

**SARASOTA MILITARY ACADEMY  
BOARD OF DIRECTORS  
MEETING AGENDA**

**Wednesday 5 APRIL 2017**

- Call to Order
- Approval of the minutes:
  - 1 March 2017- Tab 1
- Executive Director of Schools' Report – Tab 2
  - Advancement Office Report
  - Head of School Report - SMA Prep – Tab 3
    - Athletic Director Report
    - MYP Report
  - Head of School Report – SMA High – Tab 4
    - Athletic Director Report
    - IB Report
- Commandant's Report – Tab 5
- Treasurer's Report – Tab 6
  - Monthly Financial Report
- PTCC & SAC Committee Reports – Tab 7
- Committee Reports
- Chairperson's Report
- Old Business
  - Foundation Update
- New Business
- Public Comment
- Meeting Adjournment

# Sarasota Military Academy

## BOARD OF DIRECTORS

### MEETING MINUTES

1 March 2017

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#### Board of Director Members' Attendance

##### **Present:**

Howard G. Crowell, Jr., LTG USA (Ret), Chairman  
Mr. Herb Jones, Vice Chairman  
Frederick Derr, CAPT USN (Ret), Treasurer  
Mr. Steve Herb, Secretary  
Ben Knisely, COL USA (Ret), Asst. Secretary  
Ms. Alexandra Quarles  
Ms. Carter Donovan  
Dr. Logan Malone, RADM USN (Ret)  
Mr. Kimball Bobbitt

##### **Absent:**

Mr. Richard Goldwater

#### **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 Tom Vara, Head of School, Prep Campus  
SMA-LTC Pamela Donehew, Director of Instruction  
SMA-LTC Caitlin West, Asst Head of School, SMA High  
SMA-MAJ Joe Collis, Dean of Students, SMA High  
SMA-MAJ Victoria Finley, Advancement Director

**Guests:** Members of the SMA faculty and staff and PTCC representation

Location: HS campus. The chairman called the meeting to order at 2:30pm.

#### **Motion to Approve the Minutes from the 11 January 2017 meeting:**

COL Knisely motioned for approval of the 11 January 2017 minutes; Ms. Quarles seconded the motion and the board unanimously approved.

Cadets from the Junior State of America campus club at SMA High presented a slide show detailing the February Winter Congress trip to Washington D.C.

**Executive Director of School's Report:** A read-ahead report was supplied by SMA-COL Bowman. A discussion that covered Academy transportation needs, forming a vision statement, and the design for the Prep monument sign took place.

**Advancement Office Report:** SMA-MAJ Finley provided a read-ahead report. Congratulations were expressed for recent fund raising success, including funding for the first year salary for the position of an Academy Human Resources Director and for the Prep monument sign.

**SMA High Head of School Report:** SMA-LTC Tom Vara provided a read-ahead report. Congratulations expressed for Prep becoming an authorized IB World school.

**SMA High Head of School Report:** SMA-LTC Robin Livingston provided a read-ahead report. A discussion took place about the faculty and staff uniform appearance and the need for improvement in this area.

**Commandant's Report:** No read-ahead report was provided.

**Treasurer's Report:** CAPT Derr provided a read-ahead report. Discussion occurred around the amended budget, and Mr. Herb motioned to approve the amended budget and Mr. Jones seconded the motion. The motion was unanimously approved.

**PTCC and SAC Reports:** PTCC and SAC read-ahead reports were provided.

**Old Business:** Foundation discussion occurred and the Articles of Incorporation were provided to the board. A foundation board meeting will be scheduled to organize the next steps to form the foundation.

**Audit Committee Report:** Mr. Jones, audit committee chair, provided a summary of the 25 January meeting held with twelve SMA faculty and staff at the Fruitville library to discuss discontentment with the SMA administration. Recommendations from the meeting include faculty representation at board meetings, a human resource department, and exit interviews with board members.

**Hearing of Citizens:** SMA-CPT Mitchell expressed the need to have faculty representation at the board meetings. LTG Crowell stated that the board meetings are public.

The next board of directors' meeting will be on Wednesday 5 April 2017 at 4:30 pm on the SMA Prep campus. The chairman adjourned the meeting at 5:01pm.

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

Date \_\_\_\_\_

\_\_\_\_\_  
F. Steven Herb, Secretary

Date \_\_\_\_\_



# Sarasota Military Academy

Executive Director of Schools Report

April 2017

## **Open Enrollment Status:**

Verbal report will be provided.

Enrollment acceptance letters will be mailed Tuesday 4 April.

