

**SARASOTA MILITARY ACADEMY
BOARD OF DIRECTORS
MEETING AGENDA
Thursday September 13, 2018**

- Call to Order
- Approval of the Minutes-Tab 1
 - August 1, 2018
- Executive Director of Schools' Report – Tab 2
 - Human Resources Manager Report-Tab 3
 - Head of School Report - SMA Prep – Tab 4
 - Athletic Director Report
 - MYP Report
 - Faculty Representative
 - Head of School Report – SMA High – Tab 5
 - Athletic Director Report
 - IB Report
 - Faculty Representative
- SAI/Commandant's Report – Tab 6
- Treasurer's Report – Tab 7
 - Monthly Financial Report
- PTCC Committee Reports – Tab 8
- SMA Foundation, Inc. Report – Tab 9
- Committee Reports
 - Strategic Plan
- Chairperson's Report
- Old Business
- New Business
- Public Comment
- Meeting Adjournment

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.

Mr. Herb Jones, Chairman

Date

COL Ben Knisely, Secretary

Date

DRAFT

Executive Director of Schools Report

September, 2018

Enrollment:

- Verbal report will be provided.

Communication:

- Outstanding start of school year for each campus.
- District capital outlay (millage funds) update.
- Lemon Avenue Parking
 - Steve Herb and I met with Marlon Brown (Deputy City Manager), Steven Cover (Director-Parking) and Mark Lyons (Parking) on 18 July to discuss parking options.
 - Followed up with Marlon Brown and will continue plan to work with the city to update and utilize the property.
 - Plan moving forward to work with Mr. Fred Derr to determine needs for the property and establish meeting with Marlon Brown and his team and submit proposal to convert property for parking and field events.
 - A survey may need to be completed since the city does not have one for the property and recommended asking the utilities department if a survey is in their possession.
 - Established another meeting on 4 October.
- Safety and Security Update
 - Guardian hired specifically for the high school campus was released since we are contracting with the Sheriff's Department. The Guardian was immediately hired for the SSIS campus.
 - Update on cost for security.
 - Pilot for facial recognition program on high school campus
- Team Meetings
 - Weekly meetings with each campus administrative team as well as Chief Development Officer

Events:

- Tiger Bay 6 September: SMA-LTC Fout, SMA-COL Bowman and eight cadets attended
- Tiger Bay 4 October: SMA-MAJ Bannister, SMA-COL Bowman and eight cadets
- MOAA: LTC Ben Weiss and four cadets monthly
- Enrollment information meetings begin 12 September

- Kiwanis Club; Guest speaker 10 October

Ongoing Concerns:

- Updates
- Operating board strategic plan
- Lemon Avenue Parking Lot

HUMAN RESOURCES BOARD UPDATE

September 2018

August 6th- rolled out 2018-2019 Employee Handbook
Received all signed Employee Handbook Receipts

Benefits Open Enrollment completed

New staff members created bios on their education and experience and the information has been added to the Faculty area on the SMA website.

Open Positions

High School

0 open positions

Prep

1 open position- IB MYP Design and Technology Teacher

Hired

Prep

Bus Driver- Angela Troy

3 Substitute Teachers

Attended the HR Florida Conference August 27-29th

Head of School Report
For August, 2018

Enrollment

Grade 6: 216
Grade 7: 190
Grade 8: 178
Total: 584

Campus Life/Events

- 8/1-8th grade orientation
- 8/2-7th grade orientation
- 8/9-6th grade orientation
- 8/10-Basic Training: 6th grade cadets attend a full school orientation
- 8/13-First day of classes
- 8/17-Class meetings to review school expectations
 - Period 2-Sixth grade
 - Period 3-Seventh grade
 - Period 7-Eighth grade
- 8/30-6th grade epaulet ceremony: Cadets receive their basic epaulets

Cadet Highlights

- Cadets of the Month for August: Program starts in September

Faculty/Staff Highlights

- 8/6-First day for teacher meetings
- 8/6-8/10-Variety of teacher trainings/review and workshops to prepare to receive the cadets for first day of classes

Parent and Community Highlights:

- 8/30-IB MYP parent workshop-6:00 pm café

Security:

- Deputy Markey was introduced to cadets and staff
- Curtains have been attached to all classroom door windows for staff to drop in case of an emergency lockdown.
- 8/27-Safety team met to discuss plan for the year

Attention Items:

- 8 staff members hired and have acclimated successfully to the Prep
 - IReady initial diagnostic assessments for Reading and Math are completed
 - Administration has visited every class room at least once
 - Goal setting meetings have begun with individual teachers as well as specific departments
- 8/27-Met with SMA-LTC Fout and Commandant Weiss. Many topics were discussed but the focus is involving high school command/cadets on the Prep campus. Visiting formation, working with military studies, conducting assemblies, and tutoring opportunity's with hope we can increase the amount of eighth-grade Prep cadets attending the high school by 10%.

