

**SARASOTA MILITARY ACADEMY
BOARD OF DIRECTORS
Tuesday April 11, 2023**

- Call to Order
- Pledge of Allegiance
- Approval of the Minutes-Tab 1
 - March 7, 2022
- SMA Foundation, Inc. Report
- CEO Report Tab 2
 - HR Update
 - Enrollment Update
- Head of School Report – SMA Prep Tab 3
 - Athletic Director Report
 - Faculty Representative
- High School Report – SMA High Tab 4
 - Athletic Director Report
 - Faculty Representative
- SAI Report Tab 5
- Treasurer’s Report Tab 6
 - Monthly Financial Report
 - Approve 990
 - Strategic Budgeting Discussion
 - Budget Work Session
- Committee Report Tab 8
 - PTCC Committee Report
- Chairperson’s Report
 - Authority to Hire Counsel
 - Board Event Participation
 - Superintendent Search Report
- New Business
- Old Business
 - Reorganization
- Public Comment
- Meeting Adjournment

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

7 MARCH 2023

Board of Director Members' Attendance

Present:

Thomas J. McElheny, EdD, Capt, USMC (Former Marine), Chair
Scott Lempe, Lt Col, USAF (Ret), Vice Chair/Treasurer
Ben Knisely, COL, USA (Ret), Secretary
Erica Gregory, Lt Col, USAF (Ret)
Heather Koester
Linda Long
Peter Skokos
Richard Swoope, COL, USA (Ret)
Jim Tollerton

Herb Jones, Vice Chair, SMA Foundation Inc.
J. Allison Archbold, Trustee, SMA Foundation Inc. (virtual)

Absent: Brian Crupi, LTC, USAR; Cynthia West, RN Lt, USA (Ret); SMA-LTC Abby Williams, Assistant Head of High School; SMA-MAJ Lisa Currie, Assistant Head of Middle School; MAJ Becky Morris, Assistant Head of Middle School; SMA-MAJ Leslie Smith, Athletic Director, Middle School; Jeanine Signorelli, PTCC President

SMA Administrative Staff in Attendance:

SMA-COL Christina Bowman, Chief Executive Officer/Interim Head of High School
SMA-LTC Caitlin West, Assistant Head of High School (virtual)
MAJ Clarence Arrington, Senior Army Instructor
SMA-LTC Steve Kok, Director of Finance
MSG Teddy Grace, (Ret) Athletic Director, High School (virtual)
SMA-COL Tom Vara, Head of Middle School

Guests in Attendance: SMA-CPT George Barbaresi, HS Faculty Representative

Location: SMA Middle School

The chair called the meeting to order at 4:34 pm.

Chair Thomas McElheny started the Pledge of Allegiance.

Motion to Approve the 7 February 2023 Minutes:

COL Ben Knisely moved to approve the 7 February 2023 minutes; Ms. Linda Long seconded the motion and the board unanimously approved.

SMA Foundation: Vice Chair Herb Jones discussed the resignation of the Executive Director of the Foundation. He recommended approval of new chair and vice chair/treasurer at the next board meeting.

Chief Executive Officer/Head of High School Report: SMA-COL Christina Bowman provided a read-ahead report. She discussed the updates to the expectations of the cadets and families by forming a student expectations committee to create new policies for next year. SMA-COL Bowman stated a visit to the MacDill Air Force Base on 13 April and the Rise & Run on 11 March. She commended a successful and fun at the circus for SMA Night and SMA awarded the education Leadership Award at Manatee Tiger Bay.

High School Athletics Report: A read-ahead report was provided. MAJ Clarence Arrington stated that three wrestlers qualified for States and all placed.

Head of Middle School Report: SMA-COL Tom Vara provided a read-ahead report.

Middle School Athletics Report: A read-ahead report was provided. SMA-COL Tom Vara stated that the middle school boys' soccer team are the league championships.

SAI Report: MAJ Arrington provided a read-ahead report. He stated that the leadership boards for next year's Regimental Staff is 8 March with the selection after Spring break. MAJ Arrington mentioned two upcoming trips to the National Flight Academy and the Coast Guard. He stated the Change of Command Ceremony is 6 April and the Change of Responsibility Ceremony is 13 April.