## **Communication:**

- Draft copy of the SMA Drug Testing policy was provided for review and is in the final stages for submission to the School Choice Office. Anticipated submission date for requested documents to the School Choice Office is 7 April.
- Weekly meetings have taken place with Ms. Carter Donovan as it relates to Human Resources.
- The SMA Employee handbook reviews have been completed with anticipated completion on 7 April for the 2017-2018 academic year.
- Installation of security gates has been completed! All employees will be educated on its use and provided "cards" to begin use on 4 April.
- The SMA Prep sign will be shipped from the manufacturer by 4 April. A meeting was established for 3 April with Signs Plus to establish final placement for the sign and run electricity for the lights.
- The district climate survey was presented to each Head of School for review and comparison to the AdvancEd climate survey. The AdvancEd survey will be formulated by SMA-LTC Robin Livingston and SMA-LTC Pamela Donehew and then sent to SMA-LTC Tom Vara. Upon agreement by each Head of School, it will be sent to the Executive Director of Schools for final review. Anticipated climate survey submission to all stakeholders will be the week of 17 April.
- The job descriptions for the Human Resource Manager and Director of Finance have been completed and reviewed. Both jobs were posted on "Indeed" the international job posting site. To date, 50 resumes have been submitted for the HR Manager position. We will begin to review



## **Sarasota Military Academy**

resumes on Tuesday 4 April. Resumes will continue to be accepted and reviewed. A timeline for interviews will be established on 4 April as well as interview questions. Again, I would like to recognize Ms. Carter Donovan's skills and mentoring in this endeavor. She has given much of her time and expertise.

- The revised SMA Organizational Chart has also been reviewed and recommendations provided.
- Teachers-to-Teachers, a job posting site for educational institutions, has been purchased.
- Several meetings have taken place with faculty and staff to discuss any concerns. Meetings have taken place with groups and with individuals.
- Representatives for each PTCC board met to discuss consistency of programs. The PTCC By-Laws are being reviewed and revised to assist with the concern of protocol and consistency. Each PTCC treasurer will also be expected to utilize the same bookkeeping system, Quickbooks.
- The HS PTCC Spring Fling event was fun and exciting. Congratulations to the finishers in the 5K race and big thanks to Henry and Katherine for taking on this huge task. It was a beautiful day.

### **Continued Concerns:**

- Academy vision statement to support the mission statement:
  - Names have been submitted and the committee still needs to be formed. This will be a long-term committee.
- Academy Technology Long-Range Planning Committee
  - Will convene at start of the 2017-2018 academic year.
- Parent involvement in PTCC on each campus.
- Staffing



# Sarasota Military Academy

Prep Head of School Report

March 2017

## Enrollment

Grade 6: 192

Grade 7: 195

Grade 8: 178

Total: 565

## Campus Life/Events

- 3/3/17-Severe weather drill conducted
- 3/9/17-Spring sports awards
- 3/10/17-School dance
- 3/13-17-Spring Break
- 3/21/17 + 3/22/17-Golf try-outs were conducted
- 3/24/17-Period 7 Karaoke party

## Cadet Highlights

-Cadets of the Month for **March**:

Individuals + Society:	Sydney Payne	Bradford Walker
Art + Design:	Jaysily Martinez-Rivera	Samuel Cohen
Math:	Sophia Olazabal	Dylan Stone

## Faculty/Staff Highlights

- Attached

## Parent and Community Highlights

-Prep enrollment meetings March 8<sup>th</sup> + 29<sup>th</sup>-8:30 in café



## Sarasota Military Academy

### Attention Items:

Course Recovery comparison:

2016: 71 cadets enrolled with a school population of 488

2017: 54 cadets enrolled with a school population of 565

Harvard Trip: We are sending four cadets to Harvard University to meet with Dr. Sabeti. Our cadets will attend her classes, have private discussion time with her, tour her lab and the university.

IReady-To improve overall student performance and assist in school grade.

Assessments were administered in the fall and winter for Math and Language Arts.

The data was used for the following:

- To identify the placement/level of students: students that performed below grade level were placed on a Tier II track
- To identify students that excel so that they can be challenged or placed in advanced classes
- To identify student's strengths and weaknesses
- To identify students with specific deficits and to target these areas by providing explicit instruction (Tier II)
- To use the data to identify students that may need to be brought up in SWST
- To track student progress throughout the year
- To use the resources to provide instruction in the areas needed
- To provide information to parents on their child's performance
- To provide students with information regarding their progress and performance



# **Sarasota Military Academy**

## **Prep Athletic Report**

### **SPRING SPORTS**

#### **Boys Soccer –**

Boys soccer won the FSCL championship for the 2<sup>nd</sup> year in a row, beating SSAS 3-2. This is SMAP 2<sup>nd</sup> championship this year (football).

