

**SARASOTA MILITARY ACADEMY
BOAR OF DIRECTORS
Tuesday, December 17, 2024**

- Call to Order
- Pledge of Allegiance
- Approval of the Minutes -Tab 1
 - November 6, 2024
- Head of School Report – SMA Prep Tab 2
 - Faculty Representative
- CEO/Head of School Report – SMA High Tab 3
 - School Recognition Funds Approval
 - Athletic Director Report
 - Faculty Representative
- SAI Report - Tab 4
- Treasurer’s Report - Tab 5
 - Monthly Financial Report
- Committee Report – Tab 6
 - Nominating Committee
 - By-Laws Committee
 - Facilities Committee
 - PTCC
- Chairperson’s Report
- Old Business
- New Business
- Public Comment
- Meeting Adjournment

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

06 NOVEMBER 2024

Board of Director Members' Attendance

Present:

Dr. Thomas J. McElheny, Former Capt, USMC, Chair
Erica Gregory, Lt Col, USAF (Ret), Vice Chair
Ben Knisely, COL, USA (Ret), Secretary
Pete Skokos, Treasurer
Brent Bogart, Former LT, USN
Heather Koester, Former SGT, USAR
Jerry Neff, BG, USA (Ret)
Ron Skipper, Former Capt, USAF
Richard Swoope, COL, USA (Ret)
Michael Tollerton, Former CPT, USA (virtual)

Absent: Carlos Moreira, 1st Sgt, USMCR; SMA-LTC Abby Williams, Assistant Head of High School; SMA-LTC Steve Kok, Director of Finance; SMA-COL Tom Vara, Head of Middle School; LTC Cheryl Korwin, Assistant Head of Middle School; SMA-MAJ Charlie Carver, Athletic Director; SMA-CPT Ellie De Murias, MS Faculty Representative; Ms. Nikki Orth, PTCC President

SMA Administrative Staff in Attendance:

SMA-COL Christina Bowman, Head of High School/Academy Provost
SMA-LTC Caitlin West, Assistant Head of High School (virtual)
MAJ (Ret) Russ Osterfeld, SAI (virtual)

Guests in Attendance: Scott Lempe, Lt Col, USAF (Ret); SFC Ernesto Ramirez, HS Faculty Representative; Mr. Herb Jones, Chair Emeritus (virtual); SMA-CPT Makayla Francis, ELA Instructor (virtual)

Location: SMA High School

The chair called the meeting to order at 2:30 pm.

Chair Thomas McElheny started the Pledge of Allegiance.

Chair McElheny moved to amend the agenda to include Lt Col Scott Lempe's presentation during the Treasurer's Report, to move the bylaws report before the Nominating Committee Report, and to add a COO position; COL Ben Knisely seconded the motion and the board unanimously approved.

Motion to Approve the 04 October 2024 Minutes:

COL Knisely moved to approve the 04 October 2024 minutes; Chair McElheny seconded the motion and the board unanimously approved.

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

Head of High School/Provost Report: SMA-COL Christina Bowman provided a read-ahead report. She stated a meeting scheduled with the Sarasota County School Board is set for January and she would the Charter School Renewal Contract would be submitted by Friday after board signing.

BG Jerry Neff moved to approve the signing of the Charter School Renewal Contract; COL Knisely seconded the motion and the board unanimously approved.

COL Knisely moved to approve the out-of-field instructors; BG Neff seconded the motion and the board unanimously approved.

SMA-COL Bowman discussed data provided on where students are coming from and their district as well as details on the Veterans Day Parade. She provided an update on damages to both campuses from Hurricane Milton. Chair McElheny stated the Facilities Committee is discussing on plans for the high school campus on whether to upgrade or move, with either option not needing the damaged wing. LT Brent Bogart stated the fire department could fire up a building as instructional training and clean up debris.

SAI Report: MAJ Russ Osterfeld provided a read-ahead report. He discussed the upcoming events for all military activities including Raiders team heading to States and the Military Ball.

