

**SARASOTA MILITARY ACADEMY
BOARD OF DIRECTORS
Tuesday February 13, 2024**

- Call to Order
- Pledge of Allegiance
- Approval of the Minutes -Tab 1
 - January 23, 2024
- Head of School Report – SMA Prep Tab 2
 - Athletic Director Report
 - Faculty Representative
- Head of School/Provost Report – SMA High Tab 3
 - Progress Monitoring
 - Athletic Director Report
 - Faculty Representative
- SAI Report - Tab 4
- Treasurer’s Report - Tab 5
 - Monthly Financial Report
- SMA Foundation, Inc. Report - Tab 6
- Committee Report – Tab 7
 - PTCC
- Chairperson’s Report
 - Board Advisor
- Old Business
- New Business
- Public Comment
- Meeting Adjournment

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

23 JANUARY 2024

Board of Director Members' Attendance

Present:

Dr. Thomas J. McElheny, Former Capt, USMC, Chair
Erica Gregory, Lt Col, USAF (Ret), Vice Chair
Pete Skokos, Treasurer
Ben Knisely, COL, USA (Ret), Secretary
Linda Long, Assistant Secretary
Brent Bogart, Former LT, USN
Heather Koester, Former SGT, USAR
Carlos Moreira, 1st Sgt, USMCR (virtual)
Richard Swoope, COL, USA (Ret)
Michael Tollerton, Former CPT, USA

Herb Jones, Chair, SMA Foundation

Absent: SMA-LTC Abby Williams, Assistant Head of High School

SMA Administrative Staff in Attendance:

SMA-COL Christina Bowman, Head of High School/Academy Provost (virtual)
SMA-LTC Caitlin West, Assistant Head of High School (virtual)
SMA-LTC Steve Kok, Director of Finance
MAJ (Ret) Russ Osterfeld, SAI (virtual)
SMA-MAJ Charlie Carver, Athletic Director
SMA-COL Tom Vara, Head of Middle School
SMA-LTC Cheryl Korwin, Assistant Head of Middle School

Guests in Attendance: LTC Scott Lempe; SMA-CPT Makayla Francis, HS ELA Instructor (virtual); SMA-MAJ Dawn Sudbury, Science Chair, Middle School; SMA-MAJ Marsha Reinig-Umana, ESE Liaison, Middle School; SMA-CPT Ellie De Murias, ESE Educator, Middle School; LTC Jason Constable

Location: SMA Prep Middle School

The chair called the meeting to order at 4:39 pm.

Chair Thomas McElheny started the Pledge of Allegiance.

Chair McElheny amended the agenda to introduce guest, LTC Jason Constable. Vice Chair Erica Gregory provided the board with LTC Constable's background and explained how he can be involved.

Motion to Approve the 19 December 2023 Minutes:

COL Ben Knisely moved to approve the 19 December 2023 minutes; Ms. Linda Long seconded the motion and the board unanimously approved.

Foundation: Chair Herb Jones discussed his positive experience in joining an admissions tour with our cadets. He further discussed his observations of where the high school campus could use upkeep and presented a donation from the Rotary along with a donor match to be used towards campus beautification. Chair Jones recommended dissolving the Foundation and transfer all fundraising efforts under SMA. He suggested the restricted funds for campus upgrades to be transferred to SMA to be utilized for campus needs.

Chair Jones recommends outsourcing grant writing as he emphasized how impactful this area can be to SMA. Ms. Heather Koester inquired as to the need to maintain the Foundation in order to receive specific types of donations, in which Chair Jones replied that it would be researched to verify. Vice Chair Gregory inquired as to any impact on giving if a Foundation isn't established, in which Chair Jones replied no known impact due to current donors still giving to SMA directly.

Chair Jones stated that a Foundation meeting would be scheduled in the near future.

Head of Middle School Report: SMA-COL Tom Vara provided a read-ahead report. He stated a successful change of command ceremony and a great job to cadet leadership with the eighth graders visiting the high school over two days. SMA-COL Vara invited board to attend SPIN event at the middle school on 25 January.