### **LATE SPRING SPORTS**

#### **Golf –**

Tatum Ridge Golf Links has graciously allowed our golf team to use the facility for the 2<sup>nd</sup> year in a row. Free of charge.

Golf tryouts were completed – 27 cadets tried out for the team, we kept 8.

SMAP Golf anticipates having another strong team/season after finishing in 2<sup>nd</sup> place last year, returning 5 of last year's golfers.





## **Sarasota Military Academy**

### MYP Progress at Prep

The Prep is moving along at a steady pace further implementing the Middle Years Program (MYP) with all stakeholders. We have completed 3 quarters successfully using the criterion-related grading system required by IB. This represents a true paradigm shift from traditional grading to assessing student learning according to levels of achievement within 4 criteria that relate to each subject. This type of assessment is meant to build a student's global, conceptual understanding through inquiry-based learning.

During Quarter 4, we will begin to use the MYP Approaches to Learning (ATL) skills more thoroughly within unit plans and on quarter 4 reports. ATL are a collection of skill categories that are somewhat in line with what you may know as employability skills or "soft skills". Communication, Social, Self-Management, and Thinking are a few of the skill categories. It is the development of the ATL aspect of the MYP that will further distinguish the Prep as a middle school that looks at the development of the whole child in order to promote lifelong learning.

Sustaining an IB Middle Years Program for all cadets on our campus is an ongoing initiative that requires constant rethinking and improvement. The Prep has created a strong foundation through its collaborative effort. Teachers, students and parents are recognizing the value of being a part of our IB World School community.



# Sarasota Military Academy

High School Head of School Report  
5 April 2017

## Current Enrollment Numbers:

9th grade: 213

10th: 226

11th: 267

12th: 209

Total: 915

## Campus Life/Events

Regimental Leadership for next school year has been selected. We have a very fine group of individuals who were selected and the applicants were very impressive. Alex Murphy will be next year's Regimental Commander, which also means you will have an opportunity to see and hear him at this year's graduation ceremony as the emcee.

Graduation will be May 31<sup>st</sup> at Robarts at 6:00pm.

A representative from Smith College will be at formation on April 6<sup>th</sup> to present the Smith College Book Award to one outstanding junior cadet. In May we will also have representatives from Yale and Harvard to present their Book Awards.

The SMA Talent Show will be on April 7<sup>th</sup> in the SMA Gym. This is a fundraiser for JSA run by Sylvia Gillotte and hosted by Charles Thomas. It's a really fun event and a great opportunity to showcase the many talents of SMA. Five members of the faculty even put together a band and will be performing a few songs.

JROTC Awards Banquet will be on April 20<sup>th</sup> at 6:00pm in the gym. This is a great event where the cadets receive JROTC awards that they earned throughout the year.

Interact Club will be sponsoring a team for Relay for Life at Brookside Middle School on April 22<sup>nd</sup>.

Our Key Club group traveled to Orlando on March 30<sup>th</sup>-April 2<sup>nd</sup> to participate in the 79<sup>th</sup> District Education and Leadership Conference.

Prom is at the Hyatt on April 29<sup>th</sup>. Let me know if you would like to attend.



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### Cadet Highlights

Interact Club volunteered at the Pines after school one afternoon in March. They brought some music, prizes for a raffle, and played Bingo with the residents. They had a great time and think the residents really enjoyed the afternoon as well. See below for a picture.



PTCC is beginning the process to order the SMA Eagle Awards. 5 cadets from Raiders and 6 cadets from Drill will earn the coveted award this year for participating on the same JROTC team for all four years of high school at SMA.

### Faculty/Staff Highlights

Many of the teachers have really stepped up to help enforce cadet uniform standards since the last faculty meeting. Next week at formation, many of the teachers, led by math Department Chair Mike Holland, will address formation about uniforms and intrinsic motivation to wear them respectfully.

All current cadets have requested their course selections for next school year. Caitlin West (Assistant Head of School), Abby Williams, and Carrie Pellegrino have entered all of the requests in the system and we are now working on finalizing class sections and numbers. In May, the incoming cadets' course selections will be entered. For the first time ever, teachers will know which courses and in which



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classrooms they will be teaching for the next school year before they leave for Summer Break. This is a huge help to teachers, especially since this summer is slightly shorter due to the approved district calendar.

### **Lingering Thoughts** (I can provide more details on these during my report)

Graduation Ceremony planning

Regimental Leadership Selection process (parent concern)

School Grade anticipation

Next school year – Veterans' Day is on a Saturday and school ends before Memorial Day

### **Campus Needs**

Previous need met - Computers updated in rooms 9 and 10 – Huge help!

