# SARASOTA MILITARY ACADEMY BOARD OF DIRECTORS MEETING AGENDA ANNUAL MEETING Thursday June 13, 2019

- Call to Order
- Approval of the Minutes-Tab 1
  - May 9, 2019
- Executive Director of Schools' Report Tab 2
  - Human Resources Report
  - o 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
- PTCC Committee Reports Tab 7
- SMA Foundation, Inc. Report Tab 8
- Committee Reports
  - Strategic Planning Task Force (SPTF)
  - o Annual Election of Officers
- Chairperson's Report
- Old Business
- New Business
  - o Approval of 2019-2020 Meeting Schedule
  - Appraisal
- Public Comment
- Meeting Adjournment

### Sarasota Military Academy

## BOARD OF DIRECTORS MEETING MINUTES 9 May, 2019

#### **Board of Director Members' Attendance**

#### **Present:**

Mr. Herb Jones, Chairman

Mr. Kimball Bobbitt, Treasurer

Ben Knisely, COL USA (Ret), Secretary

Ms. Carter Donovan

Ms. Linda Long

Dr. Logan Malone, RADM USN (Ret)

Dr. Thomas J. McElheny

Dr. J. Robert Parkinson

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 Pamela Donehew, Director of Literacy and IB; SMA-LTC Lisa Currie, Assistant Head of School, Middle School Campus; SMA-LTC Ryan Lee, Assistant Head of School, Middle School Campus; SMA-MAJ Amy Mazner, Athletic Director, High School Campus; SMA-CPT Leslie Smith, Athletic Director, Middle School Campus; SMA-CPT Terri Davis, Staff Representative for Middle School; MSG Johnny Browning, Staff Representative for High School

#### **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 Dr. Catherine Rodriguez, Assistant Head of School, High School Campus

SMA-LTC Abby Williams, Assistant Head of School, High School Campus

SMA-MAJ Steve Kok, Director of Finance

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, Staff Representative for High School; Ms. Michelle Collins, HS PTCC President

Location: SMA High School campus. The chairman called the meeting to order at 2:30 pm.

### Motion to Approve the Minutes from the 11 April, 2019 meeting:

COL Ben Knisely moved to motion for the approval of the 11 April, 2019 minutes; Ms. Carter Donovan seconded the motion and the board unanimously approved.

**Executive Director of School Report:** SMA-COL Christina Bowman provided a read-ahead report. She discussed the enrollment status academy wide for the 2019-2020 school year and very confident of an enrollment increase. Chairman Herb Jones inquired as to the enrollment number needed to cover expenses in which SMA-MAJ Steve Kok replied our numbers for next year are only a few off without including the cutbacks of six positions.

SMA-COL Bowman discussed the cutbacks were possible due to reorganizing class selections. She stated that two ESE staff members will need to be hired academy wide based on the needs of next school year. SMA-LTC Fred Fout explained how effective our staff is in providing services based on IEPs and that our reputation in the community is very good for providing these services. Ms. Donovan inquired if the integrity of all programs will stay intact with the needed cutbacks in which SMA-COL Bowman responded that she believes it will make the programs stronger.

LTG Howard Crowell inquired on whether numbers will affect the ability to deliver raises in which SMA-MAJ Kok replied that it depends on our final enrollment number. SMA-COL Bowman stated an increase in FTE per student from the district and an additional increase per student from Governor DeSantis awarded, as well as an increase in PECO funds and expenses decreased due to staff cuts all factor in to a possible raise.

SMA-COL Bowman stated the final AdvancEd Review was delivered with positive feedback similar to the preliminary report. She stated she will be working with Kelly at Mainspring to get the press release out.

Mr. Derr discussed the Orange Avenue parking meeting with the Director of Public Works and the Director of Facilities with the city and provided a layout. He stated the design created one hundred thirty-five parking spaces not including the southwest corner of an additional thirty spots that he is still waiting for permission from the city to use.

SMA-COL Bowman requested the approval of the 2019-2020 CTE Dual Enrollment articulation agreement.

Ms. Donovan moved to motion for the approval of the 2019-2020 Dual Enrollment Articulation Agreement; Dr. McElheny seconded the motion and the board unanimously approved.

**HR Report:** SMA-COL Bowman discussed helpful information was compiled from exit interviews of two resignations. She also discussed an additional resignation of SMA-MAJ CJ Bannister and that the Gala at this time has been postponed with no future date set.

**SMA Prep Head of School Report:** SMA-LTC Tom Vara provided a read-ahead report. He discussed current enrollment for the 2019/2020 school year and stated numbers are very good. SMA-LTC Vara mentioned recent events such as the Les Stroud event, a successful pep rally to start off the testing season and an eighth grade semiformal. He also mentioned a few positions becoming available including SMA-CPT Terri Davis moving on but mentioned performing a great job as staff liaison.

SMA Prep Athletics Report: N/A

#### MYP: N/A

**SMA Head of School Report:** SMA-LTC Fred Fout provided a read-ahead report. He mentioned the accolades of our cadets and how they were honored for scholarships and at the red cord ceremony which awarded SMA-CPT Leslie Collier first place in all high schools throughout five counties for blood donations.

COL Knisely suggested introducing the new leaders to the board during the first board meeting of the 2019-2020 school year in which SMA-LTC Fout agreed. SMA-LTC Fout mentioned upcoming events such as graduation on the  $24^{th}$  of May at Bayside Community Church on SR64, the talent show on the  $10^{th}$  of May and the Memorial Day Parade with confirmations from Ms. Long, Ms. Donovan and COL Knisely.

