Payable Prep- Wells Fargo				274		274
2326 Prep Bond Payable - \$7.5M				7,182,273		7,182,273
2327 Prep Bond Payable - \$1M				967,729		967,729
2328 Wells Fargo Equipment Loan for Building 5				298,806		298,806
Total 2320 Bonds Payable	\$	4,920,000	\$	8,449,082	\$	13,369,082
2330 Accrued Vacation		18,307				18,307
2380 Interest Rate Swap		487,361				487,361
Total Long-Term Liabilities	\$	5,425,668	\$	8,449,082	\$	13,874,750
Total Liabilities	\$	5,849,701	\$	8,692,169	\$	14,541,869
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		(1,636,038)		869,432
Net Income		296,046		261,440		557,487
Total Equity	\$	7,854,408	\$	79,820	\$	7,934,228
TOTAL LIABILITIES AND EQUITY	\$	13,704,109	\$	8,771,988	\$	22,476,098



**Sarasota Military Academy**  
**Profit and Loss - Monthly - By Campus**  
August 2017

	HS	Prep	Total
<b>Income</b>			
3100 Federal Direct	27,947		27,947
3300 Revenue from State Sources	471,771	317,570	789,341
3400 Revenue from Local Sources	325,607	248,328	573,936
<b>Total Income</b>	<b>\$ 825,325</b>	<b>\$ 565,899</b>	<b>\$ 1,391,224</b>
<b>Gross Profit</b>	<b>\$ 825,325</b>	<b>\$ 565,899</b>	<b>\$ 1,391,224</b>
<b>Expenses</b>			
4100 Salaries	370,246	231,997	602,244
4200 Employee Benefits	84,025	65,016	149,041
4300 Purchased Services	96,741	45,652	142,393
4400 Energy Services	11,196	9,472	20,668
4500 Materials & Supplies	53,389	26,268	79,657
4600 Capital Outlay	4,517	2,028	6,545
4700 Other Expenses	61,258	42,527	103,785
<b>Total Expenses</b>	<b>\$ 681,372</b>	<b>\$ 422,961</b>	<b>\$ 1,104,333</b>
<b>Net Operating Income</b>	<b>\$ 143,954</b>	<b>\$ 142,938</b>	<b>\$ 286,891</b>
<b>Net Income</b>	<b>\$ 143,954</b>	<b>\$ 142,938</b>	<b>\$ 286,891</b>

**Sarasota Military Academy**  
**Profit and Loss - YTD - By Campus**  
July - August, 2017

	HS	Prep	Total
<b>Income</b>			
3100 Federal Direct	53,553		53,553
3300 Revenue from State Sources	920,211	601,195	1,521,406
3400 Revenue from Local Sources	748,519	507,498	1,256,018
<b>Total Income</b>	<b>\$ 1,722,284</b>	<b>\$ 1,108,694</b>	<b>\$ 2,830,977</b>
<b>Gross Profit</b>	<b>\$ 1,722,284</b>	<b>\$ 1,108,694</b>	<b>\$ 2,830,977</b>
<b>Expenses</b>			
4100 Salaries	713,317	435,293	1,148,610
4200 Employee Benefits	152,149	112,465	264,614
4300 Purchased Services	258,791	138,867	397,658
4400 Energy Services	21,042	15,165	36,208
4500 Materials & Supplies	105,252	27,062	132,314
4600 Capital Outlay	45,162	25,955	71,117
4700 Other Expenses	130,523	92,447	222,970
<b>Total Expenses</b>	<b>\$ 1,426,237</b>	<b>\$ 847,253</b>	<b>\$ 2,273,490</b>
<b>Net Operating Income</b>	<b>\$ 296,046</b>	<b>\$ 261,440</b>	<b>\$ 557,487</b>
<b>Net Income</b>	<b>\$ 296,046</b>	<b>\$ 261,440</b>	<b>\$ 557,487</b>

## **Sarasota Military Academy Prep PTCC Monthly Meeting**

**DATE:** 9/19/17  
**TIME:** 1:30 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 Liason | Michelle Pearson, Volunteer/Social Events Coordinator| SMA-CPT Katie Martin, Faculty Liason| SMA-LTC Tom Vara, Head of School| SMA-COL Bowman, Executive Director of Schools|**

Call Meeting to Order- Meeting called to order by Mary @ 1:38 PM

Last Month's Meeting Minutes- distributed and approved by Shannon and Tara  
Financial Report- Balance \$12,805.21, Book Fair Change Fund \$351.00

### **Old Business**

Back to School for Parents-Michelle- handed out goldfish snacks to parents at Parent Drop off. Spent \$47.92 - well received

Back to School for Teachers-Shannon- Budget \$175.00 Spent \$155.80 breakfast was good, some teachers forgot.

Barnes & Noble Fundraiser- Melissa- Date secured for 12/1-12/3. December 1 5-10 PM, December 2 3-10 PM, December 3 10AM-9PM. Idea is to attend and participate in gift wrap. Barnes & Noble will supply all materials. Wreaths Across America Sales will occur all 3 days. Saturday, the PTCC will earn a percentage of all sales toward school. Looking for 2 hour volunteer shifts.