Kidney shaped tables for American Sign Language class



# Sarasota Military Academy

IB Board Report  
Pamela Donehew  
April 5, 2017

1. IB Banquet
  - The first IB Banquet will be held on May 6, 2017, at Mattison's, Tamiami Trail, 6:00 p.m.
  - Tickets are \$25 per person.
  - Board members please let me know if you would like to attend.
  
2. IB College Acceptances
  - College acceptances are beginning to arrive. To date they are:
    - West Point
    - NYU
    - University of Maryland - Honors Program
    - Seton Hall
    - UF
    - USF
    - FSU
    - Stetson
    - North Georgia College - Honors Program
  - A detailed report will follow after all acceptances are finalized and scholarships are awarded.
  
3. Ben Carson Florida Scholars Award
  - Erick Barnard, IB Junior, has received the Florida Carson Scholars Award for recognition of outstanding academic achievement.
  - John Browning, JROTC Instructor and Pamela Donehew, attended the awards banquet in Bonita Springs on April 2nd.
  
4. IB Odyssey of the Mind Team
  - The IB Odyssey of the Mind Team won the Southern Regional Title in Fort Myers on March 4th.
  - The team will compete in the State finals on April 8th, in Orlando.
  - The World competition will be held in Michigan, May 24-28. We have every reason to believe our team will win states and go on to World. Three of the 5 team members have previously competed together on a team and have won Worlds 3 out of the 4 times they have competed at that level.



## Sarasota Military Academy

**SUBJECT: SMA JROTC Program and Department Report**

**DATE: 24 March 2017**

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

### **HIGHLIGHTS:**

- **JUNIOR LEADERSHIP SELECTION:** All cadets that will have obtained rank of SGT (CPL if they weren't hear all of freshman year) or higher, completed a "Leadership Application" packet and submitted to an Army Instructor for and interview consideration (like applying for a job). Instructors scrutinized the packets, interviewed cadets and considered prior knowledge and selected cadets to be Junior Leaders in their class(s) next school year. The list of all prospective junior leaders has been turned in to Guidance so that they can be accommodated as much as possible with matching them up with the Army Instructors "Pairing" preferences based on the strength/weaknesses of the cadets they selected. This process is still underway as guidance/administration are still considering next year's enrollment/classes offered.
- **SENIOR LEADERSHIP SELECTION:** 43 junior class cadets turned in packets and were interviewed on February 25, 2017. Packet and interviews were scored and Order of Merit List compiled for JROTC selection meeting held on March 9, 2017. Selections announced at morning formation on 24 March 2017 (List Attached).
- **SMA JROTC PROGRAM ASSESSMENT:** On March 8<sup>th</sup>, 2017 the JROTC program experience its annual program assessment where our cadets made an outstanding impression on our visiting inspector, LTC (Retired) Weiss.
- **SMA RAIDER team:** Great year for the Raider team. We had 4 competitive teams (Male/Female/Mixed/JV Mixed). All four teams competed in the National Raider competition in Molena, GA. The Female team defended their national title, taking 1st place. The Male team took 1st runner up for the 2nd straight year. The Mixed took 4th (best we've done in that category) and JV Mixed took 1st, defending their national title in the "All Services" Division. All three of our Varsity teams qualified for states at the district meet (females-1st / males-1st / mixed-2nd). At the State Raider Competition, the Females defended their 8 year streak with a 1st place, making it 9 straight years in a row they are Florida State Champions. The Males tied for 2nd (taking 3rd



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due to "tie-breaker"). The Mixed team took 4th in what was our closest year ever to win state (still haven't won state in the mixed category). In January, we took two teams to the "Iron Knight" competition at UCF, Orlando. 4-person teams ran a 5.4 mile course, completing 14 physical obstacles along the way. Our two teams took 3rd and 4th in this event (with absolutely NO train up as we just finished the State meet the weekend prior). On Feb 18th, we hosted the Florida State Best Raider competition at Camp Shannon. One of our female teams took 1st place (Kiya Williams & Anjolie Berninger, the same two that took 1st place last year), defending their title. This was the 5th year that there has been a "Florida Best Raider" competition, the SMA Females have won it every year. The male team took 6th against a strong field. The males have never won this event, but are always "right there".