**SMA HS Athletics Report**: Athletic Director SMA-MAJ Amy Mazner provided a read-ahead report. SMA-LTC Fout mentioned thirteen student-athletes recognized by the Herald Tribune with one student-athlete nominated for the coach's award statewide. Chairman Jones stated SMA-MAJ Amy Mazner is doing a great job as Athletic Director.

IB Report: N/A

**SAI/Commandant's Report**: LTC Ben Weiss provided a read-ahead report. COL Knisely stated Ms. Lauren McMahan, a 2018 SMA graduate, has been chosen as the only one at West Point to go to the National Championships for Rifle. SMA-LTC Fout mentioned a most recent graduate, Darrell Nixon, will be attending West Point in the fall. Dr. McElheny inquired as to how many other public high schools are producing cadets accepted to West Point in which SMA-COL Bowman replied that only private schools produce more West Point attendees. COL Knisely inquired as to how many cadets received ROTC scholarships in which SMA-COL Bowman replied that she will compile that information.

<u>Staff Representatives:</u> SMA-CPT Ashley Wyka stated issues brought up by staff were handled by Administration. She mentioned invitations are included to all board members for the upcoming Raiders banquet.

**Treasurer's Report:** SMA-MAJ Kok provided a read-ahead report. Mr. Kimball Bobbitt and SMA-MAJ Steve Kok discussed the budget explaining additional long term substitutes, insurance renewal, property appraisals and staff reductions.

Dr. McElheny moved to motion for the approval of the financial report; Ms. Carter Donovan seconded the motion and the board unanimously approved.

**PTCC Report**: Ms. Michele Collins discussed awarding school grants of \$10.5K and providing staff lunch during teacher appreciation week.

**Foundation, Inc.:** Chairman Crowell discussed ongoing goals of the Foundation to include the ability to procure potential donors for land acquisition.

Dr. McElheny moved to motion for the authorization of SMA Operating Board Chairman Herb Jones to seek opportunities for land; Ms. Donovan seconded the motion and the board unanimously approved.

<u>Committee Reports:</u> Ms. Long discussed the progress within the Strategic Planning Committee. She stated the contracted facilitator is excellent and well organized providing tools for strategies, strengths and weaknesses. Ms. Long explained updating the expectations of external and internal stakeholders along with the culture of SMA with a common theme. She stated more information will be available to share at the next board meeting but the final report will need

additional time. Chairman Jones stated to express gratitude to the Gala Committee for their hard work albeit the postponement.

**Chairman:** Chairman Jones commended SMA-COL Bowman for maintaining SMA culture aside from the difficult decisions of staff cuts.

Old Business: N/A
New Business: N/A

**Public Comments**: Ms. Courtney Parks, a 2019 SMA graduate, presented her plea for the rehiring of a staff member. SMA-COL Bowman explained how difficult decisions, unfortunately, have to be made to ensure the benefit and safety of our Academy. She expressed how the staff member will always be part of the SMA family and is always welcome on our campus to visit and/or volunteer.

The board discussed a change in the rank system within the administration for both campuses. Chairman Jones stated that the board will share their suggestions but will ultimately be the Executive Director's decision.

The chairman adjourned the meeting at 4:33	3 pm.
Mr. Herb Jones, Chairman	Date
COL Ben Knisely, Secretary	 Date

### **Executive Director of Schools Report**

June, 2019

#### **Enrollment:**

o Enrollment 2019-2020 Update

#### Communication:

- Strategic Plan Update
  - Strategic Plan Task Force; SMA-COL, Bowman, SMA-LTC Fout, SMA-LTC Vara, SMA-MAJ CJ Bannister, Ms. Linda Long, Ms. Carter Donovan, Dr. Tom McElheny
  - Sessions completed in person with cadets, faculty and staff.
     Participation from parent stakeholders was low. Surveys have been sent out to all employees and parents in order to obtain additional data/information.
- Sunshine Law Training
- Parking
  - Official letter received June 3, 2019 stating construction will begin on Lemon Avenue lot and SMA has 60-day notice to vacate the property.
- Human Resources
  - Staffing update
    - Outreach Director
      - Impact 100 Grant
      - Summer Speaking Engagements
    - Interviews taking place for positions available:
      - ESE-HS
      - Intensive Language Arts-HS
      - Spanish-HS
      - English Language Arts-Middle School
      - Chorus/Theater-HS/Middle School Combined
      - Science-Middle School
- Memorial Day Parade: While this was probably the hottest day for a parade in history of SMA, our cadets, faculty, staff and families marched proudly down Main Street. Thank you to Sarasota Ford for providing three parade vehicles.
- 2019 Graduation and Promotion Exercises
  - Absolutely wonderful! Job well done by each team!
  - Thank you to the directors for their attendance.
- Seminar for Tomorrow's Leaders (S4TL)

- o Sponsored by Sarasota Southside Rotary Club
- o June 16-22, 2019
- Attendee: 2019-2020 Regimental Commander Cadet Colonel Juliana Rendle
- Graduating Class of 2019 Preliminary Data: 191 Seniors
  - 190 Graduates 99.5%
  - 16 IB Graduates 8%
  - o 18 Early Graduates 9%
  - o 38 Military 20%
  - 1 West Point Total Attending West Point 2019=9
  - 10 Trade School 5%
  - 15 Out of State College/University 8%
  - o Florida Two or Four Year College 58%
  - o 3 ROTC Scholarships: \$222,978
    - University of North Florida, UCF, Airforce
  - o Total Scholarships: \$1.34 Million

#### **Ongoing Concerns:**

- District and State Funding
- Enrollment
- School Grade-Historically released first or second week of July
- Staffing
- Parking
- Technology