STAFF ACKNOWLEDGEMENT

**Entire Prep Staff
Great opening of school**

**Audrey Benitez
Basic Training**

**Marissa Dobbert/Kristen Malek/Kelli Kelly
Summer School**

**Gloria Koss/Katie Robinson
Summer Enrichment Program**

**Alex Vanston
6th-Grade Epaulet Ceremony**

Coaches/Clubs

| | |
|-------------------------|-------------------------------|
| Flag Football | Jay Roenbloom (Parent) |
| Girls Volleyball | Katie Martin |
| Running Club | Jackie Trecartin |
| Campus Life | Deanna Ferguson |
| Ducks Unlimited | Raymond Wright |

IB MYP Read Ahead

9/13/18

Prep has welcomed some new, well qualified teachers this year and we are very excited to have such talent working with our cadets. Two teachers came to us already having IB training. The FLIBS organization offers an IB MYP boot camp September 14th that allows new teachers to gain exposure to IB at the middle years level and also work with each other as a team. Prep will be sending 5 teachers this year for the one day workshop. We are looking forward to bringing them up to speed on what IB is all about and the value it offers to learners.

Prep also selected three teachers to participate, with other IB teachers, to develop a PD program on IB and social and emotional learning with Paul Gallagher, who was previously the IB Coordinator at Riverview High School. Participating schools will be SMA, Riverview, Venice High School, and Brookside which is going to transition to a whole school IB Middle Years Program. This is a great opportunity to build a strong IB learning community in the area. I am hoping to work more closely with Pam Donahew at the high school as well to further promote our combined IB program.

Lisa Currie
IB MYP Coordinator

To: Governing Board, Sarasota Military Academy
Through: SMA-COL Bowman, Christina, Executive Director
801 North Orange Avenue
Sarasota, Florida 34236

From: SMA-LTC Fout, Frederick T., Head of School
Sarasota Military Academy
801 North Orange Avenue
Sarasota, Florida 34236



Date: 07 September 2018

Re.: Board Report for Regular Sarasota Military Academy Board Meeting on
Wednesday, 13 September 2018

Accomplishments:

- Provided faculty and full staff informational meetings and orientation for the school year
- Provided and participated in new staff orientation meetings and professional development on school policy, procedure, and expectations
- Attended SMA Substitute Orientation
- Participated in multiple school leadership meetings with Administrative Leadership regarding
 - Logistical concerns
 - Safety plan alignment and steps forward for enhanced protocols
 - Disciplinary policy and procedure,
 - School culture,
 - Classroom observations,
 - Upcoming events, and
 - Duty assignments
- Met twice with Instructional Leadership Team, to include Administration, Program Directors, and Department Chairs, to outline vision and procedure for instructional leadership for 2018/2019
 - Observational Protocol with Instructional and Classroom Culture focus
 - Department Meeting expectations
 - School Wide Student Support Team
- Attended multiple Sarasota County Schools Board of Director Meetings
- Attended the Sarasota County Schools Charter Principal's Meeting
- Attended the Tiger Bay luncheon with 10 cadet leaders and the Director of Schools
- Attended the Athletics Parent Meeting
- Met with leadership from the Parent Teacher Cadet Committee (PTCC)
- Met with Executive Director and Director of Finance to discuss fiscal responsibilities
- Met with Commandant and Prep Head of School to discuss expanded partnership between Prep Military Studies and SMA JROTC and Cadet Regimental Command

- Attended two home Volleyball games
- Multiple meetings with individual Teachers, Parents, and Cadets regarding issues related to cadet success at SMA
- Staff and Faculty Meeting, 10 SEP, 1415-1500
- 1st Blood Drive had 164 donations, a new record

On-Going Projects:

- Review of Programs for maximum enrollment and accessibility for our diverse cadet population
 - Vertical alignment between programs within the school and from Prep to SMA
 - International Baccalaureate accessibility for all students
 - Enhancement in Tier II and Tier III interventions for English for Speakers of Other Languages and cadets identified as at risk academically
 - Enhanced Career Acceleration opportunities for cadets
- Review of Programs for new opportunities to meet our expanding diverse cadet population
 - Career Certification programs to expand acceleration opportunities for a growing diverse population.
- Development of ongoing professional development, mentoring, observation and feedback of identified academic deficiency areas
 - English Language Arts in 9th and 10th grades
 - Intensive English Language Arts identified interventions
 - English as a Second Language cadets
- Development of "Bite Sized" ongoing professional development focussed on SMA Observation Protocol topics, to include
 - Effective Learning Outcomes
 - Cadet engagement from bell to bell at the application and strategic thinking level
 - Academic Discussion in the classroom
 - Questioning strategies
 - Differentiated Instruction
- Professional Development opportunities for New Faculty and Administrative Staff in IB and the approved Sarasota County School District Evaluation Protocol still to be determined
- Continued classroom walkthroughs using the SMA Observation Protocol
 - Develop inter-rater reliability through multiple team observations
 - Head of School
 - Two Assistant Head of School
 - Director of Literacy/IB/Professional Development
 - Individualized walkthroughs beginning in September, focused on the Protocol and leading to Feedback and Coaching

Upcoming Events:

- School Tours for prospective cadets and families

- ACT Testing, 08 SEP
- Service Academy Day, 08 SEP, 1000
- Drumline performance and Raider competition on 15 SEP, beginning at 0710 at Lakewood Ranch High School
- 12th Grade Picture Days, 27-28 SEP
- 9th - 11th Grade Picture Days, 01-03 OCT
- Drumline event - 05 OCT, IMG Academy, 1800
- SAT Testing, 06 OCT
- Drumline event - 13 OCT, Sarasota Yacht Club, 1730
- End of Grading Period - 15 OCT
- Professional Day - NO SCHOOL - 19 OCT, 0800 @ Prep/1200 @ School Site
- Blood Drive - 25-26 OCT
- Athletics
 - Boys Golf vs Pt. Charlotte - 13 SEP, 1500
 - Girls Golf @ Mooney - 13 SEP, 1530
 - Cross Country @ Carrollwood - 14 SEP, 1800
 - Boys Golf vs Tri-Match - 18 SEP, 1500
 - Girls Golf vs Lemon Bay - 19 SEP, 1530
 - Volleyball vs Imagine NP - 19 SEP, 1800
 - Boys Golf vs St Stephens - 20 SEP, 1500
 - Cross Country @ North Port - 22 SEP, 0800
 - Boys Golf @ Bayshore - 25 SEP, 1530
 - Volleyball vs Booker - 27 SEP, 1800
 - Cross Country @ Mooney - 29 SEP, 0800
 - Volleyball vs Heat - 01 OCT, 1800
 - Boys Golf vs Palmetto - 02 OCT, 1500
 - Volleyball vs Mooney - 03 OCT, 1800
 - Boys Golf @ Lemon Bay & Pt. Charlotte - 04 OCT, 1500
 - Volleyball vs Palmetto - 04 OCT, 1800
 - Cross Country @ Tri-County Championships - 05 OCT, 1800
 - Volleyball @ Southeast - 08 OCT, 1800
 - Volleyball vs Bayshore - 09 OCT, 1800
 - Boys Golf vs Southeast - 11 OCT, 1500
 - Girls Golf vs Palmetto - 11 OCT, 1530
 - Cross Country @ Palmetto - 13 OCT, 0800
 - Golf Districts - 15-17 OCT, 1300
 - Volleyball Districts - 15-18 OCT, 1900
 - Cross Country Districts - 25 OCT, 0900

SMA ATHLETICS REPORT

9/10/18

VOLLEYBALL

New Head Coach Lauren Wilson and her volunteer assistant Corine Osborne are working extremely hard to turn the program around. They have won more games in the last 7 matches than they have in the past 2 years combined. All scheduled "games" are the best of 5, meaning there could be 5 games in a "match". The girls are improving every game and it's great to see a new burst of enthusiasm in the program!

Games coming up: 9/18 @ Prep vs Imagine North Port and 9/27 @ Prep vs Booker, all games begin at 6pm. We hope to see a few Board Members support our Eagle Athletics!

