

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

1 August, 2018

Board of Director Members' Attendance

Present:

Mr. Herb Jones, Chairman
F. Steven Herb, Esquire, Vice Chairman
Mr. Kimball Bobbitt, Treasurer
Ms. Carter Donovan
Dr. Thomas J. McElheny
Ms. Linda Long
Dr. J. Robert Parkinson

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

Absent: Ben Knisely, COL USA (Ret), Secretary; Dr. Logan Malone, RADM USN (Ret); SMA-LTC Lisa Currie, Assistant Head of School, Middle School Campus; SMA-LTC Pamela Donehew, Director of Literacy and IB; SMA-MAJ Amy Mazner, Athletic Director, High 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 Dr. Catherine Rodriguez, Assistant Head of School, High School Campus
SMA-LTC Abby Williams, Assistant Head of School, High School Campus
LTC Ben Weiss, Commandant of Cadets – Senior Army Instructor (SAI)
SMA-MAJ Denise Harper, Human Resources
SMA-LTC Tom Vara, Head of School, Middle School Campus
MAJ Becky Morris, Assistant Head of School, Middle School Campus
SMA-LTC Ryan Lee, Assistant Head of School, High School Campus

Guests: Members of the SMA faculty, staff and PTCC representatives.
Ms. Michele Collins, PTCC President

Location: SMA High School campus. The chairman called the meeting to order at 2:08 pm.

Motion to Approve the Minutes from the 6 June 2018 meeting:

Mr. Kimball Bobbitt motioned for approval of the 6 June, 2018 minutes; Vice Chairman Steven Herb seconded the motion and the board unanimously approved.

Motion to Approve the Minutes from the 24 July 2018 meeting:

Vice Chairman Herb motioned for approval of the 24 July 2018 minutes; Ms. Carter Donovan seconded the motion and the board unanimously approved.

Chairperson's Report:

Chairman Herb Jones commended SMA-COL Christina Bowman on presenting a masterful speech to the Sarasota County School Board on July 31st regarding the re-consideration of millage funds for all charter schools in the county. SMA-COL Bowman mentioned meeting with the administrators of the Sarasota county charter schools to discuss the impact of the decrease or loss of millage funds to charter schools. She stated a letter expressing those concerns was submitted to Dr. Bowden and the county board.

SMA-COL Bowman stated a county board meeting on July 31st was to discuss the tentative county budget and on August 7th the board will decide on the distribution amount or loss of millage funds to charter schools in Sarasota County. She also stated the PECO funds have tripled this school year but still does not meet our needs considering the increase in budget for the safety of our schools.

Executive Director of School Report:

SMA-COL Bowman presented an updated Employee Handbook to the board for approval. Ms. Donovan motioned for approval of the Employee Handbook; Chairman Jones seconded the motion and the board unanimously approved.

SMA-COL Bowman discussed the Lemon Avenue parking lot and the options the city suggested. She stated the need to meet with Mr. Frederick Derr regarding the empty lot and upgrades necessary for ROTC area and parking. Vice Chairman Herb stated the area on the small side of the railroad tracks of the empty lot cannot be used.

SMA-COL Bowman discussed an update on safety and security from the Landings and announced two SRD2s will be contracted from the Sheriff's Department to have one on each campus. She confirmed that the new SRD2s will be an addition to the Guardians on each campus.

SMA-COL Bowman commended both heads of schools on the hard work they've done as well as all staff and faculty. LTG Howard Crowell inquired about the new hires in which SMA-COL Bowman directed the question to both heads of school. SMA-LTC Tom Vara stated that he is very confident this is the best group thus far and SMA-LTC Frederick Fout was extremely pleased with the new hires starting with a great new teacher orientation that morning. SMA-COL Bowman stated the

orientation on August 6th at the Prep to include identifying our board members will be a great way to start the new year.

SMA-COL Bowman stated an ongoing concern of creating a strategic plan and is requesting direction and assistance from the board. She stated a strong strategic plan is necessary along with a parking lot plan.

Human Resources Manager Report: SMA-MAJ Denise Harper provided a read ahead report.