Academy Athletics Report: N/A

Staff Representatives: N/A

Treasurer's Report: SMA-LTC Steve Kok provided a read-ahead report. Lt Col Lempe provided a budget presentation and discussed his concerns with the budget, including capital, depreciation values and cash flow. Chair McElheny stated the most important role as directors is financial responsibility and must move forward on conservative focus on a balanced budget every year. COL Knisely inquired as to FEMA efforts on damages to high school campus, in which Lt Col Lempe replied that he would reach out to the county's CFO and inquire as to where our FEMA package stands.

Bylaws Committee: Chair McElheny requested to revise the bylaws to a minimum of seven directors instead of a maximum of eleven.

Ms. Heather Koester moved to revise the bylaws to a minimum of seven directors instead of a maximum of eleven; Mr. Pete Skokos seconded the motion and the board unanimously approved.

Nominating Committee:

COL Knisely moved to nominate the reinstating of Lt Col Scott Lempe as a new director on the board; Mr. Ron Skipper seconded the motion and the board unanimously approved.

Chair Report: Chair McElheny discussed the efforts and goals of the Facilities Committee, with knowledge of the budget and capital, to move forward.

PTCC Report: N/A

Board: N/A

Old Business: N/A

New Business: SMA-COL Bowman discussed Wreaths Across America Sponsorships, Pledge for Adopt-a-Cadet, and the upcoming Beret Ceremony on 7 November.

Public Comments: Chair McElheny stated that Vice Chair Erica Gregory was the honorary speaker at this year's Veterans Day Parade, with Ms. Michael Tollerton speaker last year. COL Knisely stated that he was nominated for the Veteran of the Year for Sarasota.

The next board meeting will be on 17 December 2024 at 2:30 pm at the High School campus.

The chair adjourned the meeting at 3:18 pm.

Dr. Thomas McElheny, Chair

Date

COL Ben Knisely, Secretary

Date

Head of School Report
For December, 2024

Enrollment

Grade 6: 118
Grade 7: 147
Grade 8: 165
Total: 430

Campus Life/Events

- 12/3-4-5-Progress monitoring #2 for ELA
- 12/5-Prep band concert: 6:00 pm in the gymnasium
- 12/10-11-12-Progress monitoring #2 for Math
- 12/11-Enrollment/Information meeting
- 12/13-Toys-4-Tots final collection
- 12/14-Wreaths Across America
- 12/17-8th-grade field trip to the Kennedy Space Center
- 12/17-7th-grade field trip to Mote Marine
- 12/17-Board of Directors meeting at the High School-2:30 pm
- 12/20-Fire Drill
- 12/21-1/5-School closed

Cadet Highlights

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

Social Studies:	Mila Elias	Quincy Tran
Art + Design:	Esmeralda Plata	Silas Daughtrey

Athletics

Girls Basketball:	Divian Castillo	
Boys Basketball:		Max Kindig

Meetings/Tours:

- 12/11-Charter School Principal Meeting
- 12/17-Threat Assessment Team

Parent and Community Highlights

- Band Concert conducted on December 6th @ 6:00 pm
- 12/11-Prep enrollment/information meeting- 8:30 am

Security:

- Reviewed lock down and fire drill procedures after the most current drills. Deputy Portes is reviewing our safety procedures to make any recommendations for our campus.

Attention Items:

- None at this time

High School Head of School
December 17, 2024

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:**
 - Gulf Coast Board Institute
 - Consultant: Ms. Whitney Crettol
 - Articles of Incorporation-Review and Update as Needed
 - By-Laws-Review and Update as Needed to ensure compliance with the Articles of Incorporation. (Best practice is to review every three years.)
 - By-Laws Committee and CEO to meet with the consultant approximately four times and follow up with a review of the documents by a Non-Profit Law Expert.
 - Once reviewed by counsel, the Board would need to approve the documents.
 - Cost: Approximately \$7,000
 - Scope of Work Proposal is Forthcoming
 - **School Recognition Funds Approval**
 - Document Provided
 - Survey Results: 68 Respondents
 - Choice 1: 82%
 - Choice 2: 18%
- **College, Careers, and Citizenship**
 - Professional Development: January 17, 2024
 - Focus on "Path to Proficiency" for English Language Learners and Thinking Maps
 - EOC Data and PM2 Data to be presented at the January, 2025 Board meeting
 - Planning in progress to schedule a FAST ELA Test Preparation Boot Camp prior to the PM3 assessment in May, 2025.