GOLF - BOYS

Off to an undefeated start, Coach David Silbertstein is very proud! Our Boys have had 4 matches to this point and are led by Senior Zach Perron and Freshman Tim Williamson. A phenomenal article was in the Observer this last week on our standout freshman!

<https://www.yourobserver.com/article/freshman-boys-golfer-leading-the-way-at-sma>

This season looks very promising and so does our future with an infusion of talented freshman and sophomores: Tyler Eckes, Jack Greene, and Stephen Kellerman.

Matches coming up: 9/18 @ Palm Aire vs Desoto & Hardee, 9/20 @ Palm Aire vs Booker. If you notify me ahead of time about attending a match I can arrange a cart for you!

GOLF - GIRLS

The girls have not had as much luck fitting in matches as our boys have due to the weather. Rescheduling matches is always a part of the golf season. They have been able to have one complete match and only lost by a few strokes to District opponent Port Charlotte. Coach Gail Biroscak and volunteer Pro Crystal Romeo have been working diligently with our girls and their progress looks very promising!

Matches coming up: 9/19 @ The Meadows vs Lemon Bay & North Port and 9/20 @ the Meadows vs St. Stephens. . If you notify me ahead of time about attending a match I can arrange a cart for you!

CROSS COUNTRY

Have competed in 2 events thus far and Coach Sumiko Chipman is ecstatic about all of the improvements on time the runners have achieved from last year! The next local Cross County event is 9/29 @ Benderson Park.

New Boys Soccer Coach – Dr. Jozsef Fabian. He is a retired MD from Hungary and his resume is so vast I will just bullet point the majors: • Masters of Science in Coaching Soccer, Ohio University, • Teaches online Coaching Soccer classes with Ohio University, • Assistant Coach at Florida College in Temple Terrace, • Holds multiple Coaching License for Soccer both Internationally and Nationally.

We are very fortunate Dr. Fabian chose to Coach our Boys Soccer program and has all intentions of building this program into a reputable one!

SARASOTA MILITARY ACADEMY

Commandant
801 North Orange Avenue
Sarasota, Florida 34236

10 September 2018

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY

THROUGH EXECUTIVE DIRECTOR OF SCHOOLS

SUBJECT: Significant Activities Report

1. Significant activities past thirty days:

- Initiated daily classroom visits
- Completed 9th grade uniform issue
- Implemented common grading weights and standards for JROTC
- Initiated coordination with the Prep School for increased synergism between the schools (28 Aug)
- Initiated Military Ball planning (27 Aug)
- Conducted nine man Color Guard in support of the Orioles Veteran's Appreciation Day (14 Aug)
- Conducted Color Guard in support of "Evening With Heroes" (30 Aug)
- Participated in University of South Florida "9-11" Observance (11 Sep)
- Conducted "911" observance at SMA (11 Sep)
- SMA Cadets instructed physical training with Prep School Cadets at SMA Prep campus (to be an ongoing weekly event). (13 Sep)

2. Significant activities next thirty days:

- Sponsoring the SMA Invitational Raider Competition at Lakewood Ranch High School (15 Sep)
- Combined trip with SMA Prep to MacDill AFB (19 Sep – tentative)
- "Shadow a Cadet Day" for SMA Prep at SMA (to be an ongoing weekly event) (20 Aug)
- SMA Cadets conduct an assembly for SMA Prep 8th graders (date being finalized)
- Cadets attend MOAS Luncheon (21 Aug)
- Commandant attends "Association of Military Colleges and Schools of the United States" at Fishburne Academy in Va (22-25 Sep)
- SMA Raiders compete in the Georgia Military College Raider meet in Milledgeville Ga (28 Sep through 01 Oct)
- Conduct a Color Guard for the Sarasota Outdoors Organization (06 Oct)

- Compete in the Mariner High School Raider meet (06 Oct)
- Freshmen "Lock In" at SMA (13 Oct)
- SMA trip to United States Military Academy at West Point (18-21 Oct)

"One School, Two Campuses"!