### Sarasota Military Academy

### **SMA Board of Directors**

2019-2020 Meeting Schedule

<u>Date</u>	Time and	Location
August <b>22</b> , 2019	2:30 pm.	SMA High School Conference Room
September 12, 2019	4:30 pm.	SMA Prep Band Room
October 10, 2019	2:30 pm.	SMA High School Conference Room
November 14, 2019	2:30 pm.	SMA High School Conference Room
December 12, 2019	2:30 pm.	SMA High School Conference Room
January 9, 2020	4:30 pm.	SMA Prep Band Room
February 13, 2020	2:30 pm.	SMA High School Conference Room
March <b>5</b> , 2020	2:30 pm.	SMA High School Conference Room
April 9, 2020	4:30 pm.	SMA Prep Band Room
May 14, 2020	2:30 pm.	SMA High School Conference Room
June 11, 2020	2:30 pm.	SMA High School Conference Room

#### Head of School Report for

#### May, 2019

#### **Enrollment**

Grade 6: 211 Grade 7: 193 Grade 8: 180

Total:

584

#### Campus Life/Events

- -5/6-Staff appreciation week
- -5/9-Board meeting @ HS 2:30
- -5/9-Capt. Tilka's 6th-grade class trip to the Riverview planetarium
- -5/10-Capt. Marquis' 6th-grade class trip to the Riverview Planetarium
- -5/10-Gradventure for the 8<sup>th</sup>-graders to Universal Studios
- -5/13-7th-grade IPad collection
- -5/14-7<sup>th</sup>-grade IPad collection
- -5/14-Cadet rank promotion ceremony
- -5/15-Cadets met for strategic planning meeting
- -5/16-Cadets met for strategic planning meeting
- -5/17-Spring Sports Awards
- -5/21-Promotion practice at Bayside Community Church
- -5/21-Promotion ceremony
- -5/27-Memorial Day Parade
- -5/28-Teachers met for strategic planning meeting
- -5/29-Staff luncheon

### **Cadet Highlights**

-Cadets of the Month for **MAY:** None this month

### Faculty/Staff Highlights

Attached

#### **Attention Items:**

- -All state and local testing complete.
- -Yearbook completed and distributed at a yearbook signing party on Monday, May 20th. Special thanks to Samantha Miller, Becky Morris and yearbook cadets for a great job.
- -Promotion-The ceremony was conducted at Bayside Community Church on Tuesday, May 21. The venue was amazing and the ceremony was a positive way to send our 8<sup>th</sup>-grade cadets off to their high school experience.
- -Committee met to discuss cadet probation contracts. There are 7 cadets dismissed from the SMA Prep campus through the process depending any appeals.
- -We conducted a review of the student handbook with stakeholders including cadets, teachers, administration and parents. The goal was to review the handbook from cover to cover to make any changes or modifications for the upcoming school year. The committee developed several proposals for change that will be discussed for final approval.
- -Final PRIDE evaluations and teacher conferences were completed by Prep administration.
- -We are finalizing candidates for the last few positions needed to he hired on the Prep campus. Positions to be filled: Science and English.

### Final enrollment:

May 2019: 584

May 2018: 569

### STAFF ACKNOWLEDGEMENT

Samantha Miller + Becky Morris
Yearbook

Lisa Currie + Dianne Sacchetti
Testing

Laura Munson

Gradventure Field Trip

**Lynore Fontecha + Kristen Malek** 50/50 Day

### **Matt Tilka**

Planetarium Field trip

Nicole Fallon-Ramirez + 6<sup>th</sup>-Grade Team 6<sup>th</sup>-Grade Field Day

**SMA Prep Staff** 

Promotion Ceremony

Coaches/Clubs

No new activities at this time

### IB MYP Read Ahead BOD Meeting - 6/13/19

#### SMA-MAJ Lisa Currie

"If we teach today's students as we taught yesterday's, we rob them of tomorrow." - -John Dewey

The 2019-20 school year is fast approaching full of new challenges and opportunities that will continue to push SMA into the forefront as an educational institution. We will soon be able to analyze the impact of strategies put in place during 2018-19 to reach the goals set in our School Grade Action Plan. Many of these goals require aspects of IB across the academy i.e. College and Career Acceleration. Once released, the data will provide continued insight into what is working and how we can continue to refine our use of the IB framework to offer a unique, well-rounded experience to all those in our learning community.

SMA is aligning our IB evaluation process for the MYP and DP which will be called a Multi-Programme Evaluation. Before the actual visit, there is a time of self study with documents due to the IB Docs platform by 1 December 2021 and it is after that time visitation dates will be set for both campuses in 2022. This is an important time frame as we develop new goals for the upcoming year and what measurable outcomes we expect.

To assist with this planning for the MYP, FLIBS (Florida Association of IB Schools) is hosting a MYP Coordinator Roundtable which offers a review of the evaluation report, updating the action plan, and developing professional development. It is my intention to use our completed AdvancED Engagement Review Report in tandem with the needs addressed in the IB action plan which will enhance the relevance and usefulness of both as a tool for school improvement.

Upcoming approved IB training will be facilitated at Riverview High School and SMA has 13 people attending mostly from the high school. IB training can now be covered through Title IV funds as part of the accelerated learning and expanding access to college and career readiness component. This training will also have an impact on working towards teaching and learning approaches to become more cohesive across campuses.

Lastly, Dr. Todd Brown's presentation description has been published in the IB World Conference guide to be held in New Orleans July 20th. SMA will be represented by this positive and inspiring exposure to a global audience.

"Saturday, 3:00pm—4:15pm

The Inspire Project Presenter(s) Todd Brown The Inspire Project connects schools, teachers, and students with mentors to increase civic and scientific engagement. Inspire is broken into three pathways (Earth, equality, and health) with each encompassing scalable initiatives focusing on human connectedness and action-driven goals. The speaker sessions are conducted in person and via the internet and are Socratic, highlighting student and speaker interaction through a question and answer discussion. The underpinning of the overall project is that of human connection and to ultimately empower students. Through togetherness, the initiatives help develop a deeper understanding of growth that ultimately cultivates the power of students by including their voices and perspectives with global mentors to accompany the contributions of students. This project allows for us to work together, empower students, foster change, and allow the future to begin now by adopting a unique experience to take back to our communities and lay the groundwork for change together as a family."

