

**SARASOTA MILITARY ACADEMY
BOARD OF DIRECTORS
Tuesday, January 21, 2025**

- Call to Order
- Pledge of Allegiance
- Approval of the Minutes -Tab 1
 - December 17, 2024
- Head of School Report – SMA Prep Tab 2
 - Faculty Representative
- CEO/Head of School Report – SMA High Tab 3
 - Athletic Director Report
 - Faculty Representative
- SAI Report - Tab 4
- Treasurer’s Report - Tab 5
 - Monthly Financial Report
 - Financial Discussion
- 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

17 DECEMBER 2024

Board of Director Members' Attendance

Present:

Dr. Thomas J. McElheny, Former Capt, USMC, Chair
Brent Bogart, Former LT, USN
Heather Koester, Former SGT, USAR (virtual)
Scott Lempe, Lt Col, USAF (Ret)
Carlos Moreira, 1st Sgt, USMCR
Jerry Neff, BG, USA (Ret)
Ron Skipper, Former Capt, USAF
Richard Swoope, COL, USA (Ret)
Michael Tollerton, Former CPT, USA

Absent: Erica Gregory, Lt Col, USAF (Ret), Vice Chair; Ben Knisely, COL, USA (Ret), Secretary; Pete Skokos, Treasurer; SMA-COL Christina Bowman, CEO/Head of High School; SMA-COL Tom Vara, Head of Middle School; Dr. 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-LTC Caitlin West, Assistant Head of High School
SMA-LTC Abby Williams, Assistant Head of High School
SMA-LTC Steve Kok, Director of Finance
MAJ (Ret) Russ Osterfeld, SAI

Guests in Attendance: CSM Jack Phinney, JROTC Instructor; SFC Ernesto Ramirez, HS Faculty Representative

Location: SMA High School

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

Chair Thomas McElheny started the Pledge of Allegiance.

Motion to Approve the 06 November 2024 Minutes:

Mr. Ron Skipper moved to approve the 06 November 2024 minutes; BG Jerry Neff seconded the motion and the board unanimously approved.

Head of Middle School Report: SMA-COL Tom Vara provided a read-ahead report. Chair McElheny commended Dr. Cheryl Korwin on a job well done with testing.

CEO/Head of High School: SMA-COL Christina Bowman provided a read-ahead report. SMA-LTC Caitlin West stated the biology scores outranked the state.

Mr. Brent Bogart moved to approve the School Recognition Funds to be evenly distributed; Ms. Michael Tollerton seconded the motion and the board unanimously approved.

SAI Report: MAJ Russ Osterfeld provided a read-ahead report. He discussed a new service academy cohort program and working with SMA-LTC West on components and recruitment with middle schools. Chair McElheny inquired if the academics is in accordance with what is needed for this new program in which SMA-LTC Abby Williams replied the classes are available through a minor alteration in scheduling. BG Neff stated that he and Ms. Tollerton could assist, as they are both on the nominating committee for service academies. Ms. Tollerton recommended SAT and ACT preparation to be included in the program. Chair McElheny inquired if there is an existing SAT/ACT preparation course available in which SMA-LTC West replied there is not currently one. Mr. Carlos Moreira stated that he would also volunteer his services to get involved with this new program. Chair McElheny inquired if interviewing skills are currently offered in which MAJ Osterfeld replied that this is offered during LET 4 JROTC class.

Academy Athletics Report: N/A

Staff Representatives: N/A

Treasurer's Report: SMA-LTC Steve Kok provided a read-ahead report. He discussed the current FTE and expected expenses for campus improvements. SMA-LTC Kok stated the accounting firm has allowed SMA to transfer account to Ms. Glassmoyer's new firm.

Mr. Bogart moved to approve the transfer of 990 from Kerkering Barberio accounting firm to Pellegrino, McFarland and Tortora P.A. and transfer accounts from Kerkering Barberio accounting firm to Ms. Jenny Glassmoyer; Ms. Skipper seconded the motion and the board unanimously approved.

Lt Col Scott Lempe discussed meeting with SMA-LTC Kok and SMA-CPT Savannah Kalka on current financials and the outstanding debts for both campuses. Chair McElheny asked the board for suggestions on how to move forward and ideas for additional funding.