Respectfully,

Ben Weiss

Ben Weiss
Lieutenant Colonel (Retired), Special Forces
Commandant

Sarasota Military Academy Balance Sheet- By Campus

As of July 31, 2018

| | HS | Prep | Total |
|---|--------------|------------|--------------|
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 1110 Cash and cash equivalents | | | |
| 1109 Petty Cash | 400 | 400 | 800 |
| 1111 WF Operating Account | 163,274 | | 163,274 |
| 1113 SMA PTCC Account | 16,120 | | 16,120 |
| 1116 WF Advancement Account | 120,145 | | 120,145 |
| 1117 WF Credit Card Machine | 4,494 | | 4,494 |
| 1118 WF Business Market Savings | 553,572 | | 553,572 |
| 1119 SMA Prep Checking | | 256,801 | 256,801 |
| 1120 Athletics Account | 61,129 | | 61,129 |
| 1121 WF Prep PTCC Account | | 22,713 | 22,713 |
| 1122 Prep PTCC Wreaths | | 90 | 90 |
| 1123 Prep CC Machine | | 8,024 | 8,024 |
| 1124 SMA Wreaths | 55,786 | | 55,786 |
| Total 1110 Cash and cash equivalents | \$ 974,919 | \$ 288,027 | \$ 1,262,946 |
| 8-1111 Sport Team Bank Accounts | 57,524 | | 57,524 |
| Total Bank Accounts | \$ 1,032,443 | \$ 288,027 | \$ 1,320,471 |
| Other Current Assets | | | |
| 1130 Accounts Receivable | 31,180 | 800 | 31,980 |
| 1160 Stifel Reserve | 126,580 | | 126,580 |
| 1220 Due from Other Governments | | | |
| 1221 A/R ROTC | 26,642 | | 26,642 |
| 1222 A/R Due from District | 39,000 | 26,000 | 65,000 |
| Total 1220 Due from Other Governments | \$ 65,642 | \$ 26,000 | \$ 91,642 |
| Total Other Current Assets | \$ 223,401 | \$ 26,800 | \$ 250,201 |
| Total Current Assets | \$ 1,255,845 | \$ 314,827 | \$ 1,570,672 |
| 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 | 11,634,003 | 2,016,698 | 13,650,701 |
| 1340 Furniture, Fixtures & Equipment | 1,564,212 | 347,054 | 1,911,266 |
| 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 | | 67,400 | 67,400 |
| Total 1380 Audio-visual Material & Softwar | \$ 1,504 | \$ 67,400 | \$ 68,904 |
| 1390 Computer Equipment | 110,457 | 362,070 | 472,528 |

| | | | | | | |
|--|----|-------------|----|-------------|----|-------------|
| Total 1300 Fixed Assets | \$ | 14,945,817 | \$ | 10,493,358 | \$ | 25,439,175 |
| 1550 Accumulated Depreciation | | | | | | |
| 1329 AD- Land Improvements | | (37,538) | | (10,423) | | (47,962) |
| 1339 AD- Buildings & Improvements | | (2,583,580) | | (166,062) | | (2,749,642) |
| 1349 AD- Furniture, Fixtures & Equip | | (1,293,138) | | (171,755) | | (1,464,893) |
| 1359 AD- Motor Vehicles | | (298,756) | | (53,039) | | (351,795) |
| 1379 AD- Capital Lease Property | | (53,300) | | | | (53,300) |
| 1389 AD- Computer Software | | (19,810) | | (328,557) | | (348,366) |
| 1399 AD - Audio Visual | | (73) | | | | (73) |
| Total 1550 Accumulated Depreciation | \$ | (4,286,195) | \$ | (729,836) | \$ | (5,016,031) |
| Total Fixed Assets | \$ | 10,659,622 | \$ | 9,763,522 | \$ | 20,423,144 |
| Other Assets | | | | | | |
| 1400 Unamortized bond costs | | | | | | |
| 1403 Bond Issuance Costs - 2012 | | 110,000 | | | | 110,000 |
| 1404 Loan Costs | | | | 2,650 | | 2,650 |
| 1405 Prep Bonds Costs - 2016 | | | | 164,027 | | 164,027 |
| 1406 Prep Loan Costs - Equipment Loan | | | | 1,830 | | 1,830 |
| 1409 Accumulated Amortization | | (26,400) | | (2,650) | | (29,050) |
| 1410 Accum Amortization - Bond Costs | | | | (18,376) | | (18,376) |
| 1411 Accum Amortization - Equip Loan Costs | | | | (801) | | (801) |
| Total 1400 Unamortized bond costs | \$ | 83,600 | \$ | 146,680 | \$ | 230,280 |
| 1625 Due From SMA Prep - Long-term | | 1,933,309 | | (1,933,309) | | 0 |
| Total Other Assets | \$ | 2,016,909 | \$ | (1,786,629) | \$ | 230,280 |
| TOTAL ASSETS | \$ | 13,932,376 | \$ | 8,291,721 | \$ | 22,224,096 |
| LIABILITIES AND EQUITY | | | | | | |
| Liabilities | | | | | | |
| Current Liabilities | | | | | | |
| Accounts Payable | | | | | | |
| 2120 Accounts Payable | | 120,187 | | 44,514 | | 164,700 |
| Total Accounts Payable | \$ | 120,187 | \$ | 44,514 | \$ | 164,700 |
| Credit Cards | | | | | | |
| 2150 Wells Fargo Visa CC | | | | | | |
| 2151 Carmen Diaz | | 117 | | | | 117 |
| 2152 Stephen Kok | | 54,334 | | | | 54,334 |
| 2154 Denise Harper | | 75 | | | | 75 |
| 2155 Kevin Nasby | | 1,738 | | | | 1,738 |
| 2156 Christina Bowman | | 285 | | | | 285 |
| 2158 Gail Biroscak HS | | 10 | | | | 10 |
| 2160 CJ Bannister | | (92) | | | | (92) |
| 2161 Pamela Donehew | | 789 | | | | 789 |
| 2163 Amy Mazner | | 104 | | | | 104 |
| 2164 Donna Hoefer HS | | 338 | | | | 338 |
| Total 2150 Wells Fargo Visa CC | \$ | 57,700 | \$ | - | \$ | 57,700 |
| 2180 Wells Fargo SMA Prep Visa CC | | | | | | |
| 2183 Stephen Kok | | | | 14,571 | | 14,571 |
| 2186 Betty Bultemeier | | | | 614 | | 614 |
| Total 2180 Wells Fargo SMA Prep Visa CC | \$ | - | \$ | 15,185 | \$ | 15,185 |