#### **SMA ATHLETICS REPORT**

### 6/5/19

### 2019-2020 Athletic Fund Raisers

1) "FLY AS ONE CAMPAIGN" — Annual Crowd Funding HAS LAUNCHED! The purpose is to raise enough money to eliminate Pay to Play. Currently Pay to Play largely diminished our participation numbers, therefore the quality of talent is not at an optimal level. We strongly believe this campaign will increase our participation, increase our athleticism, and therefore increase our athletics programs! If we increase our Athletic Programs...we increase our profile...which increases enrollment!

We need your help in getting the word out and to see our team videos!

- a. www.sarasotamilitaryacademy.org/support-sma-athletics
- 2) Inaugural Soaring Eagles Challenge April 18, 2020 @ The Meadows C.C. A brochure for sponsors, a flyer as well as a registration form have been completed! You can download and view these from our website!
  - a. www.sarasotamilitaryacademy.org/HS-Athletics-Golf-Challenge
- 3) Parent Support Committee Meeting again on June 11th to set up a structure of hierarchy and to begin bringing in sponsors for the SMA HS Soaring Eagles Golf Challenge! Thank you to Colonel Bowman for confirming Gold Eagle Distributing and Mr. John Saputo for being our beverage sponsor!!! The beverage sponsorship is HUGE for any golf scramble!

#### SARASOTA MILITARY ACADEMY

Commandant 801 North Orange Avenue Sarasota, Florida 34236

31 May 2019

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY

THROUGH EXECUTIVE DIRECTOR OF SCHOOLS

SUBJECT: Significant Activities Report

#### Significant activities past thirty days:

- Three MOAS scholarship recipients attend MOAS Banquet, 10 May 2019
- Graduation 24 May 2019
- Memorial Day Parade 27 May 2019
- JROTC Cadet Leadership Camp (JCLC) @ BSA Camp Tanah Keeta, Jupiter FL, 01 05 June 2019

#### Significant activities next thirty days:

• Civilian Marksmanship Program, 26 – 30 June

"One School, Two Campuses"!

Respectfully,

Ben Weiss

Ben Weiss Lieutenant Colonel (Retired), Special Forces Commandant

### Sarasota Military Academy Balance Sheet- By Campus As of April 30, 2019

	_	HS		Prep		Total
ASSETS	:# <del></del> -1					A
Current Assets					d	
Bank Accounts				d	錣	
1110 Cash and cash equivalents						300
1109 Petty Cash		400		400		800
1111 WF Operating Account		85,772	d			85,772
1113 SMA PTCC Account		16,266	Ħ		THE	16,266
1117 WF Credit Card Machine		18,637	D.	di.		18,637
1118 WF Business Market Savings		185,262	ille.			185,262
1119 SMA Prep Checking		AND TO		107,968		107,968
1120 Athletics Account	40	49,806	- 5			49,806
1121 WF Prep PTCC Account	196		all	40,578		40,578
1123 Prep CC Machine	-4			22,850		22,850
1124 SMA Wreaths		6,191				6,191
Total 1110 Cash and cash equivalents	\$	362,335	\$	171,797	\$	534,132
8-1111 Sport Team Bank Accounts	A STORY	50,303	46			50,303
Total Bank Accounts	\$	412,638	\$	171,797	\$	584,435
Other Current Assets	WEIGHT.		in.	do.		
1160 Stifel Reserve	AND DE	128,709				128,709
1220 Due from Other Governments		- dilla				
1221 A/R ROTC		30,028				30,028
1222 A/R Due from District		117,681		80,235		197,916
Total 1220 Due from Other Governments	\$	147,709	\$	80,235	\$	227,944
Total Other Current Assets	\$	276,418	\$	80,235	\$	356,654
Total Current Assets	\$	689,056	\$	252,032	\$	941,089
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		360,350		1,947,411
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		119,588		466,020		585,608
Total 1300 Fixed Assets	\$	15,000,553	\$	10,637,539	\$	25,638,092
1550 Accumulated Depreciation						•
1329 AD- Land Improvements		(41,200)		(13,630)		(54,829)