- **Character and Leadership Development**
 - 2025-2026 Inaugural Service Academy Cohort
 - “A Lifetime of Service”
 - SMA-LTC Caitlin West and Major Russell Osterfeld are spearheading the Program.

Communication/Community Outreach:

- Campuses closed for winter break December 23rd-January 3, 2025
- Charter Renewal Presentation to the Sarasota County School Board
 - January 14, 2025 10:30 am
- Next Meeting: January 21, 2025 2:30 pm High School Campus

Florida School Recognition Award Funding

(1) The Legislature finds that there is a need for a performance incentive program for outstanding faculty and staff in highly productive schools. The Legislature further finds that performance-based incentives are commonplace in the private sector and should be infused into the public sector as a reward for productivity.

(2) The Florida School Recognition Program is created to provide financial awards to public schools that:

(a) Sustain high performance by receiving a school grade of "A," making excellent progress; or

(b) Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade and sustaining the improvement the following school year.

In order to distribute the funds, the staff must determine how/who shall receive the one-time award and will then be presented to the Board of Directors for approval at the 17 December, 2024 Board meeting. Please complete the following survey no later than close of business 11 December, 2024.

- 1) Equally distribute funds to ALL staff currently employed with SMA and employed with SMA for the 2023-2024 school year.
- 2) Equally distribute funds to current employees holding positions that require a Florida teaching certificate, were employed with SMA and held a teaching certificate for the 2023-2024 school year.
- 3) Comments:

SMA athletics is in the heart of the winter sports seasons.

At the high school basketball, soccer and wrestling have started their competitive seasons. The highlight so far has been the success of the boys' soccer team. They have a record of 3 wins and 3 losses at this time. This includes a win in the new WCAC (conference). The basketball and wrestling teams, both under new leadership, have shown an increase in participation.

The boys and girls basketball seasons at the Prep just wrapped up their seasons. Both teams showed improvement as the season progressed. The flag football program will get underway after the holiday break.

To help offset the increasing operating costs, the athletic department will be undertaking two fundraising opportunities after the holiday break. One of these will be running the SMA talent show. This will also include a silent auction.

SARASOTA MILITARY ACADEMY

Senior Army Instructor
801 North Orange Avenue
Sarasota, Florida 34236

12 December 2024

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY

THRU: Superintendent Sarasota Military Academy

SUBJECT: Significant Activities Report (SAR)

Significant Activities (DEC 2024):

- **11 DEC 2024:** County Rifle Match (SMA HS).
- **12-16 DEC 2024:** Air Rifle Winter Competition (Olympic Training Center, Colorado Springs, CO).
- **12 DEC 2024:** Military Ball Dress Down Day Fundraiser (SMA HS).
- **13 DEC 2024:** Military Ball (Art Ovation Hotel).
- **14 DEC 2024:** SMA NCAA Color Guard Performance (Orange Bowl, Miami, FL).

Significant Activities (JAN 2024):

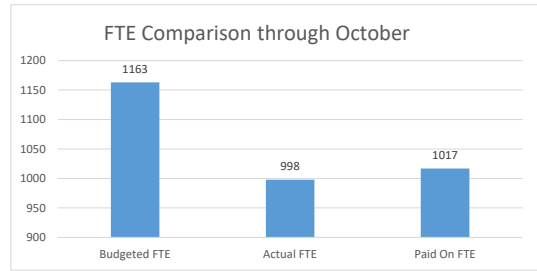
- **11 JAN 2024:** Sarasota County Rifle Meet (SMA H.S. Campus).
- **15 JAN 2024:** SMA Academy Cohort Information Meeting (SMA H.S. Conference Room).
- **18 JAN 2024:** State Rifle Meet (Mariner H.S.).
- **25 JAN 2024:** SMA Invitational Drill Meet (Booker H.S.).

