

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

14 February, 2019

Board of Director Members' Attendance

Present:

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

Absent: F. Steven Herb, Esquire, Vice Chairman; Howard G. Crowell, Jr., LTG USA (Ret), Chairman, SMA Foundation Inc.; Frederick M. Derr, CAPT USN (Ret), Treasurer, SMA Foundation Inc.; Dr. Logan Malone, RADM USN (Ret); Ms. Carter Donovan; Dr. J. Robert Parkinson; SMA-LTC Ryan Lee, Assistant Head of School, Middle School Campus; SMA-CPT Leslie Smith, Athletic Director, Middle School Campus

SMA Administrative Staff in Attendance

SMA-COL Christina Bowman, Executive Director of Schools
SMA-MAJ Steve Kok, Director of Finance
SMA-LTC Frederick Fout, Head of School, High School Campus
SMA-LTC Abby Williams, Assistant Head of School, High School Campus
SMA-LTC Dr. Catherine Rodriguez, Assistant Head of School, High School Campus
LTC Ben Weiss, Commandant of Cadets – Senior Army Instructor (SAI)
SMA-LTC Pamela Donehew, Director of Literacy and IB
SMA-MAJ CJ Bannister, Chief Development Officer, SMA Foundation Inc.
SMA-MAJ Amy Mazner, Athletic Director, High School Campus
SMA-LTC Tom Vara, Head of School, Middle School Campus
SMA-LTC Lisa Currie, Assistant 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 Terri Davis, Staff Representative for Middle School; SMA-CPT Ashley Wyka, Staff Representative for High School; MSG Johnny Browning, Staff Representative for High School; Ms. Michelle Collins, HS PTCC President
Location: SMA High School campus. The chairman called the meeting to order at 2:32 pm.

Motion to Approve the Minutes from the 17 January, 2019 meeting:

COL Ben Knisely motioned for approval of the 17 January, 2019 minutes; Dr. Tom McElheny seconded the motion and the board unanimously approved.

Executive Director of School Report: SMA-COL Christina Bowman discussed the upcoming AdvancEd meetings on the 26th and 27th of February and thanked the board members for volunteering their time to attend. She mentioned the need to complete a strong strategic plan and asked the board to reconsider hiring a consultant for the lengthy process. SMA-COL Bowman stated a grant will be resubmitted to assist in the cost of the consultant. Dr. McElheny suggested choosing a consultant who understands our culture.

SMA-COL Bowman discussed current enrollment and the applications we have for the 2019-2020 school year. She stated a second enrollment window opened through the end of February. Dr. McElheny inquired as to how the board members can assist in enrollment for next year. Chairman Herb Jones asked if we have reached out to our alumni to aid in enrollment in which SMA-MAJ CJ Bannister replied that Donor Perfect is currently being updated for direct mailing.

HR Report: SMA-COL Bowman discussed staff replacements to date and mediation on separate issue has been reached that needs board approval.

Dr. McElheny motioned for approval of mediation provided; COL Knisely seconded the motion and the board unanimously approved.

SMA-COL Bowman discussed the need for board approval for two employees in the Sarasota County Drop Program to remain employed after their fifth year in the program. SMA-MAJ Steve Kok explained the Drop Program is a retirement program an employee can enter at retirement age in which they would need to leave employment after the fifth year. He explained the law had recently changed where the employee does not have to leave employment after the fifth year. SMA-MAJ Kok also explained the new law states the board must approve each employee to remain employed after the fifth year in the Drop Program.

COL Knisely motioned for the approval of two employees in the Drop Program to extend their employment an additional 36 months; Chairman Jones seconded the motion and the board unanimously approved.

SMA Prep Head of School Report: SMA-LTC Tom Vara provided a read-ahead report. He discussed enrollment for next year is doing well and the eighth grade trip to the high school had a great response with continuous efforts to connect the prep and the high school for an easy transition. SMA-LTC Vara mentioned a soft lockdown drill was performed with preparation for a hard lockdown drill in the near future. He stated the security team is continuously working together to ensure confidence in the lockdown procedures.

SMA-LTC Vara discussed concerns on campus such as the sixth grade writing and administering FSA writing practice tests to strengthen their writing performance.

SMA Prep Athletics Report: N/A

MYP: SMA-LTC Lisa Currie provided a read-ahead report. She stated that she and the administrative team are setting a tone of culture for enrollment along with class

culture. SMA-COL Bowman commended the administrative teams of both schools for compiling spectacular summaries for AdvancEd.

SMA Head of School Report: SMA-LTC Fred Fout provided a read-ahead report. He discussed the course selection list for incoming ninth graders was mailed home to all prep eighth graders and working with the prep in eighth grade commitments to the high school. SMA-LTC Fout stated his goal is to increase enrollment from the prep to the high school significantly. He also discussed the added required classes to alternate with JROTC for each grade. SMA-LTC Currie stated the need to teach the high school that the IB program is not only for the elite.