SMA Prep Head of School Report: SMA-LTC Vara provided a read-ahead report and progress to date. He discussed the enrollment numbers and how each grade is currently on a waiting list. SMA-LTC Vara stated the new teacher orientation went well and continuing to breakdown data to repair areas in need.

SMA Prep Athletics Report: N/A

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

SMA Head of School Report: SMA-LTC Fred Fout discussed the enrollment numbers for this school year. He stated that extra interventions for level 1 and 2 readers are provided to our cadets with our ESOL teacher. SMA-LTC Fout mentioned regular leadership meetings and putting in place a better process for evaluations including a classroom walk-thru protocol. He stated planning upcoming events to start the school year. He also stated all three administrators will be helping faculty in classrooms the week prior to start of school.

Chairman Jones stated to analyze the evaluation process quickly and to address immediately as to not carry issues over to the next quarter. Ms. Carter Donovan agreed and stated that the employee handbook consists of a short format that would be constructive. SMA-LTC Fout mentioned that the evaluation used is from the county school board. He explained that a first visit will occur during the first twenty days with other walk-thrus used as accumulative data. He also explained walk-thru observations will be more regular in order for faculty to be aware of changes and implement them quickly. LTG Howard Crowell inquired as to how to analyze the data. SMA-LTC Fout responded that some data would be systemic allowing his team to make changes and meeting the needs of level 1 and 2 readers.

SMA-LTC Fout mentioned the meet and greets for both staff and parents went well with a good turnout. He welcomed the board to be a fan at our sports events and concerts. Chairman Jones encouraged all board members to attend an event.

SMA HS Athletics Report: N/A

IB Report: N/A

Treasurer's Report: Mr. Kimball Bobbitt provided a proposed budget with the contingency of the millage funds amount from the district. SMA-MAJ Steve Kok stated the year ended well and met most goals. He provided a Profit & Loss statement by campus and mentioned the final amended budget will be approved at the next meeting.

MAJ Steve Kok discussed the budget for this fiscal school year. He mentioned changing insurance companies for employees from BCBS to Aetna due to offering better rates. Mr. Bobbitt stated that this year's budget took a loss in millage funds from the district and increased salaries due to the safety statute.

Mr. Kimball Bobbitt discussed the budget and the areas that need to be addressed. LTG Crowell stated the recommendation from the treasurer to have a contingent budget. SMA-COL Bowman stated she will speak with the administrative team on how to make some cutbacks. Dr. Thomas McElheny suggested a dialogue between staff and the board to generate the optimum number of cadets for both schools in which SMA-COL Bowman agreed. SMA-LTC Fout mentioned that both he and SMA-LTC Abby Williams will be recruiting cadets and families at other charter schools and local events.

SMA-MAJ Kok stated the inability to fulfill the staff and faculty pay raise this year to match the two year increase by the county due to the shortage of millage funds. He also stated that it positions us behind on salaries in Sarasota County after finally able to catch up last school year. Ms. Donovan agreed that unfortunately, we were always behind in salary compared to the county. Chairman Jones stated the need to communicate to the staff as to why salary increases cannot be fulfilled this year and to be aware that the board would approve the increases if the budget allowed. Dr. McElheny applauded the good work and transparency thus far.

Vice Chairman Herb motioned for the approval of the tentative budget; Chairman Jones seconded the motion and the board unanimously approved.

Staff Representatives: N/A

SAI/Commandant's Report: LTC Ben Weiss provided a read-ahead report. He was happy to announce CW3 Brenda Munoz joining the JROTC team and able to now move forward.

PTCC Report: Ms. Michele Collins mentioned the welcome reception for SMA-LTC Fout went well with a lot of new families. She also mentioned meeting with Ms. CJ Bannister on merging both prep and high school PTCC groups with Ms. Bannister as the mediator for this merge. Ms. Collins mentioned preparing for the new student orientation scheduled for Friday, 10th August.

Safety: There was a discussion on the safety program.

Old Business: N/A

New Business: The board agreed on changing upcoming board meetings to the second Thursday of every month and meeting at the prep once every quarter.

Public Comments: N/A

The chairman adjourned the meeting at 4:06 pm.

Herb Jones

Mr. Herb Jones, Chairman

9/13/18

Date

Sunda M. Song

COL Ben Knisely, Secretary

9/13/18

Date