| | | | | | | |
|--|----|------------|----|-------------|----|------------|
| Total Credit Cards | \$ | 57,700 | \$ | 15,185 | \$ | 72,885 |
| Other Current Liabilities | | | | | | |
| 2110 Accrued Payroll | | | | | | |
| 2112 Accrued Payroll | | 248,443 | | 180,648 | | 429,090 |
| Total 2110 Accrued Payroll | \$ | 248,443 | \$ | 180,648 | \$ | 429,090 |
| 2170 Accrued Payroll Liabilities | | 8,911 | | 4,141 | | 13,052 |
| 2200 Other Current Liabilities | | | | | | |
| 2215 Due to District | | 10,500 | | 7,000 | | 17,500 |
| 2230 Current Portion of LTD | | 155,000 | | 441,314 | | 596,314 |
| Total 2200 Other Current Liabilities | \$ | 165,500 | \$ | 448,314 | \$ | 613,814 |
| 8-2290 Funds Held on Behalf of Others | | 57,524 | | | | 57,524 |
| Total Other Current Liabilities | \$ | 480,378 | \$ | 633,103 | \$ | 1,113,481 |
| Total Current Liabilities | \$ | 658,264 | \$ | 692,802 | \$ | 1,351,066 |
| Long-Term Liabilities | | | | | | |
| 2320 Bonds Payable | | | | | | |
| 2323 Educational Bond - 2012 | | 4,633,000 | | | | 4,633,000 |
| 2326 Prep Bond Payable - \$7.5M | | | | 6,601,706 | | 6,601,706 |
| 2327 Prep Bond Payable - \$1M | | | | 890,211 | | 890,211 |
| 2328 Wells Fargo Equipment Loan for Building 5 | | | | 113,590 | | 113,590 |
| Total 2320 Bonds Payable | \$ | 4,633,000 | \$ | 7,605,507 | \$ | 12,238,507 |
| 2330 Accrued Vacation | | 18,307 | | | | 18,307 |
| 2380 Interest Rate Swap | | 252,844 | | | | 252,844 |
| 2410 Deferred Revenues | | 41,681 | | (41,681) | | 0 |
| Total Long-Term Liabilities | \$ | 4,945,832 | \$ | 7,563,826 | \$ | 12,509,658 |
| Total Liabilities | \$ | 5,604,096 | \$ | 8,256,628 | \$ | 13,860,724 |
| Equity | | | | | | |
| 3010 Invested In Capital Assets, Net | | 5,684,547 | | 1,846,620 | | 7,531,166 |
| 3020 Temporarily Restricted Net Assets | | 73,001 | | 13,911 | | 86,911 |
| 3030 Unrestricted Net Assets | | 2,654,285 | | (1,778,555) | | 875,730 |
| Net Income | | (83,553) | | (46,883) | | (130,435) |
| Total Equity | \$ | 8,328,279 | \$ | 35,092 | \$ | 8,363,372 |
| TOTAL LIABILITIES AND EQUITY | \$ | 13,932,376 | \$ | 8,291,721 | \$ | 22,224,096 |