SMA-LTC Cheryl Korwin presented to the board data on student achievement. Ms. Long stated that communication to families is improving, in which SMA-LTC Korwin agreed with routine progress reports and attendance going home to families. COL Knisely inquired as to how the board can help with needed resources, especially for the lower achieving and ELL students. SMA-COL Vara stated additional devices used for translation would help as the fifteen currently have not enough. SMA-MAJ Dawn Sudbury commended the board for approving new science curriculum that includes translation resulting in all ELL students passing science. Chair McElheny inquired if this can be duplicated across other subjects, in which SMA-MAJ Sudbury replied it could but high expense.

He discussed successful outreach with enrollment presentations to area elementary schools as well as finalizing second semester admissions. SMA-COL Vara stated data would be provided at the next board meeting for the PM2 results.

Head of High School/Provost Report: SMA-COL Christina Bowman provided a read-ahead report. She stated data on student achievement will be presented at the next board meeting as testing is still in progress. SMA-COL Bowman discussed additional funds will be received through the Florida School Recognition Award Funding from increasing our school grade to a "B". She stated a survey went out to all staff on both campuses, including bus drivers, as to how funds should be distributed.

Mr. Peter Skokos moved to approve the choice chosen by majority of staff through staff survey in distribution of funds acquired through the Florida School Recognition Award; Ms. Koester seconded the motion and the board unanimously approved.

SMA-COL Bowman stated the staff provided positive feedback with Chair McElheny on campus and classrooms regularly.

SAI Report: MAJ Russ Osterfeld provided a read-ahead report. He outlined the significant activities this month the cadet leadership participated in, such as COL Cork's services and eighth grade visit. MAJ Osterfeld invited the board to attend SMA's First Annual Flag Retirement Ceremony on 30 January. He discussed this event, as well as others, is part of the extensive list of items needed to ensure maintaining highest ranking of JROTC accreditation.

Academy Athletics Report: N/A

Treasurer's Report: SMA-LTC Steve Kok provided a read-ahead report. He discussed the profit and loss statements by campus.

Staff Representatives: SMA-CPT Ellie De Murias stated no staff concerns at this time.

PTCC Report: N/A

Superintendent Search Committee: N/A

Chair Report: Chair McElheny invited LTC Scott Lempe to address the board and he recommended decisions be made on ESSR funds prior to staff starting summer break. Chair McElheny stated a positive impact to SMA in a few years.

Nominating Committee: COL Knisely discussed the background, experiences and desire to join our board of a retired Brigadier General very involved in the community. He provided the resume to the board. Ms. Michael Tollerton stated knowing this nominee for some time and is currently the chair of the nominating committee for service academies. She stated this nominee would be a smart addition to the board. COL Knisely mentioned the need to create a memorial plaque to place on campus.

Board: Ms. Koester inquired as to a strategic plan on fundraising, in which Chair McElheny replied that one is being formulated now and will present.

Old Business: N/A

New Business: N/A

Public Comments: SMA-MAJ Sudbury shared the rocket launch experiments where cadets identify mistakes and make adjustments.

The next board meeting will be on 13 February 2024 at 2:30 pm at the High School campus.

The chair adjourned the meeting at 5:52 pm.

Dr. Thomas McElheny, Chair

Date

COL Ben Knisely, Secretary

Date

Meetings/Tours:

- 2/1-Math meeting for 24-25 schedules
- 2/2-ELA + Band meeting for 24-25 schedules
- 2/5-Cadet Council
- 2/12-Academy Administration
- 2/12-Cadet Council
- 2/23-Best Practice for Inclusion Education (BPIE) @ 8:00 am
- 2/28-Threat Assessment Team
- 2/28-Charter school principal meeting

Faculty/Staff Highlights:

- 2/7-Teacher training
- 2/13-Brentwood Elementary Grade 5 school choice visit
- 2/14-Valentine's Day dress down
- 2/22-Tatum Ridge Elementary Grade 5 school choice visit

Parent and Community Highlights

- Prep information/enrollment meeting February 14th – 8:30-9:30 am

Security

- There has been a series of "Fake" threats throughout the county stating "Active Shooter". SMA Prep did not receive any of the threats.

