

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

13 September, 2018

Board of Director Members' Attendance

Present:

Mr. Herb Jones, 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, Foundation, Inc.

Absent: F. Steven Herb, Esquire, Vice Chairman; SMA-LTC Dr. Catherine Rodriguez, Assistant Head of School, High School Campus; 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 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; SMA-CPT Terri Davis, Staff Representative for Prep

Location: SMA Prep School campus. The chairman called the meeting to order at 4:37 pm.

Motion to Approve the Minutes from the 1 August 2018 meeting:

Dr. Thomas J. McElheny motioned for approval of the 1 August, 2018 minutes; Ms. Carter Donovan seconded the motion and the board unanimously approved.

Executive Director of School Report:

SMA-COL Christina Bowman discussed the current enrollment numbers for both campuses. She stated that the district has provided an additional two hundred and fifty dollars per student for all charter schools. SMA-COL Bowman mentioned a meeting her and Mr. F. Steven Herb will be attending with the city to discuss the parking situation.

Chairman Herb Jones inquired as to the future vision of the high school campus in which SMA-COL Bowman replied that the Foundation led a workshop and discussed conducting a feasibility study to develop construction needs for a future campus design. Chairman Jones recommended to derive an optimum number of cadets the future vision of the high school campus can facilitate.

SMA-COL Bowman discussed the safety and security at both campuses and stated the cadets are reacting well to the SRD2s and the officers are interacting with our cadets. SMA-COL Bowman mentioned the need to complete the annual conflict of interest form. She also stated a general strategic plan for the operational board is enclosed. SMA-COL Bowman informed the board of the increase in number for free and reduced lunches and stressed the importance of feeding our troops prior to testing. Chairman Jones inquired as to the cost of implementing.

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

SMA Prep Head of School Report: SMA-LTC Tom Vara provided a read-ahead report and progress to date. He mentioned a great start of the school year with an emphasis on culture life. SMA-LTC Vara mentioned the sixth graders arrived on campus the tenth of August for an orientation "boot camp" run by cadet ambassadors. He also mentioned the sixth grade epaulet ceremony was very successful. Dr. McElheny inquired as to the details of that ceremony in which SMA-LTC Vara explained.

SMA-LTC Vara discussed security and how the deputy has been interacting with the cadets in the classrooms and eating lunch with them. He mentioned meeting with SMA-LTC Fred Fout on how to get both campuses more united. SMA-LTC Vara mentioned LTC Ben Weiss bringing high school cadets to the prep regularly and feels confident in working with SMA-LTC Fout on building a united relationship.

SMA Prep Athletics Report: SMA-LTC Vara stated flag football has started and Chairman Jones asked of the board to review the sports schedules for both campuses to attend a game or two.

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

SMA Head of School Report: SMA-LTC Fout provided a read-ahead report. He stated the Blood Drive was a huge success with the highest participation of 166 donations. SMA-LTC Fout mentioned a special recognition during formation recognizing three cadets and one graduate for a perfect state test score.

SMA-LTC Fout announced the Raiders event this coming weekend hosted by SMA held at Lakewood Ranch High School with a team arriving from Georgia. He thanked the board for our SRD2 and pleased with the job in developing relationships with the cadets.

SMA HS Athletics Report: Athletic Director Coach Amy Mazner provided a read-ahead report.

IB Report: SMA-LTC Pamela Donehew will submit a report next month.

Treasurer's Report: Mr. Kimball Bobbitt provided a read-ahead report. He explained the district asked to change the categorization of our liability. Dr. McElheny inquired as to why the change in which SMA-MAJ Steve Kok replied that it happened at the end of the year and unsure it came from the state or county.

Mr. Bobbitt discussed opportunities to save and the importance of reaching our optimum number of cadets. SMA-COL Bowman agreed on deriving a number with the explanation that twenty to twenty-five cadets are Duel Enrollment taking them off campus. Chairman Jones inquired as to the likelihood of mid-year enrollees in which SMA-COL Bowman replied that the high school will have quite a few enrolled in January but tough for the prep due to schedule.

Chairman Jones stated the importance of enrollment and suggested to form a committee in which SMA-COL Bowman stated a task force has been initiated and her goal is to increase transition from the Prep. Ms. Linda Long inquired as to the number of intermediate readers and SMA-LTC Williams replied that at the high school the number is rather high.