1339 AD- Buildings & Improvements		(2,813,492)		(213,738)		(3,027,230)
1349 AD- Furniture, Fixtures & Equip		(1,360,133)		(215,196)		(1,575,330)
1359 AD- Motor Vehicles		(330,914)		(79,928)		(410,842)
1379 AD- Capital Lease Property		(53,300)				(53,300)
1389 AD- Computer Sofware		(36,166)		(382,867)		(419,033)
1399 AD - Audio Visual		(201)				(201)
Total 1550 Accumulated Depreciation	\$	(4,635,406)	\$	(905,359)	\$	(5,540,765)
Total Fixed Assets	-\$	10,365,147	\$	9,732,180	-	20,097,327
Other Assets				A		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
1625 Due From SMA Prep - Long-term		2,264,019		(2,264,019)		0
1626 Due from Foundation		136,612				136,612
Total Other Assets	\$	2,400,631	s	(2,264,019)	s	136,612
TOTAL ASSETS	\$	13,454,835	412	7,720,193	\$	21,175,028
LIABILITIES AND EQUITY	·		Ž.	-	**	21,170,020
Liabilities		40000	in.			A6880
Current Liabilities	A			AL.		46
Accounts Payable	All		á			4
2120 Accounts Payable	460	23,765	dii.	17,712		44 477
Total Accounts Payable	\$	23,765	9	17,712	•	41,477
Credit Cards	do.	20,700		11,112	Ψ	41,477
2150 Wells Fargo Visa CC		1,199		De.		1 100
2151 Carmen Diaz		406				1,199
2152 Stephen Kok		54,345	.4			406
2153 Monika Chenkus		237	be-	4		54,345
2155 Kevin Nasby		702	9			237
2156 Christina Bowman		-400				702
2160 CJ Bannister	AND THE PERSON	64 25				64
2161 Pamela Donehew	ALCOHOL:	2,040				25
2163 Amy Mazner		2,040 595				2,040
2164 Donna Hoefer HS						595
Total 2150 Wells Fargo Visa CC	<u> </u>	1,623	_		_	1,623
2180 Wells Fargo SMA Prep Visa CC	3	61,234	\$	<u>~</u>	\$	61,234
2183 Stephen Kok	P					
2186 Betty Bultemeier				34,969		34,969
2191 Lisa Currie				790		790
2193 Beth Harris				99		99
Total 2180 Wells Fargo SMA Prep Visa CC			_	34	_	34
Total Credit Cards	- \$ - \$	04.004	\$	35,892	\$	35,892
Other Current Liabilities	Þ	61,234	\$	35,892	\$	97,127
2110 Accrued Payroll						
2112 Accrued Payroll		040 440				
Total 2110 Accrued Payroll		248,443	-	180,648	-	429,090
2170 Accrued Payroll Liabilities	\$	·	\$	180,648	\$	429,090
2200 Other Current Liabilities		7,268		4,704		11,972
2230 Current Portion of LTD		455.000				
Total 2200 Other Current Liabilities		155,000		441,314		596,314
8-2290 Funds Held on Behalf of Others	\$	-	\$	441,314	\$	596,314
I dude tield ou ballati of Others		50,303				50,303

Total Other Current Liabilities	\$	461,014	\$	626,666	\$	1,087,680
Total Current Liabilities	\$	546,013	\$	680,270	\$	1,226,283
Long-Term Liabilities				•	·	,,
2320 Bonds Payable						
2323 Educational Bond - 2012		4,516,000				4,516,000
2326 Prep Bond Payable - \$7.5M				6,373,499		6,373,499
2327 Prep Bond Payable - \$1M				859,738		859,738
2328 Wells Fargo Equipment Loan for Building 5				44,189	мi	44,189
Total 2320 Bonds Payable	\$	4,516,000	\$	7,277,426	S	11,793,426
2330 Accrued Vacation		18,307				18,307
2380 Interest Rate Swap		252,844				252,844
2410 Deferred Revenues		41,681	di	(41,681)		0
Total Long-Term Liabilities	\$	4,828,832	\$	7,235,745	s	12,064,577
Total Liabilities	\$	5,374,845	\$	7,916,016	\$	13,290,861
Equity			Dr.	• •	•	
3010 Invested In Capital Assets, Net	.46	5,684,547		1,846,620		7,531,166
3020 Temporarily Restricted Net Asse		73,001	á	13,911		86,911
3030 Unrestricted Net Assets	di.	2,601,289		(1,925,235)		676,054
Net Income	7	(278,846)		(131,118)		(409,964)
Total Equity	\$	8,079,990	\$	(195,823)	\$	7,884,167
TOTAL LIABILITIES AND EQUITY	\$	13,454,835	\$	7,720,193	\$	21,175,028
		100 100 100				, ,

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

April 2019

	HS		Prep		Total
Income					
3100 Federal Direct	30,028				30,028
3200 Federal Through State & Local			4,149		4,149
3300 Revenue from State Sources	455,086		351,878		806,964
3400 Revenue from Local Sources	167,188		119,494	.49	286,682
Total Income	\$ 652,302	\$	475,521	S	1,127,823
Gross Profit	\$ 652,302	\$	475,521	PROPERTY.	1,127,823
Expenses			400	dia.	(, 121,023
4100 Salaries	465,220		305,918		771,137
4200 Employee Benefits	102,548		71,167		173,715
4300 Purchased Services	65,522	d	43,627	Ab.	109,149
4400 Energy Services	16,746	48	5,201		21,946
4500 Materials & Supplies	11,753	46	7,265	1000	19,018
4600 Capital Outlay	1,103		180		1,283
4700 Other Expenses	105,776		59,339	tis.	165,115
Total Expenses	\$ 768,667	\$	492,696	9	1,261,364
Net Operating Income	\$ (116,365)	10/2004	(17,175)		(133,540)
Net Income	\$ (116,365)		(17,175)	-	(133,540)

### Sarasota Military Academy Profit and Loss - YTD - By Campus July 2018 - April 2019

		HS	100	Prep		Total
Income		SERVICE SERVICE		105.040 • 0		
3100 Federal Direct		302,157				302,157
3200 Federal Through State & Local	b.	31,540		27,745		59,285
3300 Revenue from State Sources		4,401,939		3,227,761		7,629,700
3400 Revenue from Local Sources		2,213,377		1,345,912		3,559,289
3741 Insurance Loss Recovery	400	0		35,000		35,000
Total Income	\$	6,949,013	\$	4,636,417		11,585,430
Gross Profit	\$	6,949,013	\$	4,636,417		11,585,430
Expenses		,,	•	1,000,417	•	11,303,430
4100 Salaries		4,155,939		2,797,556		6,953,496
4200 Employee Benefits		936,613		708,699		1,645,312
4300 Purchased Services		777,097		548,951		1,326,048
4400 Energy Services		123,503		87,861		211,364
4500 Materials & Supplies		235,573		106,701		342,274
4600 Capital Outlay		72,515		62,727		135,241
4700 Other Expenses		926,620		455,040		1,381,660
Total Expenses	\$	7,227,859	\$	4,767,535	\$	11,995,395
Net Operating Income	\$	(278,846)		(131,118)	<u> </u>	(409,964)
Net Income	\$	(278,846)		(131,118)	_	(409,964)

