

# Sarasota Military Academy

## BOARD OF DIRECTORS

### MEETING MINUTES

4 April, 2018

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

##### **Present:**

Mr. Herb Jones, 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:** Mr. Steve Herb, Vice Chairman; COL Mike Ryan; SMA-MAJ Denise Harper, Human Resources; SMA-CPT Amy Mazner, Athletic Director

#### **SMA Administrative Staff in Attendance**

SMA-COL Christina Bowman, Executive Director of Schools  
SMA-MAJ Steve Kok, Director of Finance  
SMA-LTC Abby Williams, Assistant Head of School, High School Campus  
SMA-MAJ Ryan Lee, Dean of Students, High School Campus  
SMA-LTC Pamela Donehew  
SMA-LTC Tom Vara, Head of School, Prep Campus  
SMA-MAJ Lisa Currie, Assistant Head of School, Prep Campus  
MAJ Becky Morris, Assistant Head of School, Prep Campus

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

SMA-CPT Michael Friday, High School Staff Representative; Ms. Michelle Collins, PTCC Representative; SMA-MAJ Michael Finley; SMA-CPT Sharon Mitchell; SMA-MAJ Deb Walker.

Location: SMA Prep School campus. The chairman called the meeting to order at 4:31 pm.

**Motion to Approve the Minutes from the 7 March 2018 meeting:**

Chairman Herb Jones motioned for approval of the 7 March, 2018 minutes; COL Ben Knisely seconded the motion and the board unanimously approved.

**Executive Director of School Report / SMA Head of High School Report:**

A read-ahead report was provided by SMA-COL Christina Bowman. She announced SMA-CPT Sharon Mitchell received an award as one of the highest impact teachers in the state recognized by the State Board of Education for the second time in a row.

SMA-COL Bowman mentioned the drug dog visited the high school campus and "sniffed" backpacks in six random classrooms. The dog also visited the JPL (Junior Parking Lot). SMA-COL Bowman thanked SMA-LTC Abby Williams and SMA-MAJ Ryan Lee for a job well done and assisting with the process.

SMA-COL Bowman mentioned graduation invitations will be going out for 18 May and asked the Board to please RSVP. SMA-COL Bowman spoke with Mr. Michael Andreas, from the district office, regarding SRO's and will get back to her after speaking with Dr. Todd Bowden. COL Knisely asked if it would help to have a letter drafted from the Board to the Landings. SMA-COL Bowman stated SROs will be the topic of discussion at Tiger Bay on the 5<sup>th</sup> of April in which Chairman Jones suggested a letter be drafted after Tiger Bay.

SMA-COL Bowman mentioned a donor donated funds for the iPad program. SMA-COL Bowman is anticipating feedback from the teachers and the cadets regarding the iPads and the programs.

**Human Resources Manager Report:** SMA-COL Bowman provided information on the hiring progress to date. The Head of School position was posted and receiving many highly-qualified candidates. She, along with SMA-MAJ Denise Harper, will be conducting phone interviews prior to meeting candidates. COL Knisely asked if the Executive Director has the right to hire/fire or is it the responsibility of the Board. Chairman Jones confirmed SMA-COL Bowman as the Executive Director has the right to hire/fire with suggestions from the Board.

**SMA Prep Head of School Report:** SMA-LTC Tom Vara provided a read-ahead report and progress to date. He discussed how the Prep handled the National Walk-Out on the 14<sup>th</sup> of March by turning it into an educational piece with a moment of silence and a video compiled by SMA-MAJ Hodges of three students asking and answering common questions and concerns. Chairman Jones commended SMA-LTC Vara for transforming the event into something educational.

SMA-LTC Vara stated that FSA testing starts on the 16<sup>th</sup> of April and will continue through the end of school year. He stated the enrollment meetings are doing well. COL Knisely asked if computers are still needed for testing in which SMA-COL Bowman responded that the Prep will use the fifty additional iPads in design class which will resolve the computer shortage issue.

SMA-LTC Tom Vara announced SMA-MAJ Deb Walker was chosen as one out of eight for the Congressional Teacher Award in the 16<sup>th</sup> Congressional District.

SMA-COL Bowman announced to the Board about The Giving Challenge and Cash Bash on the 1<sup>st</sup> of May in which The Patterson Foundation will match any donation received between \$25 and \$100. She invited the Board to attend and stated that all funds collected will go directly towards extra-curricular activities and sports at both schools.

**SMA Prep Athletics:** SMA-LTC Vara provided a read-ahead report.

**SMA HS Athletics:** No report was provided.

**Staff Representatives:** SMA-CPT Michael Friday provided a read-ahead report for the high school.

**SAI/Commandant's Report:** No report was provided

**IB Report:** SMA-LTC Pamela Donehew provided a read-ahead IB report. She stated that IB cadets are receiving great scholarships. She mentioned cadets from film class were chosen to go to the SRQ Film Festival on the 15<sup>th</sup> of April.

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

**Treasurer's Report:** CAPT Derr provided a read-ahead report. SMA-MAJ Steve Kok mentioned the change in the FTE number to reflect early graduates for this school year and has addressed this issue for next school year. He explained the distribution of the millage funds within the expense report in which Chairman Jones applauded SMA-MAJ Kok for a job well done.

**PTCC Report:** Ms. Michelle Collins provided a read-ahead report for the High School and a report for the Prep was provided.

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

**Old Business:** N/A

**New Business:** N/A

**Questions:** Ms. Carter Donovan asked SMA-CPT Friday and SMA-LTC Donehew how the schedule is coming along for next school year. SMA-CPT Friday stated the committee is creating a hybrid template with an A/B schedule for IB cadets and a 4x4 block schedule for the remainder. Ms. Donovan recognized SMA-CPT Friday and the team on finding a solution to an issue from the previous year.

Chairman Jones asked how the testing initiatives are going in which SMA-COL Bowman responded the "Feeding of the Troops" in the morning prior to testing, offered SAT waivers to low-income cadets as well as bringing lunch in for study groups. SMA-LTC Vara mentioned the Prep is celebrating testing instead of dreading it by having a pep rally prior to testing beginning as well as placing positive signs on all the teachers' doors. He mentioned the proctors reported on the writing testing were all positive. The cadets took their time utilizing the full two-hour period rather than rushing through.

Ms. Linda Long asked if teachers were teaching test taking skills to cadets by giving practice tests in which SMA-LTC Vara responded they were.

SMA-COL Bowman mentioned different tests, or use of concordant scores, in place of the test in question and commended the staff on a phenomenal job in ensuring cadets take another test to confirm graduation.

**Comments:** Ms. Donovan inquired about the employee handbook in which SMA-COL Bowman replied she should have them shortly to sign off and then will have staff sign for the 2018-2019 school year. SMA-COL Bowman stated that event dates were sent out to the Board.

The next Board of Directors' meeting will be held on Wednesday, 2 May, 2018 at 2:30 pm at the high school conference room. The next SMA Foundation Board meeting will be held on Wednesday, 6 June, 2018 at 1:00 pm at the high school conference room. The chairman adjourned the meeting at 5:55 pm.

*Herb Jones*  
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Mr. Herb Jones, Chairman

*5/10/18*  
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Date

*Ben Knisely*  
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COL Ben Knisely, Secretary

*5/10/18*  
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Date