SAI Summary and Outlook:

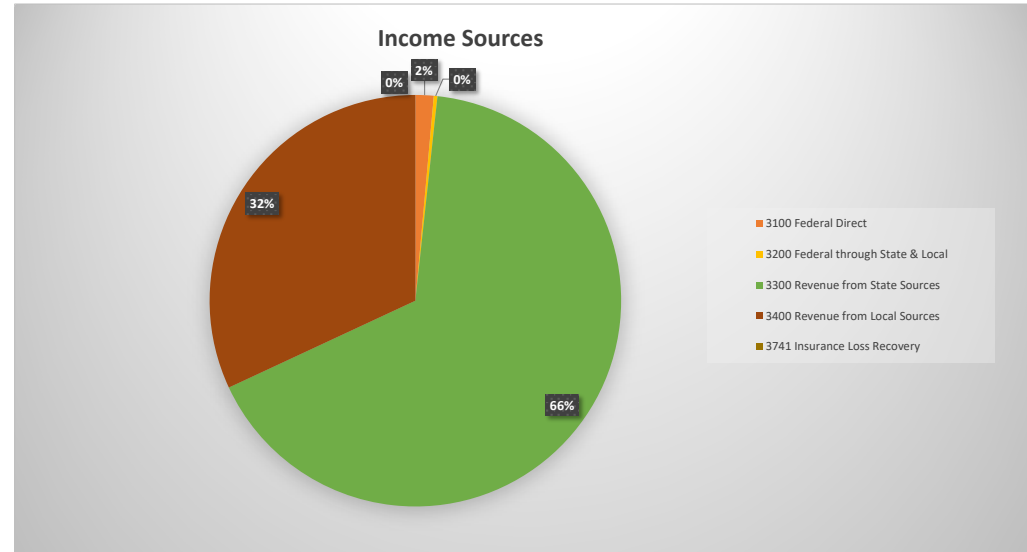
• **Summary:** The SMA JROTC Department main focus this month was planning and resourcing then annual SMA Military Ball held on 13 DEC 2024 at the Art Ovation Hotel in Downtown Tampa. Guest Speaker Tonya Oxendine from the Wounded Warrior Speaks Project delivers a motivational speech on success through setbacks and adversity. We will round off the month with a Color Guard Performance at the Orange Bowl in Miami and head into the Winter Break with momentum to carry us over to next semester. We will be hosting Rifle and Drill Meets in January in line w/ our best annual traditions!

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

Profit and Loss Pie Charts through October 2024



Income		
3100 Federal Direct	\$	62,186
3200 Federal through State & Local	\$	12,480
3300 Revenue from State Sources	\$	2,887,350
3400 Revenue from Local Sources	\$	1,389,628
3741 Insurance Loss Recovery	\$	-
Total Revenue		\$4,351,644