### **PTCC Meeting**

21 May 2019 / 1810 / Cafeteria

#### **Attendees**

Wendy Herschberger, Michele Collins, Maria Bankuty

### Agenda

#### **Grant Request**

- 1. JSA Winter Congress Competition in Washington D.C. Cadets Emily Watrobsky and Bradford Walker presented the grant asking for 2 \$500.00 grants to defray costs. The cadets stated there were 29 students and 6 chaperones that attended at a cost of \$21,743.74. This cost included hotel and travel expense. Grant was first motioned yea by Michele Collins and seconded by Wendy Herschberger.
- Cadet Julie Robinson representing the Drill team presented a grant for \$500.00 to help
  cover the cost of the End of Year Trip to Busch Gardens. Grant was first motioned yea by
  Wendy Herschberger and seconded by Maria Bankuty.

#### **Notes**

- Our next topic of discussion centered around Spirit Wear and ways to increase school sponsored merchandise. We will need to check with Childrens World to see if they have any contracts for school club merchandise. School sponsored merchandise could include coolers two different types maybe a different color in the sweatshirts giving the students a choice in colors. Our school merchandise profits were down this year we are looking at ways to increase sales. T-shirts in multi different colors were also discussed.
- Our next topic centered around parent involvement. We are looking at different events
  throughout the year that PTCC might be able to combine with the event and have a
  meeting on the same night when more parents will be present. We would like to have the
  PTCC speak at the student orientation night.
- Our next schedule meeting will be in the summer 6/19/2019 to inventory our merchandise and set some agenda for next year meetings and we will meet the beginning of August.
- Meeting adjourned at 1925

### REVISED BY LAWS OF

### SARASOTA MILITARY ACADEMY, INC. A FLORIDA CORPORATION NOT-FOR-PROFIT

### ARTICLE ONE Name

The name of this Corporation is Sarasota Military Academy, Inc.

### ARTICLE TWO Corporate Purpose

### Section A. Educational Objects

- 1. The purposes for which the corporation is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501©(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. The corporation is also organized for the purpose of owning and operating a charter school pursuant to Chapter 228, Florida Statues.
- The general nature, objects and purposes of the corporation shall be to operate without profit and to accept and receive property of whatever kind, and wherever situate, received by it by gift, grant, purchase, devise, bequest, or in any lawful manner and to administer and distribute such property exclusively for health, welfare, scientific, educational, environmental, cultural and other charitable purposes, including:
  - (a) To distribute property in accordance with the terms of gifts, bequests, or devises made to the corporation, which are not inconsistent with its purposes;
  - (b) To modify any restriction or condition on the administration and distribution of funds for any specified purpose consistent herewith if in the sole judgment of the board of directors (without the necessity of the approval of any trustee, custodian or agent), such restriction or

condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the designated purposes of the corporation.

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501©(3), of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

### Section B. Operation of Charter School(s)

Upon issuance of a Charter by the Sarasota County School District, the Corporation shall operate a Charter School(s) in Sarasota County pursuant to Chapter 228.056, Florida Statutes. The Schools, to be known as "Sarasota Military Academy, a Charter School", and "Sarasota Military Academy Preparatory School" shall provide a learning experience in a military like structured environment that will present academic, social and personal skills to children who need to become life-long learners and productive members of society; and provide additional academic choices. The period during which the Corporation's Charter is in effect shall be referred to herein as the "Charter Period". The period during which the Corporation's Charter is not yet in effect, or has expired, shall be referred to as the "Non-Charter Period".

### **ARTICLE THREE Board of Directors**

### Section A Board Composition

The Board of Directors (the "Board") shall consist of not less than 7 or more than 11 directors, with a majority present constituting a quorum. The Board of Directors may, at its discretion, appoint life-time Emeritus Directors who shall enjoy the rights and privileges of the Board except that they shall not have a vote.

#### Section B Election of Directors

Directors shall be elected by the Board at the Annual Meeting. The Directors shall be selected to provide a wide range of experience and disciplines within the Board. When necessary to fill a vacancy, a Director may also be elected to the Board at any regular or any specially called meeting of the Board, provided that the notice of such meeting clearly indicates the election of a new director will be considered. The Board shall hold the election following receipt from the Nominating Committee of its recommendations.

### Section C Director's Term of Office

The Board shall be comprised of seven to eleven Directors serving three-year terms. All Director terms shall be for three years with the maximum tenure being three full terms. A former Director who as served three consecutive terms may be appointed as a Director Emeritus which shall be a non-voting role, and not be counted towards the minimum or maximum number of Directors required, or considered for quorum purpose but shall be given notice and welcome to attend all Board of Director meetings. A Director Emeritus shall not be eligible to serve as a Director. Any Director elected at a meeting other than the Annual Meeting shall serve until the next Annual Meeting and shall be eligible for election to a full term at that time. Service for a partial term of less than in excess of one year shall not be considered a full term. If a Director is elected as an officer, he or she shall continue to serve as a Director so long as he or she is until the expiration of the terms of office an officer. or Upon earlier resignation or removal as an officer, or a Board member, at which time he or she shall go off the Board who has already served three terms of three years each shall no longer be eligible as a Board member other than Director Emeritus.

#### Section D Qualifications of Directors

Directors shall be natural persons of a minimum age of eighteen years and who possess diverse experience and talent to enhance the success of the Charter Schools. Parents of students currently enrolled in the school and paid staff members shall not be eligible for election to the position of Director.