Grant- Eye Glasses for Eclipse- Tom- Thanked PTCC for providing the opportunity to have this funded if needed. SMA Prep was able to sell all the glasses and

not use the grant

Update on Newsletter/Advertising/Partners in Education- Christine/Melissa/Michelle- No update. Discussed possibility of using this year as the design or on a smaller scale and then implement next year

Facebook/Email- Melissa/Shannon/Mary- Designees for handling Facebook/Email has been assigned. Book fair notification going out this week

Garage Sale - Pick Chair- Date set for 11/18- 10/1 for pod drop off. Teachers can use garage sale for their own fundraising events. They would have to coordinate. Christine sent out a spreadsheet as a high level timeline. Will need to schedule additional meetings to get structure and time line in place, then separate committee meetings will be scheduled.

Christine-Chair

Tara - Co-chair

*Pods were dropped off October 2*

New Business

Budget Approval- Motion to Approve- Tara, Christine 2nd. Send to Steve for review and then have available for Parent meeting.

Spirit Items- There are 2 separate forms. PTCC and Family Spirit Form and Faculty/Staff Spirit Form. Discussion with the high school to make sure spirit items are in alignment with each school

Open House/PTCC Parent Meeting Rescheduled- 9/28 6:30PM, PTCC Parent Meeting 5:45 PM

Book Fair- Shannon- Over the course of 4 days. Each Teacher will have an assigned day to bring in their classes over the 3 days. The last day will be open to all to shop. There is \$459.18 scholastic dollars that expires October 3. Vote to approve teachers to select for media center in amount of \$500. Motion to approve- Tara, Christine 2nd.

Halloween Dance-Need Co-Chair with Christine  
Tara Co-Chair

Badges- Shannon- PTCC Badges are \$25.00 initial set up fee, then \$8 per person. Motion to approve badges. Shannon 1, Michelle 2nd. " Name, PTCC Leadership Team" to align with bylaws.

Other Business

8th Grade Formal- Venue- Selby Gardens is booked on all potential dates. Frances as an option but will need deposit of \$1267.59 by 9/29. Mary to look at other options before committing. The Parrish Hall is also another option. Discussion



around catering and PTCC making food.

*Checking out Palm Aire as a possible site on October 4*

Venice Chalk Festival on Veterans Day- looking for volunteers, both adults and cadets. Potential to have a table to sell wreaths as well.

Meeting adjourned 3:16. Next meeting October 10, 1:30PM

### **Sarasota Military Academy Prep PTCC Parent Meeting**

**DATE:** 9/28/17  
**TIME:** 5:51 PM  
**LOCATION:** SMA Prep Cafeteria

**MEETING CHAIR:** Mary Gaulrapp

**MEETING SCRIBE:** Tara Angus

**MEETING TITLE:** SMA Prep PTCC/Parent 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 Liason | Michelle Pearson, Volunteer/Social Events Coordinator| SMA-LTC Tom Vara, Head of School| SMA-COL Bowman, Executive Director of Schools|**

Call Meeting to Order- Meeting called to order by Mary @ 5:51 PM- Approved  
Shannon made motion, Tara seconded

Last Month's Meeting Minutes- distributed . Shannon made motion to approve and Michelle seconded.

Financial Report- Balance \$12,805.21, Book Fair Change Fund \$351.00

Old Business

Facebook- Melissa is leading the PTCC Facebook page, check for upcoming events and notification.



Barnes & Noble Fundraiser- Melissa- Date secured for 12/1-12/3. December 1 5-10 PM, December 2 3-10 PM, December 3 10AM-9PM. Idea is to attend and participate in gift wrap. Barnes & Noble will supply all materials. Wreath Sales will occur all 3 days. Saturday, the PTCC will earn a percentage of all sales toward school. Looking for 2 hour volunteer shifts.

Budget Approval- Laura asked for motion to approve - parents Jennifer Smyth and Jackie Speelman, made and seconded the motion.

Volunteer/Signup Genius- Michelle- provide your email address to be added to sign up genius for upcoming volunteer opportunities. Be sure to reactivate or sign up as a volunteer.

Garage Sale -Date set for 11/18- 10/1 for pod drop off. Will need volunteers to help out. Get your treasures ready.

Christine-Chair

### **New Business**

Halloween Dance- look for signup Genius for volunteer opportunities

Wreaths Across America- Mary - Fundraiser to purchase wreaths that the SMA cadets will place on Sarasota National Cemetery. Will also have the opportunity to take down and clean up. Very precious and emotional event

Grants- Mary- \$500 requested for volleyball throwing machine to be split between the Prep and the High school. Grant approved by parents Jennifer Smyth and Jackie Speelman

PBIS- cadet store where given incentive for behavior etc. Looking to stock store. \$500 grant requested. Motion made and seconded by parents Jennifer Smyth and Dominique Rosenbloom approved

Adjournment 6:19 PM- Motion to Adjourn Mary, approved by parents Jennifer Smyth/ PTCC Board member Laura Paolercio