Bylaws Committee: Chair McElheny stated a recommendation to SMA-COL Bowman was made on reviewing our bylaws and articles of incorporation.

Ms. Tollerton moved to approve the review of bylaws and articles of incorporation; Mr. Moreira seconded the motion and the board unanimously approved.

PTCC Report: N/A

Chair Report: Chair McElheny thanked SMA-COL Vara for his years of service to SMA and wish him the best in his next endeavor. He discussed the top priority of the CEO is to be financially responsible and Lt Col Lempe would work closely with SMA-COL Bowman as he has extensive school planning. Chair McElheny stated the need to increase FTE with quality programming and teachers and to engage the parents and faculty for suggestions. SFC Ramirez mentioned a few scheduling options in which Mr. Moreira stated to present at the next board meeting. Lt Col Lempe inquired as to ways to obtain honest feedback from the staff.

Board: N/A

Old Business: N/A

New Business: N/A

Public Comments: N/A

The next board meeting will be on 21 January 2025 at 2:30pm at the High School campus.

The chair adjourned the meeting at 3:25pm.

Dr. Thomas McElheny, Chair

Date

COL Ben Krisely, Secretary

Date

Sarasota Military Academy Prep
Dr. Cheryl Korwin
Head of School
Read Ahead for the Board Meeting
January 21, 2025

Current Enrollment

- **425 Students**
The decline in enrollment is primarily due to families relocating or facing housing challenges caused by the recent hurricanes.
-

Staffing Updates

- **Teacher Resignations:** 2.5 teachers resigned between December 20 and January 16.
 - AgScience: Replaced seamlessly with a current substitute.
 - US History and Civics: Absorbed by combining classes and assigning two teachers an extra period.
 - ESOL/Spanish: Taken on by an ELA teacher, with some ELA classes combined and redistributed among current staff. This strategic restructuring eliminated the need to hire additional staff.
-

Field Trips and Activities

- **8th Grade:**
 - Participated in several on-campus and off-campus trips, including:
 - Sub Zero
 - The Circus Conservatory
 - NASA
 - Scheduled to visit the high school later this month for a tour.
 - **7th Grade:**
 - Attended Mote Marine Laboratory for a squid dissection experience.
 - **6th Grade:**
 - Visited Selby Gardens to enhance their AgScience curriculum.
-

Course Recovery

- Course recovery programs for middle school students are progressing well.
-

Administrative Highlights

- **Bryan Burns:** Recently appointed as Assistant Head of School. He has quickly adapted to his new role and is performing exceptionally.
 - **Enrollment Efforts:**
 - Enrollment meetings have been well attended.
 - **SPIN Night:** Scheduled for Thursday, January 23. We anticipate a strong turnout.
-

Social Media Growth

- **Elizabeth Green:** Significantly enhanced SMA Prep's Facebook and Instagram presence, strengthening our community engagement.
-

High School Head of School
January, 2025

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:**
 - Out of Field Instructor Approval
- **College, Careers, and Citizenship**
 - The administrative team met with a District representative regarding adding CTE (Career and Technical) course to our schedule for the 2025-2026 school year. These courses provide an opportunity for our cadets to receive a certificate at the end of the course, given they pass the CTE exam. This will increase our acceleration points and impact the school grade.
- **Character and Leadership Development**
 - Florida West Coast West Point Leadership and Ethics Conference
 - February 21, 2025
 - Two cadets and one counselor attending
 - First time students outside of Hillsborough County have been invited to attend the event at the University of Tampa.

Communication/Community Outreach:

- SMA Prep Middle School Spin Night: Thursday, January 23, 2025 5:00-6:30pm
- Next Meeting: February 25, 2025 2:30 pm High School Campus



Sarasota Military Academy

January 21, 2025

Dear Parent/Guardian:

As Head of School, I am writing to you to communicate an important piece of information. The Florida Department of Education requires public schools to inform all families when there is an instructor who is designated as “Out-of-Field.” “Out-of-Field” is a term for teachers who are assigned teaching duties in a class where the subject matter is outside the field in which the teacher is certified.