Attention Items:

- We are working on enrollment and staffing for the 2024-2025 school year

8th-grade cadet survey: Cadets attending the HS

- 144 out of 153 completed the survey
- 77 had SMA listed as one of their choices
- 63 did not have listed as one of their choices
- 4 were undecided

High School Head of School/Provost Report
February 13, 2024

THE YEAR OF MOMENTUM!

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
 - Application data provided
- **College, Careers, and Citizenship**
 - **2022-2023 School Grade: B**
 - Progress monitoring data provided: PM1-PM2
 - Support professional development
 - Early Release Day: 7 February, 2024
 - The SMA Way Literacy Team provided writing skills training and two new Thinking Maps for all instructors in preparation for PM3.
 - Student Success Center Data Provided
 - Goal: Increase the number of lower classmen visits
- **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.
 - Expectations seminar took place the week of 22 January for each grade level.
 - First SMA Annual Flag Retirement Ceremony—Well done!
 - 30 January, 2024

Communication/Community Outreach:

- Adventure Raider Mud Pit Day: 23 February, 2024 2 pm-4pm High School Campus
- Tiger Bay 7 March, 2024
- Spring Break: March 11th-15th, 2024
- Next Meeting: 26 March, 2024 4:30 pm Prep Middle School Campus

SIS Live.

SIS > Enrollment > View

[Options](#) | [H](#)

Enrollment by Race

Majority/Minority Section

Grade Level	Majority		Minority		Total
	MALE	FEMALE	MALE	FEMALE	
06	41	21	56	38	156
07	48	22	64	31	165
08	39	36	42	36	153
09	42	27	56	32	157
10	47	28	43	46	164
11	59	17	41	29	146
12	36	11	30	33	110
TOTAL	312	162	332	245	1051

- 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		6	2	44	4	41		3	6	25	4	21	156
07		3	4	54	3	48		1	4	23	3	22	165
08		1	3	29	9	39	1			31	4	36	153
09	1	3	4	45	3	42		1	7	21	3	27	157
10		2	4	27	10	47		1	8	36	1	28	164
11		2	5	33	1	59		1	3	23	2	17	146
12			5	22	3	36			3	27	3	11	110
TOTAL	1	17	27	254	33	312	1	7	31	186	20	162	1051

Student Success Center Report: SMA
The week of January 8th-February 6th

Grade Level	Demographics	Underrepresented/Underserved	Top Reasons for Visit
9 th Grade: 3%	White: 51%	F/R Lunch + Low Income + First Gen: 31%	College Research, Exploration and Planning
10 th Grade: 17%	Hispanic: 28%		Financial Aid, Scholarships, Bright Futures
11 th Grade: 28%	Black: 19%		Community Service
12 th Grade: 52%	Asian: 2%		Career Research, Exploration and Planning
College: 0%	Multi-racial: 0%		
	American Indian: 0%		

***5% First Time Receiving Services**

***95% Have Previously Received Services**

The high school basketball team wrapped up their season in the district tournament with a hard fought loss to ODA. The wrestling team is in the last week of their regular season competitions. The team is looking to have team and individuals advance through the state tournament series. The high school baseball season is now taking place. They will open their competitive season this evening with a pre-season match up with Lakewood Ranch Prep. In only the second season of competition, Coach Osterfeld has an 18 player roster ready to compete. At the Prep the flag football competition season is under way. Also, the boys and girls soccer teams will have interest meetings with cadets within the next two weeks, as their season starts with tryouts the week of March 18.

Athletic department restructuring is continuing on schedule. Students and staff interest surveys have been completed. Facility evaluations have taken place as well. The initial athletic conference organizational meeting took place on January 24, with Sarasota Military Academy serving as the host. Representatives from seven area schools met and began laying out the protocols and procedures for this exciting new endeavor. A detailed update on the athletic department restructuring will be addressed at the next board meeting.

