

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

6 December, 2017

Board of Director Members' Attendance

Present:

Mr. Herb Jones, Chairman
Mr. Steve Herb, Vice Chairman
Frederick Derr, CAPT USN (Ret), Treasurer
Ms. Carter Donovan
Ms. Linda Long
Dr. Logan Malone, RADM USN (Ret), Ed.D.
Dr. J. Robert Parkinson

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

Absent:

Ben Knisely, COL USA (Ret), Secretary; Mr. Kimball Bobbitt; SMA-CPT Amy Mazner, Athletic Director

SMA Administrative Staff in Attendance

SMA-COL Christina Bowman, Executive Director of Schools
SMA-MAJ Steve Kok, Director of Finance
SMA-LTC Robin Livingston, Head of School, High School Campus
SMA-LTC Abby Williams, Assistant Head of School, High School Campus
SMA-MAJ Ryan Lee, Dean of Students, High School Campus
SMA-LTC Tom Vara, Head of School, Prep Campus
SMA-LTC Pamela Donehew, IB Coordinator

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

SMA-MAJ Sylvia Gillotte, High School Staff Representative

Location: SMA High School campus. The chairman called the meeting to order at 2:33 pm.

Motion to Approve the Minutes from the 8 November, 2017 meeting:

CAPT Derr identified a few errors in the November minutes. Chairman Jones motioned for approval of the 8 November, 2017 minutes; CAPT Derr seconded the motion and the board unanimously approved with the corrections noted.

Executive Director of School's Report: A read-ahead report was provided by SMA-COL Bowman. An update on "Feeding the Troops" for EOC testing (free breakfast to all cadets testing) was provided. Discussion continued regarding the possibility of the Academy providing free lunch and breakfast for all cadets and the identification of a need for additional equipment in the cafeteria as well as a change in the service lines due to an anticipated increase in breakfast and lunch participation. A cost analysis will be gathered and provided for the minor construction needed.

Chairman Jones inquired about the special enrollment meeting being held at the high school. SMA-COL Bowman explained it is an informational meeting for the current 8th grade Prep cadets and families. Dr. Parkinson inquired about the enrollment process from the Prep to the high school.

Human Resources Manager Report: SMA-MAJ Denise Harper provided a read-ahead report on the hiring process and her progress to date. Chairman Jones commended SMA-MAJ Harper on her progress.

SMA Prep Head of School Report: SMA-LTC Tom Vara provided a read-ahead report and progress to date. SMA-LTC Vara reported the enrollment meetings going well and have been well attended.

SMA-LTC Vara acknowledged the staff by commending specific groups. The Interact Club initiated a Feed the Hungry program and compiled sixty boxes that were sent out. Also, a few members of staff have been awarded foundation grants. Chairman Jones inquired as to what else can be done at the end of the year to teachers that are repeatedly acknowledged. SMA-COL Bowman explained that a monetary bonus, provided by a donation, was given to two teachers at the end of last year.

SMA High Head of School Report: SMA-LTC Robin Livingston provided a read-ahead report. SMA-LTC Livingston mentioned enrollment meetings going well and the new schedule starting in January. The focus on campus are the Rock Garden representing SMA Rocks Kindness initiative, Christmas Child through our Interact Club and Blue and White Reindeer to support law enforcement. SMA-LTC Livingston mentioned the administration continuing their support to teachers and their needs as well as the continuation of regular walk-throughs in the classrooms.

SMA Prep Athletics: A read-ahead report was provided.

SMA HS Athletics: A read-ahead report was provided by Athletic Director SMA-CPT Amy Mazner.

Staff Representatives: SMA-MAJ Sylvia Gillotte provided a read-ahead report and reported twelve to fifteen students who will be assisting law enforcement on 7 December. Chairman Jones thanked SMA-MAJ Gillotte for stepping forward as staff

representative for the high school. SMA-MAJ Billy Hodges reported no concerns from the Prep campus.

SAI/Commandant's Report: A read-ahead report was provided. COL Ryan announced the male and female Raiders teams are State Champs once again. COL Ryan provided a summary of the JROTC program and the unique characteristics about JROTC program at SMA.

IB Report: SMA-LTC Pamela Donehew provided a read-ahead report.

Treasurer's Report: CAPT Frederick Derr provided a read-ahead report along with a summary of steps to be taken in order to utilize the Foundation funds. CAPT Derr is currently working with SMA-MAJ Kok and SMA-COL Bowman on an a "Support Services Agreement" between Sarasota Military Academy, Inc. and Sarasota Military Academy Foundation, Inc. Vice-Chairman Herb will review the draft contract.

Chairman Jones recommended to all board members to consider donations to SMA if they have end of year giving plans. Oh behalf of the Sarasota Southside Rotary Foundation, Inc., Chairman Jones and LTG Crowell presented a check for \$5,000 to SMA.

CAPT Derr motioned for approval of the financial report; Dr. Logan Malone seconded the motion and the board unanimously approved.

PTCC Report: SMA-CPT Weaver provided a read-ahead report for the High School and a report for the Prep was provided. Chairman Jones asked about the Wreaths Across America campaign. SMA-CPT Weaver announced that every grave will be covered this year.

SMA Foundation, Inc. Report: LTG Howard Crowell provided an overview of the status of the Foundation. The Support Services Agreement was discussed and LTG Crowell asked Vice Chairman Herb to assist with the final draft of the document.

Chairperson's Report: Chairman Jones inquired as to the attendance of Board members at the Military Ball and mentioned how very important it is to attend SMA functions. Ms. Linda Long suggested an RSVP be made prior to events.

Old Business: N/A

New Business: SMA-COL Bowman expressed concern regarding our lease agreement with the property located on Lime Avenue which is currently used as student parking and an event area for the Raiders. Vice-Chairman Herb inquired about leasing any property as a possibility instead of buying.

Comments: SMA-MAJ Gillotte invited the Board to attend the annual SMA talent show on 5 April, 2018.

The next Board of Directors' meeting will be held on Wednesday, 10 January, 2018 at 4:30 pm at SMA Prep in the band room. The next SMA Foundation Board meeting will be held on Wednesday, 10 January, 2018 at 3:00 pm at the SMA Prep conference room. The chairman adjourned the meeting at 3:44 pm.

Herb Jones

Mr. Herb Jones, Chairman

2/7/18

Date

Ben Knisely

COL Ben Knisely, Secretary

2/7/18

Date