Sarasota Military Academy
Profit and Loss - Monthly - By Campus
 July 2018

| | HS | Prep | Total |
|---------------------------------|--------------------|--------------------|---------------------|
| Income | | | |
| 3100 Federal Direct | 26,642 | | 26,642 |
| 3300 Revenue from State Sources | 451,289 | 301,935 | 753,224 |
| 3400 Revenue from Local Sources | 179,670 | 113,057 | 292,727 |
| Total Income | \$ 657,600 | \$ 414,992 | \$ 1,072,593 |
| Gross Profit | \$ 657,600 | \$ 414,992 | \$ 1,072,593 |
| Expenses | | | |
| 4100 Salaries | 380,955 | 228,706 | 609,661 |
| 4200 Employee Benefits | 75,301 | 51,610 | 126,911 |
| 4300 Purchased Services | 153,348 | 87,986 | 241,334 |
| 4400 Energy Services | 9,376 | 4,457 | 13,833 |
| 4500 Materials & Supplies | 17,619 | 14,332 | 31,951 |
| 4600 Capital Outlay | 12,683 | 26,627 | 39,310 |
| 4700 Other Expenses | 91,870 | 48,157 | 140,028 |
| Total Expenses | \$ 741,153 | \$ 461,875 | \$ 1,203,028 |
| Net Operating Income | \$ (83,553) | \$ (46,883) | \$ (130,435) |
| Net Income | \$ (83,553) | \$ (46,883) | \$ (130,435) |

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

| | HS | Prep | Total |
|---------------------------------|--------------------|--------------------|---------------------|
| Income | | | |
| 3100 Federal Direct | 26,642 | | 26,642 |
| 3300 Revenue from State Sources | 451,289 | 301,935 | 753,224 |
| 3400 Revenue from Local Sources | 179,670 | 113,057 | 292,727 |
| Total Income | \$ 657,600 | \$ 414,992 | \$ 1,072,593 |
| Gross Profit | \$ 657,600 | \$ 414,992 | \$ 1,072,593 |
| Expenses | | | |
| 4100 Salaries | 380,955 | 228,706 | 609,661 |
| 4200 Employee Benefits | 75,301 | 51,610 | 126,911 |
| 4300 Purchased Services | 153,348 | 87,986 | 241,334 |
| 4400 Energy Services | 9,376 | 4,457 | 13,833 |
| 4500 Materials & Supplies | 17,619 | 14,332 | 31,951 |
| 4600 Capital Outlay | 12,683 | 26,627 | 39,310 |
| 4700 Other Expenses | 91,870 | 48,157 | 140,028 |
| Total Expenses | \$ 741,153 | \$ 461,875 | \$ 1,203,028 |
| Net Operating Income | \$ (83,553) | \$ (46,883) | \$ (130,435) |
| Net Income | \$ (83,553) | \$ (46,883) | \$ (130,435) |

The Prep PTCC has had 3 meetings since the last Board of Director's meeting.

Board Meeting, August 8, 2018. The Board met at Starbucks to get ready for the school year. Jennifer Smyth moved to Texas and resigned from the PTCC. Julie Buckley officially resigned as publicity coordinator/parent liaison. Laura nominated Julie for vice-president. Motion passed.

We reviewed the budget. We have approximately \$15,000 in the PTCC account. The next meeting is at the Open House on September 6th and we will adopt the budget that evening.

We reviewed the calendar. SMA-LTC Vara approved the calendar.

The Welcome Back Parents event is on Friday, August 17th. We will distribute gold fish along with a short notice talking about our first PTCC meeting on September 6th. Michelle is leading this. We need people at the school by 8:30am on that Friday.