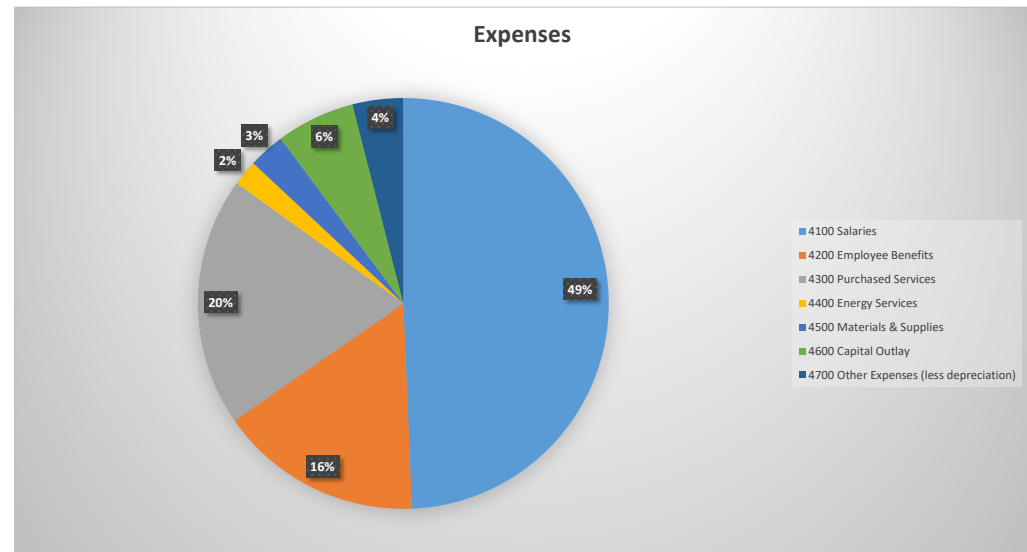
Expenses		
4100 Salaries	\$2,139,506	
4200 Employee Benefits	\$693,711	
4300 Purchased Services	\$850,494	
4400 Energy Services	\$87,327	
4500 Materials & Supplies	\$124,032	
4600 Capital Outlay	\$268,003	
4700 Other Expenses (less depreciation)	\$173,190	

Total Operating Expenses \$4,336,263

Net Operating Income \$15,381

Depreciation Expense \$234,376

Net Income -\$218,995



Salaries & Benefits Equal 65 % of Operating Budget

Sarasota Military Academy

Balance Sheet- By Campus

As of October 31, 2024

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and cash equivalents	1,767,427
8-1111 Sport Team Bank Accounts	50,452
Total Bank Accounts	\$ 1,817,879
Other Current Assets	
1130 Accounts Receivable	12,766
1220 Due from Other Governments	39,425
Total Other Current Assets	\$ 52,191
Total Current Assets	\$ 1,870,069
Total Fixed Assets	\$ 18,627,244
TOTAL ASSETS	\$ 20,497,313
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	\$ 80,656
Total Credit Cards	\$ 149,769
Total Other Current Liabilities	\$ 1,084,965
Total Current Liabilities	\$ 1,315,389
Total Long-Term Liabilities	\$ 8,780,168
Total Liabilities	\$ 10,095,557
Equity	
3010 Invested In Capital Assets, Net	8,812,050
3020 Temporarily Restricted Net Asse	53,699
3030 Unrestricted Net Assets	1,755,002
Net Income	(218,995)
Total Equity	\$ 10,401,755
TOTAL LIABILITIES AND EQUITY	\$ 20,497,313

Wednesday, Dec 04, 2024 04:38:31 AM GMT-8 - Accrual Basis

$\$1,870,069 - \$1,248,499 = \$554,700$ Working Capital; Down \$162,230

Ratio of Assets to Liabilities = $\$1,870,069 / \$1,315,389$; 1.42 Down .14

Working capital is down \$430K since July 1 due to 2 reasons: One is we started the year anticipating enrollment of 1080, and in October we were paid on 1017. The drop will continue as in November we were paid on 993. So anticipate it to hit bottom in November, 87 lower than first anticipated. The second reason is we have had multiple AC systems needing repair or replacement on both campuses, also eating into the working capital.

Sarasota Military Academy

Budget vs. Actuals: FY25 Budget - FY25 P&L

July - October, 2024

4 Months in should be 34%

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
3100 Federal Direct	62,186	211,080	29.00 %
3200 Federal Through State & Local	12,480	41,218	30.00 %
3300 Revenue from State Sources	2,887,350	8,122,101	36.00 %
3400 Revenue from Local Sources	1,389,628	5,427,321	26.00 %
Total Income	\$4,351,644	\$13,801,720	32.00 %
GROSS PROFIT	\$4,351,644	\$13,801,720	32.00 %
Expenses			
4100 Salaries	2,139,506	6,656,556	32.00 %
4200 Employee Benefits	693,711	2,427,922	29.00 %
4300 Purchased Services	850,494	2,070,461	41.00 %
4400 Energy Services	87,327	284,532	31.00 %
4500 Materials & Supplies	124,032	301,843	41.00 %
4600 Capital Outlay	268,003	237,721	113.00 %
4700 Other Expenses	407,566	1,338,449	30.00 %
Total Expenses	\$4,570,639	\$13,317,484	34.00 %
NET OPERATING INCOME	\$ -218,995	\$484,236	-45.00 %
NET INCOME	\$ -218,995	\$484,236	-45.00 %