Mr. Bobbitt suggested advertising in a more creative way to capture new parents' attention in which Ms. Long agreed that the traditional way may not be working as well and more creative could be the way to go. Dr. McElheny mentioned his business is built on internet marketing and was willing to offer guidance

Dr. McElheny inquired if there is a charter school fair in which SMA-LTC Williams replied that it is not well attended. SMA-LTC Vara offered that the enrollment meetings held at the Prep are well attended. Chairman Jones recommended the conversation continue with SMA-COL Bowman being the driving force in ensuring the team meet up regularly.

Staff Representatives: SMA-CPT Terri Davis discussed working with LTC Ben Weiss on bringing cadets from the high school to the Prep every Thursday for PT. She explained the Prep cadets can then understand that it can be a smooth transition to the high school. She thanked LTC Weiss for the opportunity. SMA-LTC Abby Williams mentioned the high school's staff representative is MSG Johnny Browning who was just nominated today.

SAI/Commandant's Report: LTC Weiss provided a read-ahead report. He agreed with SMA-CPT Davis on a great start in uniting both schools and how pleased he was with the experience of bringing cadets to the prep regularly.

LTC Weiss explained the Raiders event this weekend is all spectator friendly with one event that our school completed under one minute and thirty seconds which is record-breaking. He announced that the Raiders are just now being recognized as a varsity team. LTG Howard Crowell recommended this event be publicized to the community. LTC Weiss requested and received additional funds from the Army and will be spent on extra uniforms with the remainder split between Raiders and the Rifle team.

PTCC Report: Ms. Michele Collins provided a read-ahead report. She mentioned that new parents at the high school are very excited to get involved. She also stated the concession stands are ready to go at all games and the Wreaths Across America campaign will begin the first of October.

Foundation, Inc.: Chairman Crowell discussed two approaches when it comes to the Foundation as a long term goal of where we need to be and short term with facilitating operating expenses. He discussed two initiatives of a campaign advertising to a large number of people donating small amounts and recognizing a few larger donors. Chairman Crowell suggested to the board to bring one to two potential donors to formation as discussed with Chairman Jones.

Chairman Crowell explained how the Foundation concluded, during their workshop, that the SMA high school campus will remain a city high school and the Foundation's goal is to optimize our existing campus. He emphasized developing a strategic plan that is successful in maximizing our campus. Chairman Crowell recommended speaking with the city and an architect in compiling a long term plan and design. Ms. Carter Donovan agreed by stating that the end goal is to build up the high school with all new buildings. Chairman Jones also agreed that a strategic plan, study and architect are necessary but the first step is to meet with the city to clarify our restrictions and ability to expand at the current location.

Dr. McElheny thanked Chairman Crowell for clarifying as to what the board is looking for. Chairman Crowell stated that it's a great start and now we need to mature the plan.

Dr. McElheny motioned for the board to approve the vision of the strategic plan; Ms. Long seconded the motion and the board unanimously approved.

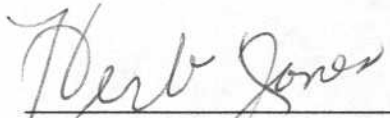
Old Business: N/A

New Business: SMA-MAJ Kok stated that the district requested the annual audit by 1 October and needs to reconvene with the board for audit approval prior to that date. Mr. Bobbitt suggested asking the district for an extension in which SMA-MAJ Kok replied that he would ask but to set a date in case an extension is not accepted. SMA-COL Bowman stated the date of 27 September at 2:30pm in the high school conference Room.

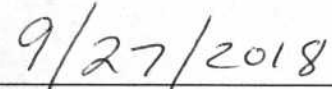
The next board meeting was confirmed for 25 October at 2:30pm at the high school campus.

Public Comments: N/A

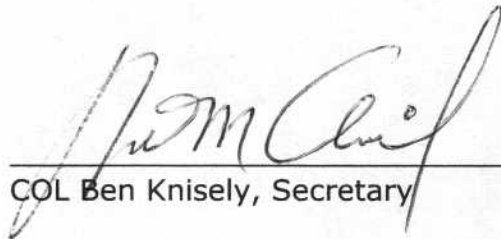
The chairman adjourned the meeting at 6:14 pm.



Mr. Herb Jones, Chairman



Date



COL Ben Knisely, Secretary



Date