- Upcoming Raider Events (we are now in Adventure Season):
  - - "Green Run" 20 March
  - - TreeUmph 25 March (Jr. Raider included)
  - - 8 April- Jr. Raider's hosting competition vs. "like" programs from Venice Middle/North Port "Imagine" and 1-3 other schools at the Prep (H.S. Raiders run this event)
  - - St. Armands Beach/Sleepover 21 April
  - - Rappelling at Booker HS Rappel Tower 26 April
  - - Egland AFB SF/Ranger compound & training site trip 27-20 April
  - - Mariner Raider Meet in Cape Coral 13 May
  - - Turning Grey/NOB Challenge (with Jr. Raiders included) 19/20 May
  - - Raider Award Ceremony 26 May
  - - Summer runs (3 days a week at 8am) begin the third week of June and continue until the 1st week of August, when we start tryouts.
- **SMA Rifle Team** is the #1 Seed in the Army!
  - - US Army Junior Air Rifle Nationals - 1st in State (27-29 Jan)
  - - US Army JROTC South East Regional Champions (11 Feb)
  - - US Army JROTC Champions (18 Feb)
  - - 2 Team members (Lauren McMahan and Kinga Aletto) earned a spot to the USA Shooting Junior Olympics at the Olympic Training Center in Colorado Springs. This is the first time we've had any cadets earn these prestigious invitations to compete against the best of 48 other states, including Olympic Gold Medalist and West Virginia University student Ginny Thrasher, in her last junior shooting event competition.



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- **SMA Drill team;** Accumulated one 1<sup>st</sup> place and seven 2<sup>nd</sup> place trophies at the Area 5 district JROTC Drill competition on 4 April 2017. All eight teams will be participating at the JROTC Florida State Drill competition on 1 April 2017 at George Jenkins HS, in Lakeland, Florida.
- **SMA JROTC Leadership & Academic Bowl (JLAB) Teams** have completed level 2 competition. The SMA Leadership team achieved 3rd place category in Sixth Brigade. JROTC Leadership & Academic Bowl Competition is the largest national high school academic competition. It is configured as a collegial event focused on improving SAT/ACT scores, increasing interest in college admissions, demonstrating academic and leadership strengths of JROTC programs, and boosting team and unit spirit.

### PLANS:

- **LET 1-** Will finish up leadership classes, complete our service learning project and conduct JPA. We will also be conducting the squad drill and platoon physical fitness sessions with each Cadet as a requirement to pass LET 1. The last piece of the second semester is our Super Bowl. It consists of a hands-on test in which each cadet will be tested on the knowledge they learned during both semesters, to include the chain of command, flags, leadership, thinking maps, winning colors, drill, PT, ranks, words of the week, creeds, and bugle calls.
- **LET 2 -** 2nd Semester starts with our annual Red Cross CPR/1st Aid Certification. We will also be spending time getting ready for the FSA testing in Writing and Language Arts through our Written Communications Self-Paced work. 2nd BN Busch Gardens trip on 19 April.
- **LET 3 -** 2nd Semester Finance Class and Finance Project due in May as the final Semester Grade. Classes such as Money Management, Borrowing, Earning Power, Investing, Financial Services and Insurance.
- **LET 4 -** 2<sup>nd</sup> Semester Core classes on DoD, Army and Army Reserve Components, Finance, Credit and Insurance, then classes focusing on Army teaching methods. Spring senior project to update and collect individual senior resumes. Continue Finance focusing on Saving vs Investing, Life After High School, Consumer Awareness and Retirement, Vignettes, Leadership Planning and Strategies





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- **SMA Awards Night programmed for April 20, 2017**
- **Sarasota Memorial Day Parade, May 29, 2017**
- **JROTC Cadet Leadership Camp, June 7-11, 2017, Tequesta FL**

### CONCERNS:

- **Per 6<sup>th</sup> Brigade Mr. Knauff (JROTC Chief), COL (Retired) Michael Ryan not able to function as SMA Interim Commandant until a letter to US Army Cadet Command, 6th Brigade requesting his interim assignment.** Letter needs to address any and all duties and responsibilities outside those required as the Senior Army Instructor for 6<sup>th</sup> Brigade Commander's approval. Requesting SMA Board/CEO guidance or letter for submittal.
- **Recent discussions with Cadet Command 6<sup>th</sup> Brigade to regain needed uniform funding.** Increased funding is not promising. Brigade concerned that Cadet Command will rescind waiver (2 shirts and 1 pant extra issue) to issue only one full uniform per cadet. The Army allocates funds based on our JROTC Opening Enrollment numbers (SMA 949 cadets for 2016). Our JROTC MPA fund was cut from \$150,000 last year to \$75,000 this year. This fund is used primarily for Cadet Uniforms, Food and Travel. We have recently executed 100% of this year's budget. We presently have sufficient inventory for next year's new students (300). It costs approximately \$300 to outfit one new cadet with sufficient uniforms for wearing all the school week. I will be requesting more funding through Unfinanced Requirements (UFRs) to hedge 2017-18 short falls but this is not guaranteed. **Alternative plan at some date:** SMA has established an account with the "Supply Room" uniform company that makes JROTC uniforms for the Army and when necessary SMA can order JROTC cadet uniforms for cadet purchase to maintain uniform wear for the five day school week.
- **SMA JROTC program still short two Army Instructors (AI) for assigned number of cadets (over 900 cadets).** I continually questioned 6<sup>th</sup> Brigade for when both positions will be cost shared by Cadet Command. SMA positions on Cadet Command Order of Merit List which means we are authorized but not funded at this time. Presently cadets are taught by other SMA AIs teaching 4 periods per day with compensation. Hope is that relief will come when new administration takes over in January 2017 and the Sequestration is removed from the Defense Department. Receiving many AI applications but only one outstanding female CSM at this time. **Strong need for Female Army**