Treasurer's Report: SMA-LTC Steve Kok provided a read-ahead report. He discussed the year-to-date profit and loss per campus and the change in FTE numbers for the second semester. Vice Chair Scott Lempe discussed the financials after ESSER funds have been exhausted with recommendations on increasing enrollment and maximizing class sizes.

Staff Representatives: SMA-CPT George Barbaresi stated no concerns at this time.

PTCC Report: N/A

Committee: N/A

Chair Report: Chair Thomas McElheny recommended a suggestion box at each school with a staff member to manage other than either heads of school. He announced the resignation of board of director, Jim Tollerton, at the end of the fiscal year.

Old Business: Chair McElheny proposed to the board to endorse new organizational chart.

Ms. Heather Koester moved to approve the academy superintendent position and the organizational chart as a living document to finalize organizational chart after superintendent has been chosen; Mr. Jim Tollerton seconded the motion and the board unanimously approved.

New Business: N/A

Public Comments: N/A

The next board meeting will be on 11 April 2023 at 2:30 pm at the High School campus.

The chair adjourned the meeting at 5:53 pm.

Dr. Thomas McElheny, Chair

Date

COL Ben Knisely, Secretary

Date

Chief Executive Officer Report
High School Interim Head of School Report
April 11, 2023

Mission:

Within a culture where every cadet is valued, Sarasota Military Academy is committed to: Preparing students for College, Careers, & Citizenship; Developing tomorrow's Leaders: and Cultivating Character based on the steadfast values of Honor, Integrity, and Respect.

Strategic Plan Goals:

- **Resources:**
 - Increase retention of rising 9th Graders by 5% each year for the next five years.
 - Goal: 61%
 - Increase High School enrollment by 25 FTEs for SY 2023-2024
 - Goal: 655
 - Met with PTCC Vice President to reflect on SY and begin planning for SY 2023-2024
 - Increase parent, cadet and staff participation by 10%
- **College, Careers, and Citizenship**
 - Acquire and retain quality staff.
 - MacDill AFB Career Fair
 - 11:00 AM-2:00 PM 13 April
 - Great Florida Teach-In
 - Lakeland Florida RP Funding Center
 - 9:30 AM-2:00 PM 15 April
 - ACT for all Juniors
 - ` 18 April
- **Character and Leadership Development**
 - Create programming, staff training, climate and culture that integrates the Seven Core Values of the United States Army and Leadership Development consistently from grades 6-12.
 - Formulate Student Expectations Committee
 - Staff, cadets and parents
 - Implement with fidelity and consistency for SY 2023-2024
 - PD roundtable discussions with a focus on:
 - Makeup work and late work policy
 - Cell phone policy
 - Summer assignments
 - Next step: Cadet Input

- Annual Climate Surveys
 - Staff complete
 - Cadet week of 10 April
 - Parent week of 17 April
- **HR:**
- Reviewing staffing for SY 2023-2024

Communication/Community Outreach:

- SMA Gala
 - 25 March, 2023
 - A special thank you to Angela Cohen and Susan Hartman!
- Change of Command Ceremony
 - 6 April
- Change of Responsibility Ceremony
 - 20 April Formation
- JROTC Awards
 - 3 May 12:30 PM-2:00 PM
 - Grades 9-11
 - High School Gymnasium
- Talent Show
 - 4 May 5:30 PM-9:00 PM
 - High School Gymnasium
- Prayer Breakfast
 - 4 May
- Spirit Week
 - 8 May
- Prom
 - 17 May
- Graduation
 - 19 May
 - Bayside Community Church SR 64
 - 7:00 PM-9:00 PM
- End of Year Luncheon
 - 31 May
 - Stottlemeyer's
- Next Meeting: May 9, 2023 4:30 pm Middle School Campus

SIS Live.