### Section E Board Attendance Requirements: Removal

If a Director is absent for three or more regularly scheduled meetings of the Board in any twelve (12) month period, the Board, may, in its discretion, may remove the Director, provided that the Board shall first comply with the procedural requirements of Section 617.0808, Florida Statutes. A Board member may be removed, with or without cause, by a vote of at least two thirds (2/3) of the entire Board membership.

#### Section F Role of Board

The Board shall provide the general direction, control and management of the business, programs, and affairs of the Corporation. All corporate powers shall be exercised by or under the authority of, and the affairs of the Corporation managed under the direction of the Board, subject to any limitation set forth in the Articles of Incorporation, and the State of Florida laws and regulations governing Charter Schools.

### <u>Section G</u> <u>Miscellaneous Provisions</u>

- 1. The Board may require adequate bond for such offices and employees as it deems necessary.
- 2. No committee or individual shall have the power to obligate the Corporation to any financial outlay or to commit it to any other undertaking or policy without the prior authorization of the Board.
- 3. The Board shall designate the appropriate persons who shall be authorized to sign checks, drafts, notes, and orders for payment.
- 4. No compensation shall be paid to any Director for service upon the Board, except for reimbursement of expenses as authorized in advance by the Board. Nor shall Directors receive compensation as an employee of the Corporation.
- 5. The Board shall hold monthly meetings to conduct its business, which meetings and records thereof shall be subject to Chapters 119 and 286.011 F.S. The Board

shall have the power to suspend any regularly scheduled meeting and to schedule special meetings, notice of which shall be consistent with applicable law.

- 6. The Board shall submit its annual report to the State of Florida as required by law.
- 7. A majority of the Board shall constitute a quorum, and the affirmative vote of a majority of a quorum shall be necessary for any action taken by the Board. The person presiding over a Board meeting, whether it is the Chairperson, or in his or her absence, the Vice-Chairperson, shall participate in all Board votes and may participate in all Board debates.
- 8. The Executive Director of Schools, Commandant of Cadets, Chief Financial Officer and Heads of Schools or his or her designated representative, shall attend all Board meetings, and shall provide reports to the Board on the operations of the School and the Corporation as needed.

#### Section H Agenda

An agenda shall be prepared for each Board meeting and, during the Charter Period, the agenda shall in all cases provide a period during which the public, the press, and individual Directors may be heard. The Chairperson, in conjunction with the Executive Director of Schools or his or her designee, shall establish the agenda.

### ARTICLE FOUR Officers

### Section A Designation

The Officers of this corporation shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. An Assistant Secretary may be appointed to serve in the temporary absence of the Secretary. The Assistant Secretary shall be considered an officer only during periods of absence of the Secretary.

### **Section B Election**

The Board at the Annual Meeting shall elect officers. When necessary to fill a vacancy, Officers may also be elected at any regular or specially called meeting, provided that notice of such meeting clearly indicates that such election will be considered.

### **Section C Term of Office**

Officers shall serve a term of two years one year or until their successors are elected, and their term of office shall begin at the close of the Annual Meeting at which they are elected. Officers may be elected for up to two additional terms so that the term of office does not exceed a total of six eight consecutive years. Provided, however, that the officers in place at the time of adoption of these revised By Laws may serve up to two (2) years from the next annual meeting in order to provide a transition.

### Section D Duties of Chairperson

The Chair shall preside and have power to vote at all meetings of the Board and the Executive Committee. The Chair shall be an ex-officio member of all other committees and shall perform such other functions and exercise such authority as may be provided in the corporate charter and/or by directive of the Board.

### Section E Duties of Vice-Chairperson

The Vice-Chair shall perform the functions of the Chair in the latter's absence. The Vice-Chair shall succeed to the position of Chair in the event of resignation, disability, or death of the Chair.

#### Section F Duties of Secretary

The Secretary shall cause the proceedings of all meetings to be recorded on the official books or records of the Corporation. All records shall be kept at the principal office of the Corporation.

### Section G Duties of Treasurer

The Treasurer shall oversee the necessary financial reporting requirements as per the requirements of the charter contract and any other applicable law. The Treasurer shall provide to the Board a monthly report of the financial status of the school.

### **ARTICLE FIVE Executive Committee**

### Section A Appointment

The Officers of the Corporation shall constitute the Executive Committee.

### Section B Powers, Role

The Executive Committee shall have general supervision of the affairs of the Corporation between the Board meetings and shall perform other duties as are delegated to it by the Board. The Executive Committee shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Board.

### ARTICLE SIX Parent Association,

#### **Section A**

A Parent Association consisting of all parents or legal guardians of currently enrolled students shall be established. All parents shall be deemed members of the Parent Association. The Parent Association shall elect its own officers and shall adopt its own bylaws, which shall be subject to approval by the Board. An officer of the Parent Association of each school shall attend each Board Meeting and be afforded the

opportunity to provide a report to the Board of the activities of said Association. The Chairperson of the Parent Association shall be an ex officio (non-voting) member of the Board. As such, he/she may participate in debate at Board meetings only if the Board Chairperson, in his or her discretion, recognizes him or her for that purpose.

### ARTICLE SEVEN Standing and Special Committees

### Section A Creation, Duties

The Board may, at its discretion, create standing or ad hoc committees and shall specifically define the duties and responsibilities delegated to these committees.

There shall be a standing Audit Committee, the duties of which shall be to elect an auditor each year to perform an audit of financial books and records of the organization as required by law or the Corporation's charter and such additional duties as shall be determined by the Board.

### Section B Appointment, Powers

The Chairperson shall appoint the chairperson and members of any and all standing committees other than the Parent Committee. The Chairperson shall also appoint the chairperson and members of any and all ad hoc committees. Standing committees shall meet at all appropriate times necessary to perform their duties and responsibilities and shall report to the Board. Standing committees shall have no power to bind the Corporation unless such power is expressly granted to the committee.