SARASOTA MILITARY ACADEMY

Senior Army Instructor
801 North Orange Avenue
Sarasota, Florida 34236

13 February 2024

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY

THRU: Superintendent Sarasota Military Academy

SUBJECT: Significant Activities Report (SAR)

Significant Activities (JAN 2024):

- **24-28 January 2024:** SMA Rifle Team: Junior Nationals Competition (Ohio).
- **25 January 2024:** SMA Spin Night at Sarasota Military Preparatory Academy.
- **25 January 2024:** SMA Raider Team: Adventure Raider Season begins.
- **27 January 2024:** SMA Drill Team hosts SMA Invitational at Booker High School.
- **30 January 2024:** U.S Flag History and Retirement Ceremony, Service Learning Project (SLP) at SMA.

Significant Activities (FEB 2024):

- **2 February 2024:** SMA Rifle Team: CMP State Championships (Brooksville, FL).
- **3 February 2024:** SMA Color Guard Performance: University of Tampa.
- **3-4 February 2024:** SMA Rifle Team: SMA Rifle Team hosts Small-Bore Junior Olympics State Championships (Shoot Straight/University).
- **6 February 2024:** Junior Reserves Officer Training Corps Program for Accreditation. (See attached Annex A) for further information regarding areas of inspection as well as a detailed timeline of events.
- **9 February 2024:** JROTC JCLC IPR @ Sarasota High School.
- **7-12 February 2024:** SMA Rifle Team: Army Service Championships (Alabama).

SAI Summary and Outlook:

- **Summary:** The SMA JROTC Department recently completed its three year certification inspection. The inspection covered Drill and Ceremony, Color Guard, Regimental Staff functions and procedures, Cadet & Instructor Portfolio's, and the Flag Retirement Service-Learning Project, (SLP). The SMA Eagle Regiment passed inspection with a 96%, maintaining the Gold Star, representing a JROTC Unit of Distinction. All participating cadets performed exceptionally well and represented SMA to the best extent possible.

- **Outlook:** I assess the remainder of the school year will be extremely productive for the JROTC Department as we reassess program goals and expectations and focus on establishing a culture of Pride in the Program. SAI main points of emphasis are on cadet motivation, student buy-in, and routine engagement with SMA Prep to establish a firm pipe-line of quality Future-Cadets excited to join the student body of the SMA H.S. Campus. Clear guidance and expectations will be shared with JROTC Cadre and Regimental Cadet Leadership, ensuring we remain organized and proactive leading into the 2024-2025 SY. Additionally, the program seeks to establish enhanced ties with SROTC partner University of Tampa IOT strengthen cooperation and develop engagements between programs as we move into a new school year.

RUSSELL R. OSTERFELD
MAJ (Retired), U.S. Army
JROTC, Senior Army Instructor

ANNEX A:

JPA Timeline & Areas of Inspection

SARASOTA MILITARY ACADEMY
801 North Orange Avenue
Sarasota, Florida 34236

11 January 2024

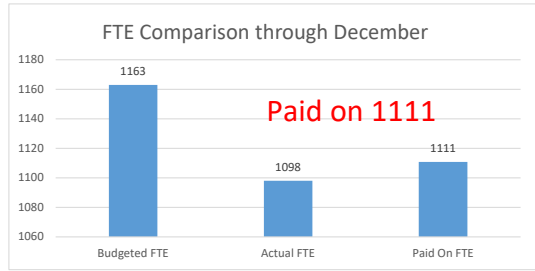
MEMORANDUM FOR RECORD

SUBJECT: Sarasota Military Academy (SMA) Formal JPA Inspection Itinerary

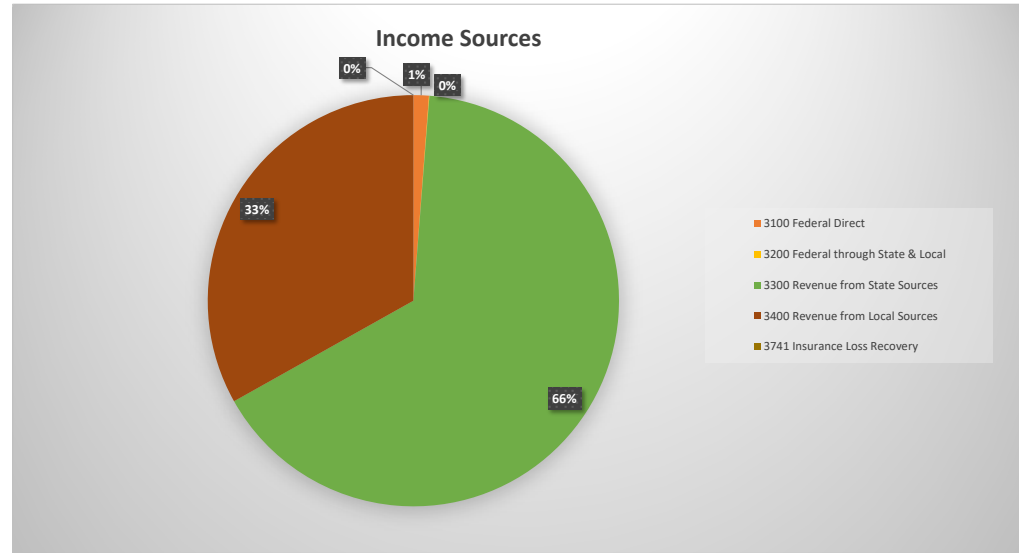
1. Request 6th Brigade Representative, Mr. William (Randy) Smith approve the below represented timeline regarding Sarasota Military Academy's (SMA) upcoming JPA Inspection on 6 FEB 2024.

<u>Event</u>	<u>Location</u>	<u>Time</u>	<u>Personnel</u>
6 th BDE Arrival	SMA Main Campus	0730-0735	Mr. Smith (6 th BDE), C/REGT-CDR, MAJ Osterfeld
Principal Meeting	COL Bowman's Office	0735-0745	Mr. Smith (6 th BDE), MAJ Osterfeld, SMA-COL Bowman
JPA Brief	REGT Staff Room (22)	0750-0835	REGT Staff, REGT CDR, Mr. Smith, MAJ Osterfeld
Break	SMA Common Areas	0835-0850	All Personnel
SLP Brief	REGT Staff Room (22)	0850-0935	C-REGT-CDR, BN CDR's, LET 1-4 Representatives
Break	SMA Common Areas	0935-0950	All Personnel
Cadet Portfolio Review	REGT Staff Room (22)	0950-1025	Mr. Smith (6 th BDE)
Instructor Portfolio	REGT Staff Room (22)	1025-1100	Mr. Smith (6 th BDE), SMA Instructors
Break	SMA Common Areas	1100-1115	All Personnel
Color Guard Drill	SMA Flag-Pole Pavers	1115-1130	SMA-Color Guard, SGM Lee, Mr. Smith (6 th BDE)
Platoon Drill	SMA Flag-Pole Pavers	1130-1145	SMA Platoon Representatives, SFC Pelligrino, Mr. Smith (6 th BDE)
Lunch	SMA Conference Room	1145-1230	Mr. Smith (6 th BDE), SMA JROTC Cadre, SMA Administration
Supply Inspection	SMA Supply Room	1230-1300	SMA-CPT Pelligrino, Mr. Smith (6 th BDE), C/S-4
Exit Brief	REGT Staff Room (22)	1310-1340	REGT Staff, JROTC Cadre, SMA Admin