SMA HS Athletics Report: Athletic Director Coach Amy Mazner provided a read-ahead report. Coach Mazner stated that all five teams had a GPA of 3.0 and higher and are currently up for an award for this achievement. Chairman Jones inquired if the board are invited to the Winter Sports Banquet in which Coach Mazner replied that they are more than welcome to attend. SMA-LTC Fred Fout commended Coach Mazner on all her efforts and stated the attendance at games are increasing in numbers.

IB Report: SMA-LTC Pamela Donehew provided a read-ahead report. She mentioned the IB Consortia meeting once a month consisting of local schools that participate in the IB program and how it's becoming more accepted. SMA-LTC Donehew encouraged the IB program as a school wide philosophy.

SAI/Commandant's Report: LTC Weiss provided a read-ahead report. He stated receiving additional funds to purchase more uniforms.

Staff Representatives: SMA-CPT Terri Davis provided a read-ahead report for the prep. She reported a few concerns regarding class sizes and discipline issues with cadets. Chairman Jones inquired if any concerns were communicated with the head of school in which SMA-CPT Davis responded that SMA-LTC Vara met with her and asked for staff to offer suggestions. SMA-CPT Davis stated a letter was drafted after her meeting with SMA-LTC Vara. SMA-COL Bowman stated a protocol needs to be put into place allowing administrative team ample time to assess issues and implement changes.

SMA-LTC Vara stated the concerns were first brought to his attention two weeks prior and had already spoken to faculty regarding class sizes. He explained to the board how each core subject is broken down by number of teachers and classes and resulted in a few classes above the optimum number of twenty-two by only a couple of cadets. SMA-LTC Vara mentioned meeting with the math department chair and discussing the math progression, which increased by thirteen points, as the source of a few classes over by a few cadets. He stated his plan to meet with all the department chairs before the end of the school year.

SMA-LTC Vara discussed the discipline issues as minor and not severe enough to withdraw a cadet. He stated he will be meeting with SMA-LTC Ryan Lee on discipline protocol. SMA-COL Bowman stated she will oversee the communication between administration and faculty and protocols put in place for concerns. She iterated that administration may have to make decisions based on charter rules and what's best for the Academy. Also, she stated the Academy is within compliance of class size standards.

MSG Johnny Browning provided a read-ahead report for the high school. He suggested the administration ranks to be changed to SMA-LTCs as Assistant Heads of Schools, SMA-COLs as Heads of Schools and possibly SMA-GEN as Executive Head of Schools. Chairman Jones and COL Knisely concur with the Heads of Schools rank and will discuss how to change the Executive Director rank. SMA-CPT Ashley Wyka reported the technology issues that happen frequently throughout the day and that other concerns were previously handled by the administration team. SMA-COL Bowman stated she spoke with SMA-MAJ Kok to discuss future technology options based on needs per classroom.

Treasurer's Report: SMA-MAJ Kok provided a read-ahead report and stated expenses are currently down. He discussed the status of upgrading the computers for both schools in which he stated only about half for the high school and less than a quarter for the prep need to be replaced. Chairman Jones inquired of any foreseeable expenses and concerns in which SMA-LTC Fred Fout responded that they are currently concerned with the air conditioner and the infrastructure at the high school. Mr. Kimball Bobbitt commended SMA-MAJ Kok on the research for not having to replace all the computers.

PTCC Report: Ms. Michele Collins had nothing to report. The prep announced a great Valentine's Day dance on the 8th of February.

Foundation, Inc.: SMA-MAJ CJ Bannister mentioned she will be sending the board suggestions on how they can be more supportive and engaged. She stated that the strategic plan is needed to update our giving profile on all community foundations' websites. SMA-MAJ Bannister discussed the current status on the Raiders Rise & Run 5K and the Les Stroud Event partnering with Mote Marine and ShelterBox. She also discussed the January 2020 Gala event and the schedule for the upcoming appeals.

Committee Reports: N/A

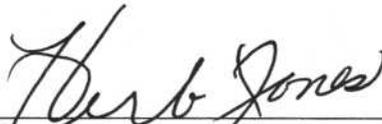
Chairman: Chairman Jones emphasized the need to raise funds through appeals and donors.

Old Business: N/A

New Business: N/A

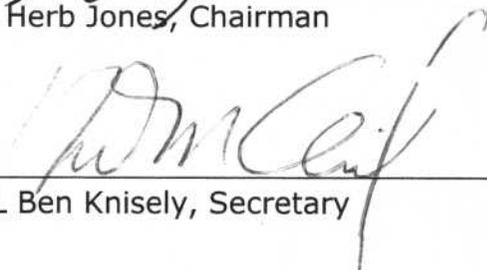
Public Comments: N/A

The chairman adjourned the meeting at 4:29 pm.



Mr. Herb Jones, Chairman

3-15-19
Date



COL Ben Knisely, Secretary

3-15-19
Date