

# Sarasota Military Academy

## BOARD OF DIRECTORS

### MEETING MINUTES

20 September, 2017

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#### **Board of Director Members' Attendance**

##### **Present:**

Mr. Herb Jones, Chairman  
Mr. Steve Herb, Vice Chairman  
Frederick Derr, CAPT USN (Ret), Treasurer  
Ben Knisely, COL USA (Ret), Secretary  
Mr. Kimball Bobbitt  
Ms. Carter Donovan  
Ms. Linda Long  
Dr. Logan Malone, RADM USN (Ret)  
Dr. J. Robert Parkinson

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

##### **Absent:**

#### **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 Abby Williams, Assistant Head of School, High School Campus  
SMA-LTC Tom Vara, Head of School, Prep Campus  
SMA-MAJ Becky Morris, Assistant Head of School, Prep Campus  
SMA-MAJ Lisa Currie, Assistant Head of School, Prep Campus

**Guests:** Members of the SMA faculty and staff and PTCC representatives.  
SMA-MAJ Sylvia Gillotte, High School Staff Representative  
SMA-CPT Billy Hodges, Middle School Staff Representative

Location: SMA Prep campus. The chairman called the meeting to order at 4:35 pm.

#### **Motion to Approve the Minutes from the 2 August, 2017 meeting:**

Ms. Steve Herb pointed out an error in spelling in the Committee Reports. COL Ben Knisely motioned for approval of the 2 August, 2017 minutes; Dr. Logan Malone seconded the motion and the board unanimously approved with the correction noted.

**Executive Director of School's Report:** A read-ahead report was supplied by SMA-COL Bowman. Enrollment update was provided. The SMA Conflict of Interest Annual Disclosure policy was provided, reviewed and signed by all board members for the 2017-2018 school year. In addition, Board Governance Training through the Florida Consortium of Public Charter Schools was established for new board members. The School Advisory Council and its role for the Academy was discussed. Given the combination of charter contracts/cost centers, it was determined that the SMA Board of Directors will serve as the SAC for the Academy/cost center. Mr. Fred Derr motioned for approval; Ms. Carter Donovan seconded the motion and the board unanimously approved. SMA-COL Bowman commended Mr. Steve Kok and Mr. Kevin Nasby for their outstanding work in preparing each campus for hurricane Irma as well as the faculty and staff on each campus for providing a calm environment for cadets. The board specifically commended Mr. Steve Kok and Mr. Kevin Nasby for their work.

**Human Resources Manager Report:** SMA-MAJ Denise Harper provided a verbal report on the hiring process and her progress to date.

**SMA Prep Head of School Report:** SMA-LTC Tom Vara provided a read-ahead report and SMA-MAJ Currie discussed current MYP activities; Project Earth. SMA-CPT Billy Hodges, faculty representative, provided a read ahead report and highlighted the Broadcasting Program.

**SMA High Head of School Report:** SMA-LTC Robin Livingston provided a read-ahead report and highlighted the "Visible Learning" book study led by SMA-CPT Mike Friday who is working with Dr. Wendy Katz. Dr. Livingston also discussed the availability of free breakfast and lunch for all cadets. COL Ben Knisely led a discussion regarding the number of cadets who may not be eating breakfast or lunch. Dr. Livingston discussed the Food Pantry Program provided to cadets. The board discussed "Feeding the Troops" and inquired as to a cost analysis. SMA-MAJ Sylvia Gillotte, faculty representative, provided a read-ahead report and highlighted a positive outcome of the new cell phone policy. SMA-LTC Pamela Donehew, IB Coordinator, highlighted a CAS project, the Odyssey of the Mind Team and work on the school schedule.

**SAI/Commandant's Report:** A read-ahead report was provided and highlighted the receipt of funds for cadet JROTC uniforms.

**Treasurer's Report:** CAPT Derr provided a read-ahead report. An amended budget for the 2017-2018 school year was provided and discussed. Mr. Fred Derr motioned for approval of the amended budget; Mr. Steve Herb seconded the motion and the board unanimously approved. The recommendation of a contingency budget entry was discussed.

**PTCC and SAC Reports:** PTCC read-ahead report was provided. PTCC will now manage the Wreaths Across America Campaign for the Academy.

**SMA Foundation, Inc. Report:** LTG Crowell provided an overview of the status of the Foundation and identified two major areas of focus at this time: case for funding and identification of needs. The next meeting will take place on 18 October, 2017 at 1:00 pm at the high school conference room. Ms. Alex Quarles continues to act as a consultant to the Foundation.

**Committee Reports:**

N/A

**Chairperson's Report:**


N/A

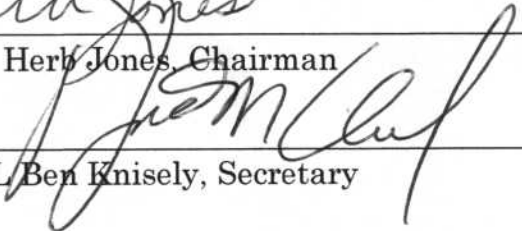
**Old Business:** N/A

**New Business:** N/A

**Hearing of Citizens:** NA

The next board of directors' meeting will be on Wednesday, 18 October, 2017 at 2:30 pm at high school conference room. The chairman adjourned the meeting at 6:06 pm.

  
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Mr. Herb Jones, Chairman

  
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COL Ben Knisely, Secretary

Date 9/20/2017

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