Sarasota Military Academy

Profit and Loss - YTD - By Campus

July - October, 2024

	HS	PREP	TOTAL
Income			
3100 Federal Direct	62,186		\$62,186
3200 Federal Through State & Local	6,980	5,500	\$12,480
3300 Revenue from State Sources	1,554,126	1,333,224	\$2,887,350
3400 Revenue from Local Sources	823,153	566,475	\$1,389,628
Total Income	\$2,446,446	\$1,905,199	\$4,351,644
GROSS PROFIT	\$2,446,446	\$1,905,199	\$4,351,644
Expenses			
4100 Salaries	1,215,027	924,478	\$2,139,506
4200 Employee Benefits	381,312	312,398	\$693,711
4300 Purchased Services	452,024	398,471	\$850,494
4400 Energy Services	38,009	49,319	\$87,327
4500 Materials & Supplies	69,249	54,783	\$124,032
4600 Capital Outlay	166,615	101,388	\$268,003
4700 Other Expenses	276,621	130,945	\$407,566
Total Expenses	\$2,598,857	\$1,971,782	\$4,570,639
NET OPERATING INCOME	\$ (152,412)	\$ (66,583)	\$ (218,995)
NET INCOME	\$ (152,412)	\$ (66,583)	\$ (218,995)

Due to enrollment numbers, the large P&C payment in July and repairs of AC systems...



Parent Teacher Cadet Council

2024/25 Council Members

President:	Nikki Orth	Vice Presidents:	Amber Martin
Treasurer:	Maria Urrestta	Secretary:	TBD
		Grant Coord:	Nikki Orth
Merchandise Coord.:	Amber Martin	Parent/Volunteer Liaison:	Nathalie Knipfer
Social Media:	Karen Medina	Calendar/Events Coord.:	TBD
HS Staff Representative:	Dr. Ferradino	Prep Staff Representative:	TBD
Middle School Cadet Council Program Liaison:	Nikki Orth	Cadet Rep.:	Hanna Monahan, Rackel Urrestta

<p>What's New:</p> <ul style="list-style-type: none">● Actively Recruiting for PTCC members for 2024/2025 Year● New Merchandise - Lanyards● Up Coming fundraiser<ul style="list-style-type: none">1. Dress Down Day in Jan at HS2. Walk-A-Thon at Prep	<p>Event Recap:</p> <ul style="list-style-type: none">● Wreaths-Across-America● Veteran's Luncheon● Holiday Breakfast for Teachers/Staff at both campuses									
<p>Upcoming Events:</p> <p>January</p> <ul style="list-style-type: none">1. Prep Planing for the WalkATHon2. Preparing for a book fair at the high school <p>Febuary</p> <ul style="list-style-type: none">1. <p>March</p> <ul style="list-style-type: none">1. Walk-A-Thon <p>NEXT MEETING: January 2025</p>	<p>Grant and Donation Summary:</p> <p>Approved by Grant Committee (August): Proposed Annual Budget = \$11,000 (upto \$500 per request per semester/per Dept.)</p> <table><tr><th>Location</th><th>Requested</th><th>Approved</th></tr><tr><td>High</td><td>7</td><td>6</td></tr><tr><td>Middle</td><td>7</td><td>6</td></tr></table> <p>Total Grant Approval Amount for FY'24/25: \$1,850</p> <p><i>NOTE: All grants \$100.01 or more need additional approval.</i></p> <p>August 21, 2024</p>	Location	Requested	Approved	High	7	6	Middle	7	6
Location	Requested	Approved								
High	7	6								
Middle	7	6								

PTCC@oursma.org