The Back to School Breakfast is on Wednesday, August 15th. There are 55 staff members including bus drivers according to SMA-LTC Vara. We agreed to have Nellie's Deli cater this breakfast and to spend less than \$500 out of our budget. Laura is heading this up.

The Book Fair is September 24th-28th and it needs to be staffed all day. (Laura – please confirm exact hours.) The set up date is on Friday, September 21 after school in the same room as last year.

Der Dutchman Pie Fundraiser-Laura is looking for some information on it from last year. This is an easy fundraiser to do. It is mainly making order form copies and putting it on FB. We are looking for a chairperson.

The Fall Dance is on Friday, October 26 and we need to get a point person for this. Melissa is going to contact the DJ from last year.

Everyone needs to reactivate to volunteer for the 2018-2019 school year.

Laura is going to order new name badges for all board members because Prep has to be removed from them.

School is looking for volunteers to help with lunch. They would prefer a weekly commitment.

Board Meeting, Friday, August 31, 2018. the Board met at SMA Prep Conference Room.

The Prep PTCC received \$3000 as share of Cash Bash from last year. This has been included as revenue in the 2018-2019 budget.

2018-2019 Proposed Budget – to be approved on September 6, 2018 – added 8th Grade Semi Formal per discussion at prior meeting.

Calendar – Board Meeting dates? 3rd Friday of the month? Laura will send out the dates.

Fall Book Fair – Sept 24-28 – sign up genius for volunteers (Michelle is working on). This year we are offering Eagle Points to all cadets whose parents volunteer as an incentive for volunteers.

Der Dutchman Pie fundraiser – Julie has the forms and will work with Michelle to get them distributed to all Cadets.

Cash Bash – Laura met with CJ and Michelle Collins. which date do you prefer? March 8 or May 3? The date of March 7th was preferred by the Board and SMA-LTC Vara.

WAA – profits to be split 50/50 between Prep and HS PTCC – more details to come.

Spirit Wear Update –

- a. Sold old inventory at deep discount – all gone
- b. Link on FB page – we get a 35% kickback – split 50/50 with high school
- c. New choices coming for this year

Parent Meeting September 6, 2018 SMA Prep Cafeteria

The 2018-2019 Budget was approved.

The 2018-2019 Calendar was reviewed and volunteer opportunities were presented to parents. Parents were reminded that they must be registered in the Volunteer Counts! system in order to volunteer on campus. The Prep Cafeteria was full of parents. The PTCC obtained over 75 names and email addresses that we will be able to reach out to for our events this school year.

SARASOTA MILITARY ACADEMY PTCC

NOTES

Our first PTCC Meeting will be on Tuesday, September 11, 2018 at 6 PM in the cafeteria. We have announced this meeting on the school calendar, Eagle Weekly, and our Facebook page. In addition, Dori Zingmond, our Volunteer Coordinator, sent an email out to all parents that have given us their email or contact information inviting them to attend. Agenda items will include a brief introduction to the PTCC and Board Members, and Volunteer Sign-Up Opportunities.

On July 26, 2018 the PTCC hosted a Welcome Reception for SMA-LTC Fout. This was held at 6 PM in the SMA Cafeteria. Parents had the opportunity to meet our new Head of School, and enjoy cake and light refreshments.

On July 31, 2018 we had a meeting with our Chief Development Officer, CJ Bannister about combining the two PTCC groups. This meeting was held in the Conference Room at 6 PM. Members from both PTCC's were invited. CJ talked to us about working together more, being that we are one Academy.

We also have been working with SMA-CPT Amy Mazner our Athletic Director this year. We have opened a concession stand at our home games for volleyball, as well as basketball. Profits from the concessions will benefit the PTCC, as well as the athletic teams. In addition, Amy talked to us about our new contract with Under Armor. They will give us discounted pricing on their merchandise, and a portion of the proceeds will be given back to the Athletic Department at the end of the year. We are currently working with them to order new merchandise.

New Student Orientation was held on August 10, 2018 from 8 AM to 1 PM. We set up our "shop" and welcomed new parents and cadets, encouraged them to sign up for PTCC News, and sold our merchandise. School "Spirit" Merchandise sales were \$1,672 for the evening.

It's time to focus on Wreaths Across America. We are in the process of setting up a date to meet with the Prep PTCC, CJ Bannister, and SMA-SFC Kathy Simon to make our plans for this year. We are looking forward to working together to make this year our most successful event yet!