SIS > Enrollment > View

[Options](#) | [Print](#)

Enrollment by Race

Majority/Minority Section

Grade Level	Majority		Minority		Total
	MALE	FEMALE	MALE	FEMALE	
06	63	24	68	28	183
07	51	35	50	47	183
08	53	30	55	31	169
09	48	34	53	45	180
10	60	22	47	32	161
11	42	16	38	42	138
12	45	14	50	32	141
TOTAL	362	175	361	257	1155

A - ASIAN(OLD PACIFIC ISLANDER), Minority
 B - BLACK/AFRICAN-AMERICAN, Minority
 I - AMERICAN INDIAN/ALASKA NATIVE, Minority
 P - NATIVE HAWAIIAN / PACIFIC ISLANDER, Minority
 W - WHITE, Majority

Primary Race Section

Grade Level	MALE						FEMALE						Total
	I	A	B	H	M	W	I	A	B	H	M	W	
06		3	6	55	4	63		1	6	19	2	24	183
07		1	4	35	10	51	1		3	39	4	35	183
08	1	2	3	47	2	53			2	24	5	30	169
09		2	8	33	10	48			4	39	2	34	180
10		2	8	36	1	60		1	3	26	2	22	161
11		1	6	28	3	42			3	34	5	16	138
12		5	2	38	5	45		2	5	23	2	14	141
TOTAL	1	16	37	272	35	362	1	4	26	204	22	175	1155



Congress of the United States
House of Representatives
Washington, DC 20515-0916

March 24th, 2023

Ms. Christina Bowman
801 N. Orange Avenue
Sarasota, FL 34236

Dear Christina,

I want to congratulate Sarasota Military Academy on winning the Manatee Tiger Bay Educational Leadership Award.

I must say that I was not surprised to read of your accomplishment online. You have been instrumental in supporting the local community and dedicate so much of your time to helping others. You are certainly deserving of this award.

Please do not hesitate to contact me if I can be of assistance with any federal matter. You can also visit my website for additional information: Buchanan.house.gov.

I wish you continued success and I look forward to working with you in the future.

Sincerely,

A handwritten signature in blue ink that reads "Vern Buchanan".

Vern Buchanan
Member of Congress

Head of School Report for

April, 2023

Enrollment

Grade 6: 183

Grade 7: 183

Grade 8: 169

Total: 535

Campus Life/Events

-4/6-Fire Drill

-4/7-No School

-4/11-Board Meeting @ High School- 2:30 pm

-4/12-Blood Drive

-4/14-Dress Down Day for blood drive

-4/17-4/21-Campus book fair hosted by the PTCC

-4/21-Campus lockdown drill period 5

-4/26-1/2 day for cadets

-4/27-8th-grade class picture

-4/27-Tie dye t-shirt for 8-grade Gradventure trip

Cadet Highlights

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

Social Studies: Arianna Porak Matthew Horton

Fine Art: Melanie Arredondo Guilherme Barbosa

Math: Tanae Sugimoto Gaius Garcia-Tanael

Meetings

- 4/4-Master schedule meeting
- 4/6-Prep administration team meeting
- 4/11-Parent tour
- 4/14-PTCC meeting
- 4/19-Parent tour
- 4/20-Cadet Handbook Review
- 4/27-Threat Assessment

Parent and Community Highlights

-Prep will continue individual campus tours to increase enrollment. There will be one more enrollment/information event Wednesday, May 3rd from 8:30am to 9:30am.

Attention Items:

Staffing:

The Prep administration has been working diligently in making appropriate staffing decisions for the next school year based on proposed enrollment, teacher effectiveness, and retirement. Through this process, we will post and interview for open positions on the Prep campus.

The interview team will begin to review resumes, conduct phone and face-to-face interviews to find the very best candidates. The interview team consists of the head of school, the assistant heads of school, and the subject area department chair.

SMA PREP ATHLETIC ROUNDUP - APRIL

Flag Football –

65 cadets in grades 6-8 tried out for the flag football team coached by Robert Wilkins. The team has been selected and practices are underway.

4/4 – The team traveled to Bradenton to take on Rowlett Academy. The Eagles came away with their first win of the season 34-6. Touchdowns were scored by the following; Max Wilkins 3, Taj Alexis 1 and Connor Sankes 1. Coach Wilkins was very pleased with the team's first outing.

Lacrosse –

3/30 – The lacrosse team closed out their season by losing to The Academy of Holy Names in Tampa.

Coach Zieger has named Royce Dunnuck as this year's MVP and Marcel Escalona as the team's Most Improved players.

Athletic Department Report – Board Meeting

for: April 11th, 2023

Past Month

Wrestling –Three Qualified in State Finals.