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***Instructor but will recommend strongest qualified candidates when appropriate. Anticipate at least one hire this summer.***

- **No Athletic field or enough on campus open spaces for the conduct of JROTC physical fitness training or activities.** My major concern is moving cadets off campus to parks or open fields to conduct training. Even with best methods of movement, cadets and instructors could be exposed to unsafe motorists' acts that would lead to accidents and someone getting hurt.



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Prep PTCC Meeting Minutes

March 7, 2017

The meeting came to order at 3:02 PM. Michele Collins, Christine Glassburn, Shannon Mitchell, Mary Gaulrapp, SMA-LTC Vara, Steve Kok and SMA-MAJ Lee were in attendance.

A motion to approve last meeting's minutes was made by Shannon, seconded by Christine. The minutes were approved.

## **Treasurer's Report**

Discussed the need for an accounting system in order to more closely track our account. Steve Kok said that we and the high school PTCC will start using QuickBooks, as the school itself already uses that program. He will look into it's purchase and get back to us. Mary, being already familiar with the program, offered to help Maria set it up and get up to speed.

Steve was also able to print out our account statement covering January and February. There was still some confusion as to the balance, highlighting the need for using an accounting system.

Steve also informed that the extra WAA account that we had will be closed out and \$547.00 will be transferred into the PTCC Prep account.

Mary communicated that she had been asked if the PTCC would be willing to provide a grill and/or freezer in order to assist the clubs and activities when they do fundraisers. Steve was amenable to the idea of the grill, with the caveat that we don't at present have a place to store it. He was not necessarily in favor of the freezer due to initial costs, placement and the electricity involved, for only two-three events a year.



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## Old Business

### **Valentine Grams**

We sold 304 Valentine Grams at \$1.00 a piece. We started off with 130 donated foam hearts, so we made more of a profit this time around, but will need to bear that in mind next year.

### **8<sup>th</sup> Grade Semi-formal**

Christine and Mary have been looking into the gift for the cadets. Rather than candy as in past years, they are looking into more of a keepsake such as a mousepad with the school crest. These could be bought more cheaply in bulk with the idea that we could sell the rest. Steve mentioned that the high school already has some of those.

### **GradVenture**

We still do not have firm figures for the t-shirts. Cannot vote until more information is provided.

### **8<sup>th</sup> Grade Promotion**

Michele was able to ascertain from SMA-COL Bowman and SMA-MAJ Finley that they were not in favor a laminated picture citing high costs. They were thinking that a roughly 8 ½ x 11 picture would be better. Michele is to look into pricing for this and the possibility of a more card stock-like weight for the photo paper.

### **Spring Dance – March 10, 4:30-6:30**

Theme: Decades, encompassing the 50's-90's.

Entertainment: Photo booth, DJ Mark-Elliot Finley

Cost: \$5 for the dance, \$3 for dress down only

Refreshments: Pizza (Dino's) and water.



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At the time of meeting, we had only sold 75 tickets but decided that we would go forward with it anyway. Also discussed posting on Facebook a little further out from the event to give more notice.

### **Communication**

Christine reiterated her request, that if any board member heard anything or was informed of any pertinent information while on campus would they please either email or text it out to the rest of the board, as we still are still having issues with information not being shared.

### **New Business**

#### **Paver/Picnic Area project**

There had been discussion on honoring this year's 8<sup>th</sup> Grade class as they were the first 6<sup>th</sup> grade class. Christine and Mary previously shared the idea of paving the picnic area immediately outside the cafeteria and lining the edges with bricks engraved with their names. The other bricks could be sold as a fundraiser. A quote for the cement for \$11,700 for the area measured at 1,950 sq ft, was acquired, but it seemed a bit cost prohibitive. The cement contractor suggested that maybe pavers would be a better choice.