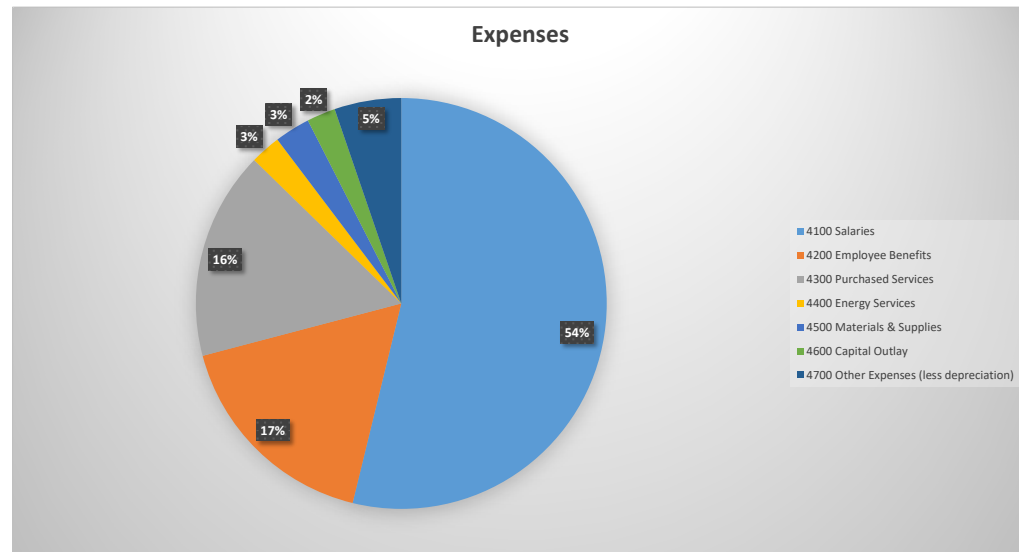
Profit and Loss Pie Charts through December 2023



Income		
3100 Federal Direct	\$	82,229
3200 Federal through State & Local	\$	2,495
3300 Revenue from State Sources	\$	4,461,705
3400 Revenue from Local Sources	\$	2,252,447
3741 Insurance Loss Recovery	\$	-
Total Revenue		\$6,798,876



Expenses		
4100 Salaries	\$3,416,728	
4200 Employee Benefits	\$1,085,005	
4300 Purchased Services	\$1,041,118	
4400 Energy Services	\$152,379	
4500 Materials & Supplies	\$177,367	
4600 Capital Outlay	\$143,135	
4700 Other Expenses (less depreciation)	\$333,912	
Total Operating Expenses	\$6,349,644	
Net Operating Income	\$449,232	
Depreciation Expense	\$351,564	
Net Income	\$97,668	



Salaries & Benefits Equal 71% of Operating Budget

Sarasota Military Academy Balance Sheet- By Campus

As of December 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and cash equivalents	1,759,739
8-1111 Sport Team Bank Accounts	45,103
Total Bank Accounts	\$ 1,804,842
Other Current Assets	
1130 Accounts Receivable	2,229
1215 Due from Foundation - Current	833
1220 Due from Other Governments	177,221
Total Other Current Assets	\$ 180,283
Total Current Assets	\$ 1,985,125
Total Fixed Assets	\$ 18,911,566
TOTAL ASSETS	\$ 20,896,691
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	\$ 97,122
Total Credit Cards	\$ 59,060
Total Other Current Liabilities	\$ 1,075,797
Total Current Liabilities	\$ 1,231,980
Total Long-Term Liabilities	\$ 9,393,898
Total Liabilities	\$ 10,625,878
Equity	
3010 Invested In Capital Assets, Net	8,901,910
3020 Temporarily Restricted Net Asse	32,904
3030 Unrestricted Net Assets	1,238,330
Net Income	97,669
Total Equity	\$ 10,270,813
TOTAL LIABILITIES AND EQUITY	\$ 20,896,691

Tuesday, Feb 06, 2024 04:00:32 AM GMT-8 - Accrual Basis

\$1,985,125 - \$1,231,980 = \$753,145 Working Capital; Up \$3,770.