Next 30 days

Baseball ~

4/12	Wed	SMA at IMG WHITE	7PM
4/13		SMA JV vs Braden River	6PM
4/17	Mon	SMA at Bradenton Christian	7PM
4/19	Wed	SMA at St Stephens Episcopal	4:30
4/20	Thur	SMA at IMG Navy 7PM	7PM
4/28	Fri	SMA at IMG NAVY Field 3	4PM

Girls Lacrosse ~ Last game 4 April

Budget

Still working toward keeping a balanced budget across each sport.

Still need support for our new baseball program. Sponsor a Cadet Student-Athlete by going to

<https://www.sarasotamilitaryacademy.org/foundation/flanzer-matching-gift>

New Items

No new business sponsor to report.

Working Schedules for next SY.

Challenges being worked:

Lights for Middle School Field for Soccer games/ Lacrosse. Practice Fields and game fields are and will continue to be the greatest challenge for athletics.

Transportation is an ongoing and expensive issue. Looking at a plan for making an agreement to acquire a used / NON CDL, shuttle bus.

Would like to address the board on any long term capital projects that will enable playing or practice fields for SMA.

SARASOTA MILITARY ACADEMY

Senior Army Instructor
801 North Orange Avenue
Sarasota, Florida 34236

3 Apr 23

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY
THROUGH EXECUTIVE DIRECTOR OF SCHOOLS

SUBJECT: Significant Activities Report

Significant activities past thirty days:

- SMA Rifle Team JROTC Nationals in Camp Perry, Ohio finished in 2nd Place in Army JROTC.
- 24 Mar-ASVAB given at SMA (53 cadets tested)
- 25 Mar-Drill Team Districts @ Booker high school
- 28 Mar-Incoming Cadet Leadership Announcement
- 29 Mar-Special Formation
- 5 April-Tiger Bay Color Guard
- 5 April-"Homes for Troops"-Rosedale Golf Club Color Guard
- 5 Apr-Coast Guard Trip (12 Cadets attending)
- 6 Apr-Change of Command Ceremony

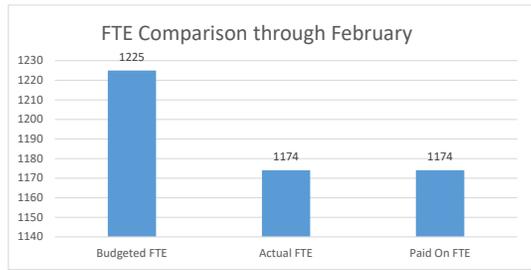
Significant activities next thirty days:

- 11-20 April – Cadets representing SMA will compete in the Junior Olympics National Championships at the Olympic Training Center in Colorado Springs, Colorado
- 12 April-Hold Honor Board
- 13-15 Apr-Naval Academy Trip. Currently four cadets are confirmed to go Manatee/Booker. CPT Loyd/MSG Browning (3 cadets attending)
- 19-22 April – SMA Rifle Hosting the General Laudano 3 Position Air Rifle Junior Olympic State Championships
- 20 Apr-Change of Responsibility Ceremony
- 4 May-JROTC Award Ceremony
- 12 May-Senior Awards (Senior Night)