Christine brought in some paver prices ranging from \$1.31 to \$4.48 per paver. The sizes were 12-in x 12-in and 16-in x 16-in.

Shannon did some research on the bricks. The prices generally ranged from \$18-\$20 for 3 lines of 18-20 characters per line. At this point, Steve shared that Kevin Nasby at the high school already has an engraver. This would be a huge asset in cost savings. We also need to consider that many of our cadets have long last names, including hyphenated names.

Mary brought out a civil engineer to look at the drainage and how this project would affect it in the future. He stressed the importance of leveling the area and getting a proper grade toward the drain.

Steve mentioned that the contractor that oversaw the construction of Bldg 5 will be working on the drainage around it over Spring Break.



## **Sarasota Military Academy**

More information will be needed before any real decisions can be made.

### **Grants**

#### **Harvard trip – April 19-22**

The four young ladies that were selected for the Harvard trip, accompanied by SMA-CPT Moody, presented their grant request. They consider this to be a once in a lifetime opportunity and will be doing many exciting things, including meeting renowned biologist and medical geneticist Dr. Pardis Sabeti in her lab. They will also visit museums and monuments. Upon their return, they will be giving a presentation to the 8<sup>th</sup> grade class.

We are only allowed to give a total of two grants of \$500, per year to any one club or activity. With Steve Kok's approval, we considered granting them the maximum. A motion to do so was made by Shannon, seconded by Christine. A vote was taken and the motion passed unanimously.

We also discussed with Steve how fundraisers can actually continue after an activity or event in order to pay the school back. We discussed the idea of partnering with the faculty advisers for this trip, SMA-CPT Moody and SMA-CPT Todd Brown, in doing some fundraising activities. SMA-MAJ Lee will discuss this offer with them when he informs them of the vote.

#### **SMA-CPT Sarah Combs – Music/Drama Department**

A grant request for \$500 was submitted in order to facilitate the purchase of costumes, wireless microphones and other permanent equipment for future performances. Steve believed that this was a request that we should grant as future performances are an advertisement for the school. SMA-LTC Vara agreed that it would enhance the performances greatly for the kids to not have to share hand-held microphones.

A motion was made by Mary to grant the \$500, seconded by Michele. A vote was taken and it passed unanimously.



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### **SMA-CPT Debbie Veldkamp - PBIS**

SMA-CPT Veldkamp submitted two requests. One for the PBIS store for \$500 and one for the Ambassadors for \$300.

SMA-LTC Vara stressed what an asset the store has been in promoting good behavior and morale among the cadets. We had already approved a \$500 grant for the same this fall. A motion was made by Shannon to approve the grant in the full amount of \$500, seconded by Mary. A vote was taken and it passed unanimously.

The second grant was for the Ambassadors program to make gifts for the staff. We were concerned that the Ambassadors might learn more if they actually fundraising for this on their own. We did agree to discuss doing a matching funds agreement with them. SMA-MAJ Lee will discuss this with SMA-CPT Veldkamp when he informs her of the vote.

### **Spring Book Fair – April 4-7**

The book fair will be dropped off either 3/29 or 30 and pick will be 4/12 or 13. Kathy Simon has been informed. We will be setting up in room 311 again, with the cadets coming through during Science classes. As we are off that Monday, we will have two teachers bringing in their cadets that day. Their planning period is 7<sup>th</sup> so we will be closing daily at 3:25 PM. We got approval from SMA-LTC Vara to allow cadets to shop before formation, starting at 8:45. There will be no after school shopping this time because it was too harried with kids trying to shop before parent pick up or getting on the bus.

Shannon ordered the free advertising kit which includes reusable yard signs and a banner.

It will be on the school calendar and advertised on Facebook as well.

The next meeting will be on April 4, 3:00.

Meeting adjourned: 4:43 PM

Minutes submitted by Shannon Mitchell



## Sarasota Military Academy

PTCC Monthly Board Meeting from March 7, 2017  
Meeting opened at 6:30pm by Henry Goudreau, President of PTCC

Board Members in attendance were: Henry Goudreau, PTCC President; Katherine Weaver, Vice-President PTCC; Jessica Gardner, Treasurer; Mary Fischer, Volunteer Coordinator; Kandy Butler, Secretary, Corinne Fuller North, Veteran Liaison and Michelle Collins, SMA-Prep PTCC.

Acceptance of the February 7, 2017 meeting minutes was approved by Mary Fischer and Corinne Fuller North, Veteran's Liaison.

Head of School Report: Dr. Robin Livingston was in attendance.