Ratio of Assets to Liabilities = \$1,985,125 / \$1,231,980 = 1.61; Remained Level

(Part of this Working Capital and Ratio of Assets to Liabilities is due to overpayment on FTE)

Sarasota Military Academy

Budget vs. Actuals: FY24 Board Approved Budget - FY24 P&L

July - December, 2023

6 Months in should be 50%

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
3100 Federal Direct	82,229	211,080	39.00 %
3200 Federal Through State & Local	2,495	66,350	4.00 %
3300 Revenue from State Sources	4,461,705	8,765,593	51.00 %
3400 Revenue from Local Sources	2,252,447	4,776,652	47.00 %
Total Income	\$6,798,877	\$13,819,675	49.00 %
GROSS PROFIT	\$6,798,877	\$13,819,675	49.00 %
Expenses			
4100 Salaries	3,416,728	6,795,929	50.00 %
4200 Employee Benefits	1,085,005	2,606,979	42.00 %
4300 Purchased Services	1,041,118	2,051,456	51.00 %
4400 Energy Services	152,379	295,638	52.00 %
4500 Materials & Supplies	177,367	380,099	47.00 %
4600 Capital Outlay	143,135	388,833	37.00 %
4700 Other Expenses	685,476	1,444,683	47.00 %
Total Expenses	\$6,701,207	\$13,963,617	48.00 %
NET OPERATING INCOME	\$97,669	\$ -143,942	-68.00 %
NET INCOME	\$97,669	\$ -143,942	-68.00 %

Sarasota Military Academy

Profit and Loss - YTD - By Campus

July - December, 2023

	HS	PREP	TOTAL
Income			
3100 Federal Direct	82,229		\$82,229
3200 Federal Through State & Local	2,495		\$2,495
3300 Revenue from State Sources	2,392,080	2,069,626	\$4,461,705
3400 Revenue from Local Sources	1,307,137	945,311	\$2,252,447
Total Income	\$3,783,941	\$3,014,936	\$6,798,877
GROSS PROFIT	\$3,783,941	\$3,014,936	\$6,798,877
Expenses			
4100 Salaries	1,892,899	1,523,829	\$3,416,728
4200 Employee Benefits	578,616	506,390	\$1,085,005
4300 Purchased Services	570,286	470,831	\$1,041,118
4400 Energy Services	62,604	89,775	\$152,379
4500 Materials & Supplies	115,528	61,839	\$177,367
4600 Capital Outlay	72,297	70,838	\$143,135
4700 Other Expenses	454,039	231,436	\$685,476
Total Expenses	\$3,746,270	\$2,954,937	\$6,701,207
NET OPERATING INCOME	\$37,670	\$59,999	\$97,669
NET INCOME	\$37,670	\$59,999	\$97,669

We are being paid on an incorrect FTE for November. (Overpaid by 13 FTE.)

Parent Teacher Cadet Council



2023/24 Council Members

Staff Representative:	Maj. Russ Osterfeld	Vice Presidents:	Open
President:	Brenda Canales	Secretary	Maj. Russ Osterfeld
Treasurer:	Liz Bonnett	Grant Coord:	Nikki Orth
Volunteer Coord:	Open	Event Assistant:	Holly Wesner
Merchandise Coord.:	Amber Martin/Jennifer Burgos	Cadet Rep.	Hannah Monahan (HS)
Calendar/Events Coord.:	Nathalie Knipfer	Social Media:	Karen Medina
Middle School Cadet Council Program Liaison:	Jeannie Whipple		

What's New:

- **New Spiritwear Vendor** - Stay tuned for new items and rebranding.
- **Actively Recruiting** for PTCC members for 2024/2025 Year

Event Recap:

- PTCC was represented at the Middle School SPIN night.
- Wreaths Across America - update will come next month.

Upcoming Events:

March

1. PEP Rally for Walk-A-Thon at Middle School
2. Walk-A-Thon

April

1. 8th Grade Semi Formal
2. Book Fair at Middle School

May

1. Teacher Appreciation Week

Other Events Coming up:

Eagle Awards - Date TBD

NEXT MEETING: March 19th, 2024.

Grant and Donation Summary:

Approved by Grant Committee (December)

Proposed Annual Budget = \$13,000
(\$500ea per semester/per Dept.)

Location	Requested	Approved
High	1	1
Middle	0	0

Total Amount for FY'23/24: \$4,625.00

NOTE: All grants are forwarded to the Finance Dept. for final approval.

February 8, 2024