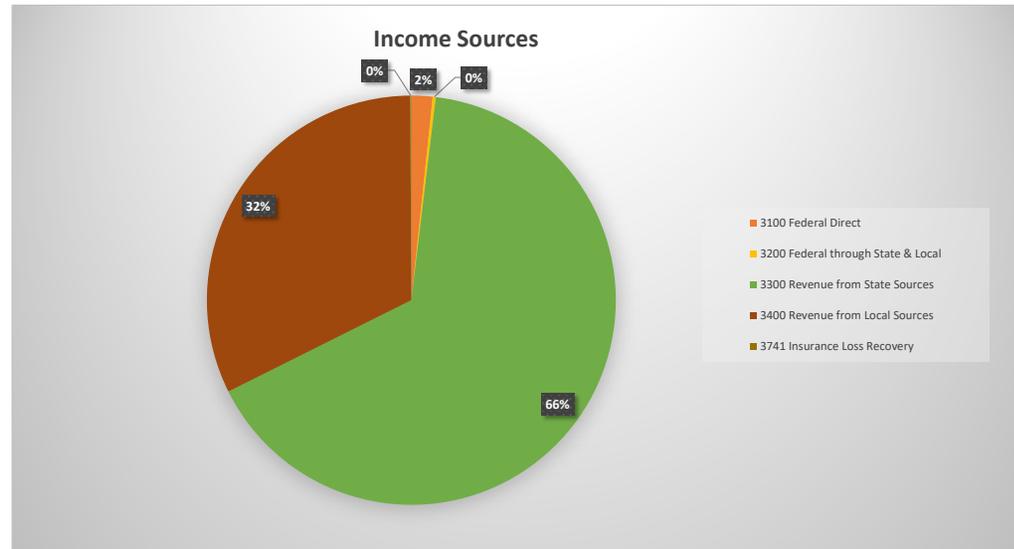
Respectfully,

CLARENCE L. ARRINGTON
MAJ (Retired), U.S. Army
JROTC, Senior Army Instructor

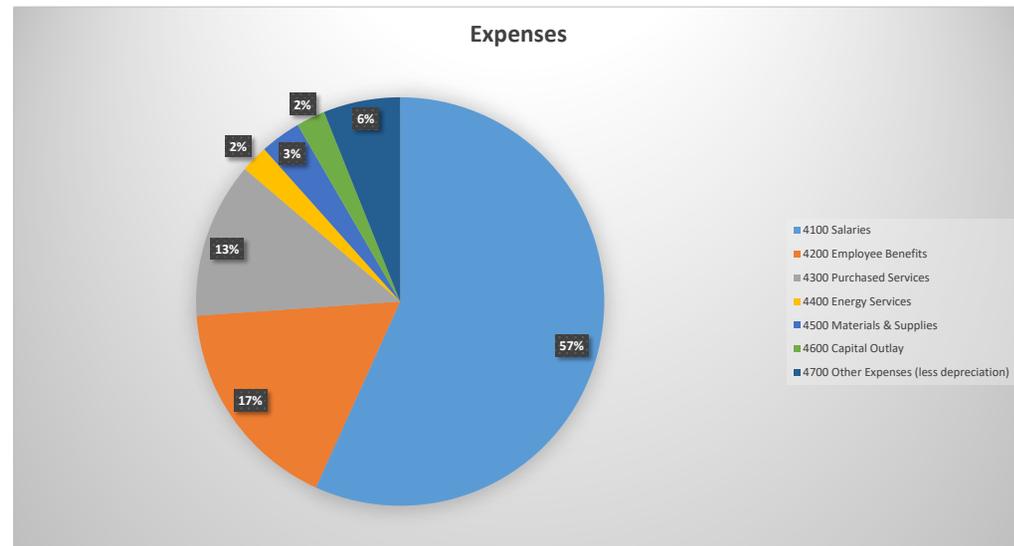
Profit and Loss Pie Charts through February 2023



Income		
3100 Federal Direct	\$	157,216
3200 Federal through State & Local	\$	22,608
3300 Revenue from State Sources	\$	6,182,727
3400 Revenue from Local Sources	\$	3,036,251
3741 Insurance Loss Recovery	\$	7,993
Total Revenue		\$9,406,795



Expenses		
4100 Salaries	\$4,919,537	
4200 Employee Benefits	\$1,481,760	
4300 Purchased Services	\$1,069,664	
4400 Energy Services	\$187,457	
4500 Materials & Supplies	\$279,855	
4600 Capital Outlay	\$198,314	
4700 Other Expenses (less depreciation)	\$527,233	
Total Operating Expenses	\$8,663,820	
Net Operating Income	\$742,975	
Depreciation Expense	\$435,582	
Net Income	\$307,393	



Salaries & Benefits Equal 74 % of Operating Budget

The high school purchased 45 Interactive TVs to replace the aging projector/smart-board systems. These were purchased with ESSER Funds at about \$5800 per classroom. Since each of these were capital purchases, they do not hit the P&L, but only the Balance Sheet. That being said, the income of \$262K DID hit the P&L with no corresponding expense, causing the Net Income to increase by \$140K over last month.