1. Increasing teacher and faculty involvement in PTCC meetings. Figure out ways to make parent involvement mandatory for PTCC meetings. Work on making the PTCC quarterly meetings more topic/theme driven and grade specific and the monthly PTCC meetings more for the board and planning. Serve refreshments at quarterly meeting and try to make it that when a specific group is requesting a grant, the teacher, a couple of cadets and the cadet's parents must attend that PTCC meeting. Try to get out to parents, cadets what PTCC is and what all they do for the cadets, school, teachers and faculty.
2. Text meeting alerts of PTCC meetings with intermittent phone calls that way the school is reaching all the parents so no one is left out.
3. There is NO approved senior skip days as rumors have been going around school. Those caught will be given an unexcused absence.
4. Senior beach is April 7<sup>th</sup>. Cadets must be at siesta key by 8am and the event will last until 1pm.
5. JPA inspection will be on March 8<sup>th</sup> and will have the Booker High School Army Instructor doing the inspection. This will help him with his upcoming inspection for his school.
6. Spring break will be week of March 13<sup>th</sup>, 2017
7. 2017/2018 school year course requests should be completed soon but not sure if they will be given when completed or held onto until August when they have the orientations.





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## New Business

1. Spring festival was not as successful as hoped but for the first year, the event was well received. Hoping next year will be more successful but we need to start the planning now for next year's event. Will need to get more vendors, reach out community earlier than we did this year, check school team's agenda schedules to make sure nothing is overlapping so we can have more SMA team involvement. Get the word out to more of the community sports group so we can get more runners. Maybe incorporate a run/walk event to attract more participants. This year was a tremendous learning curve of what we need to do and when. Making the Spring Festival from now on in honor of our late, Brigadier General Laudano. Will check with his family to see if they will allow this in his name.
2. Received great compliments from the Benderson Park event coordinators that our SMA cadets were by far the best group of kids they have had. They kept the park clean and did what was asked of them. Kudos to our great cadets and volunteers.
3. Bogey's and Moho's donated all their earning back to the school. They had nothing left and food was delicious. Need to keep in mind Bogey's and Moho's for any of our upcoming events at school when we need catering such as Teacher and Veteran's Day Appreciation luncheons, etc.
4. The car show brought in a lot of people.
5. Change event hours. Start race at 8:00 a.m. but only have the event last 9:00am to 3:00pm. Start serving food at 10:00am and increase vendor price to participate. Vendors must not leave earlier and must stay for entire event.
6. Can't stress enough the need to get started in getting the community involved. Hoping to have some contact out for next year by the April and May PTCC meetings.
7. Would like to possibly get Master Wong who does Tae Kwon Do to be able to have a class implemented at school either before or after school to teach Tae Kwon Do.
8. We must make sure that all cadets are picked up before event team leaves at end of day. One cadet was left and our Treasure, Jessica stayed with her until her mom got there.
9. Need to have at PTCC meetings at least one senior leader, one faculty member or teacher representative and more cadet and parent



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involvement. Teachers and faculty can rotate months just if one representative is there for each meeting.

10. Nominations for 2017/2018 school year PTCC Board positions. Secretary and Volunteer Coordinator, Vice-President. Will vote on these position at the April 7, 2017 PTCC meeting.

### Grant Requests:

1. Scuba Trip to Keys for cleaning, restoring and planting new coral at the coral reefs: The trip will be at the end of May 2017. Major Holland and Cadet Hannah were in attendance asking for \$500.00 grant to help with expenses for gas, hotel rooms, expenses for boat rentals. They go to Publix or Walmart and get all the food and they cook the meals themselves which helps cut down on costs. They are using school vehicles to help cut down on costs as well. They have submitted grants to the community to help with funding. Approximately 11 students will be going. Grant request was approved by Mary Fischer and Katherine Weaver.

### Treasurer's Report:

**PTCC previous account balance from 2/7/2017:** \$35,007.86 includes a deposit of \$14,000.00 from the giving challenge and prior to grant requests from today's meeting. Will need to deduct \$3000.00 to cover initial cost of spring festival.

**PTCC's current balance as of March 7, 2017, is \$17,964.44.**

**Financials from Spring Festival: Expenses: \$15,000.00+**  
**Amt. raised: \$9,400.00**

includes the following: (Silent auction raised \$900.00 and cash deposits from race, 50/50 drawing which all came back to school, Bogey's and Moho's returned to us of all monies they received for their food and the sponsors/vendor payments).

**Loss of: \$5,157.12**

An expense that we won't have next year is the event planner. Steve Kok, School Financial officer would like to have PTCC use Quick Books instead of excel spreadsheets.

Meeting was adjourned by Henry Goudreau, President of PTCC at 7:32 p.m.