### Section C Nominating Committee

The Executive Committee plus one additional person selected by a vote of the Board shall serve as the Nominating Committee which shall be chaired by the Board Vice-Chairman. It will be the duty of the Nominating Committee to nominate candidates for election to the positions of Director. For elections occurring at the Annual Meeting, the Nominating Committee shall report in the Board meeting held immediately prior to the Annual Meeting. For elections held to fill a vacancy created prior to the Annual Meeting, the Nominating Committee shall report the regular or specially called Board meeting at which the election is to be held.

### **ARTICLE EIGHT**

#### Meetings

### Section A Generally

Meetings of the Board or of a committee shall be held at the principal office of the Corporation or at such other suitable place convenient to the Board or committee as designated by the chairperson of the Board or committee.

### Section B Annual Meetings

The Annual Meeting of the Corporation shall be held in the month of June of each year. Directors and Officers shall be elected at the Annual Meeting and a report shall be rendered concerning the progress, activities and projections of the Corporation and the Charter Schools.

### Section C Notice of Meetings

It shall be the duty of the Executive Director of Schools or his or her designee, to give a minimum of seven day's notice of each Annual Meeting, regular or special meeting of the Board or any committee meeting. Notice shall be in writing and shall be transmitted to the Board or committee member by U.S. Mail, by facsimile, by electronic mail or by personal delivery.

#### Section D Charter Period; Open to Public

During the Charter Period, in addition to providing the Directors and committee members with the notice in Section B above, it shall be the duty of the Executive Director of Schools, or his or her designee, to give the public reasonable notice to the Board or committee meeting, utilizing the following guidelines:

The notice shall contain the time and place of the meeting and, if available, an agenda (or if no agenda is available, subject matter summations may be used);

- 2. The notice shall be prominently displayed in the area in the school's offices set aside for that purpose at least seven days prior to the meeting, except in case of an emergency, in which case the notice shall be displayed at least 24 hours prior to the meeting and displayed on the SMA website.
- 3. The place of the meeting shall be accessible by the general public, in a sufficiently large facility to accommodate the expected turnout. Steps shall be taken to insure that discussion among Board or committee members is audible by members of the public who attend the meeting.

### ARTICLE NINE Fiscal Year

The fiscal year of the Corporation shall begin on July 1 and shall end on June 30 of each and every year.

### ARTICLE TEN Amendments

The Board shall have the power to alter, amend, or repeal these bylaws or adopt new bylaws at any Board meeting; provided that written notice of same shall have been given at least ten days prior to such meeting. Such alteration, amendment, repeal, or new bylaw shall require the affirmative vote of two-thirds (2/3) of the total number of Directors constituting the Board at the time of the vote.

### ARTICLE ELEVEN Parliamentary Authority

"Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by laws.

### ARTICLE TWELVE Corporate Seal

The Board may provide a seal for the corporation, which shall be in charge of the Secretary or such other officers the board may from time to time direct, and shall be affixed to such documents as may require the corporate seal.

### ARTICLE THIRTEEN Books and Records

The Corporation shall keep correct and complete books and records and records of account and shall also keep minutes of the proceedings of the Board and committees having any authority of the Board.

### ARTICLE FOURTEEN Tax Exempt Corporate Status

The Corporation shall not carry on propaganda or otherwise attempt to influence legislation, nor shall any of its funds be used to support or oppose any political issue or candidate or do any other acts which could endanger its qualification as a Non Profit Corporation in the State of Florida or its Tax exempt statues as a 501©(3) corporation under the Internal Revenue Code.

### **ARTICLE FIFTEEN Indemnification**

### **Section A Conditions**

The Corporation shall indemnify any past or present officer, employee or agent of the corporation, and any person who may have served or who serves at its request as a fiduciary, against (a) any expenses and costs including, but not limited to, legal and accounting fees, including costs of appeal, incurred in connection with any claim asserted against him by reason of being or having been such Board Member, officer, employee, agent or fiduciary or in connection with any civil or criminal action, suit or proceeding which is instituted before any court or administrative body and to which he is made a party by reason of being or having been such trustee, officer, employee, agent or fiduciary, (b) any amounts paid in settlement of any such claim or any such action, suit or proceeding, and (c) any amounts paid on any judgments rendered in any such action, suit or proceedings; provided that he acted in good faith and in a manner he reasonably believed to be in, or not opposed to, the best interests of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful; provided further that, if he is adjudged in any action or suit by or in the right of the corporation to be liable for negligence or

misconduct in the performance of his duty to the corporation, indemnification shall be made only to the extent that the court in which such action or suit was brought determines he is fairly and reasonably entitled. In no event, however, shall indemnification be made for gross negligence or willful misconduct.

### Section B Determination

Any indemnification under Section A, unless pursuant to a determination by a court, shall be made by the corporation only upon a determination that indemnification is proper in the specific circumstances because the applicable standard of conduct set forth in Section One has been met, made by (a) majority vote of a quorum of the Board of Directors who were not parties to such action, suit or proceeding; or (b) if such quorum is unobtainable, or (even if obtainable) if a quorum of disinterested Board Members so direct, by independent legal counsel in a written opinion.

### Section C Additional Rights

The indemnification provided by this Article shall be in addition to any other rights which those indemnified may have under any law, agreement or resolution of the Board of Directors of the corporation.

I CERTIFY that the Board of Directors of the Corporation adopted the foregoing Revised By Laws this 2nd day of March\_\_\_\_\_, 2016. 2019.

BY:

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

Herb Jones
Chairman, Sarasota Military Academy, Inc.
A Florida Corporation Not for Profit