Sarasota Military Academy

Balance Sheet- By Campus

As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and cash equivalents	1,551,476
8-1111 Sport Team Bank Accounts	56,341
Total Bank Accounts	\$1,607,817
Other Current Assets	
1130 Accounts Receivable	9,000
1210 Deposits	26,541
1215 Due from Foundation - Current	11,624
1220 Due from Other Governments	284,140
Total Other Current Assets	\$331,305
Total Current Assets	\$1,939,121
Fixed Assets	\$18,909,419
TOTAL ASSETS	\$20,848,541
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$39,230
Credit Cards	\$40,443
Other Current Liabilities	\$1,076,561
Total Current Liabilities	\$1,156,234
Long-Term Liabilities	\$9,764,288
Total Liabilities	\$10,920,522
Equity	
3010 Invested In Capital Assets, Net	7,883,416
3020 Temporarily Restricted Net Asse	23,546
3030 Unrestricted Net Assets	1,713,666
Net Income	307,391
Total Equity	\$9,928,019
TOTAL LIABILITIES AND EQUITY	\$20,848,541

$\$1,939,121 - \$1,156,234 = \$782,887$ Working Capital; Down \$120,085 from January- \$902,972

Ratio of Assets to Liabilities = $\$1,939,121 / \$1,156,234 = 1.68$; Down 0.10 from January- 1.78

Almost all of the reduction of working capital by \$120K is due to the 2% raise, and paying it back to August 1st.

Sarasota Military Academy

Budget vs. Actuals: FY23 Board Approved Budget - FY23 P&L

July 2022 - February 2023

8 Months in should be at 67%

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
3100 Federal Direct	157,216	238,989	66.00 %
3200 Federal Through State & Local	22,608	82,415	27.00 %
3300 Revenue from State Sources	6,182,727	9,425,550	66.00 %
3400 Revenue from Local Sources	3,036,251	4,327,345	70.00 %
3741 Insurance Loss Recovery	7,993		
Total Income	\$9,406,795	\$14,074,299	67.00 %
GROSS PROFIT	\$9,406,795	\$14,074,299	67.00 %
Expenses			
4100 Salaries	4,919,537	7,570,614	65.00 %
4200 Employee Benefits	1,481,760	2,368,050	63.00 %
4300 Purchased Services	1,069,664	1,774,511	60.00 %
4400 Energy Services	187,457	269,168	70.00 %
4500 Materials & Supplies	279,855	361,991	77.00 %
4600 Capital Outlay	198,314	227,493	87.00 %
4700 Other Expenses	962,815	1,266,645	76.00 %
Total Expenses	\$9,099,403	\$13,838,474	66.00 %
NET OPERATING INCOME	\$307,391	\$235,825	130.00 %
NET INCOME	\$307,391	\$235,825	130.00 %

Income and expenses still in line. Net income high because of the explanation on page 1.

Sarasota Military Academy

Profit and Loss - YTD - By Campus

July 2022 - February 2023

	HS	PREP	TOTAL
Income			
3100 Federal Direct	157,216		\$157,216
3200 Federal Through State & Local	13,195	9,413	\$22,608
3300 Revenue from State Sources	3,430,113	2,752,613	\$6,182,727
3400 Revenue from Local Sources	1,788,161	1,248,090	\$3,036,251
3741 Insurance Loss Recovery		7,993	\$7,993
Total Income	\$5,388,686	\$4,018,109	\$9,406,795
GROSS PROFIT	\$5,388,686	\$4,018,109	\$9,406,795
Expenses			
4100 Salaries	2,725,663	2,193,874	\$4,919,537
4200 Employee Benefits	800,379	681,381	\$1,481,760
4300 Purchased Services	597,981	471,683	\$1,069,664
4400 Energy Services	72,863	114,594	\$187,457
4500 Materials & Supplies	154,405	125,450	\$279,855
4600 Capital Outlay	106,624	91,691	\$198,314
4700 Other Expenses	666,166	296,649	\$962,815
Total Expenses	\$5,124,081	\$3,975,322	\$9,099,403
NET OPERATING INCOME	\$264,605	\$42,786	\$307,391
NET INCOME	\$264,605	\$42,786	\$307,391

Net Income is high due to the interactive TVs providing income with no corresponding expenses. This does not mean we have additional money to put towards raises or other projects as you saw on the balance sheet page. Our operating capital (usable money) is actually down by \$120K...