Your child is currently being instructed by SMA-CPT Linda Diaz, who is teaching Spanish, and is considered by the Florida Department of Education, as noted above, to be an “Out of Field” teacher for the second semester of the 2024-2025 academic year.

It is important to note that SMA-CPT Diaz currently holds a teaching certificate in Elementary Education, ESOL and has a Reading Endorsement. Her professional and instructional experience is vast and exemplary and SMA is completely confident in SMA-CPT Diaz’s ability to fully instruct her classes.

Thank you for your continued support of SMA and its academic excellence.

Sincerely,

SMA-COL Cheryl Korwin
Head of School, Middle School Campus
Sarasota Military Academy



Sarasota Military Academy

January 21, 2025

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Your child is currently being instructed by SMA-CPT Lori Wood, in US History, and is considered by the Florida Department of Education, as noted above, to be an “Out of Field” teacher for the second semester of the 2024-2025 academic year as she is not certified in Social Studies Grades 6-12.

It is important to note that SMA-CPT Wood currently holds a teaching certificate in English Grades 6-12, and has years of teaching experience.

Thank you for your continued support of SMA and its academic excellence.

Sincerely,

SMA-COL Cheryl Korwin
Head of School, Middle School Campus
Sarasota Military Academy



Sarasota Military Academy

January 14, 2025

Dear Parent/Guardian:

As Head of School, I am writing to you to communicate an important piece of information. The Florida Department of Education requires public schools to inform all families when there is an instructor who is designated as “Out-of-Field.” “Out-of-Field” is a term for teachers who are assigned teaching duties in a class where the subject matter is outside the field in which the teacher is certified.

Your child is currently being instructed by SMA-CPT Lori Wood, in English Language Arts, and is considered by the Florida Department of Education, as noted above, to be an “Out of Field” teacher for the start of the 2024-2025 academic year as she not completed the required 300 hours of ESOL training. SMA-CPT Wood will continue to complete the required hours this school year.

It is important to note that SMA-CPT Wood currently holds a teaching certificate in English Grades 6-12, and has years of teaching experience.

Thank you for your continued support of SMA and its academic excellence.

Sincerely,

SMA-COL Cheryl Korwin
Head of School, Middle School Campus
Sarasota Military Academy



Sarasota Military Academy

January 14, 2025

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Your child is currently being instructed by SMA-CPT Billy Hodges, who is teaching English Language Arts, and is considered by the Florida Department of Education, as noted above, to be an “Out of Field” teacher for the 2024-2025 academic year.

It is important to note that SMA-CPT Hodges currently holds a teaching certificate in Computer Science Grades 6-12 and is scheduled to take the English Language Arts FDOE Assessment. His professional and instructional experience is vast and exemplary and SMA is completely confident in SMA-CPT Hodges’ ability to fully instruct his classes.

Thank you for your continued support of SMA and its academic excellence.

Sincerely,

SMA-COL Cheryl Korwin
Head of School, Middle School Campus
Sarasota Military Academy

SARASOTA MILITARY ACADEMY

Senior Army Instructor
801 North Orange Avenue
Sarasota, Florida 34236

13 January 2024

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY

THRU: Superintendent Sarasota Military Academy

SUBJECT: Significant Activities Report (SAR)

Significant Activities (JAN 2025):

- **10 JAN 2025:** SMA Adventure Raiders Try-Outs (SMA Prep Campus).
- **11 JAN 2025:** Sarasota County Rifle Meet (SMA H.S. Campus).
- **14 JAN 2025:** International Humanitarian League Information Brief (SMA H.S. Campus).
- **15 JAN 2025:** SMA Service Academy Cohort Information Brief (SMA H.S. Campus).
- **18 JAN 2025:** JROTC State Rifle Meet (Island Coast H.S., Cape Coral, FL).
- **18 JAN 2025:** BMW Drill Meet (Brandon H.S.).
- **22-23 JAN 2025:** American Legion National Postal. (Sarasota, FL).
- **25 JAN 2025:** USA Shooting FL State Junior Olympic Rifle Championships (Shoot Straight, Sarasota).
- **25 JAN 2025:** SMA Drill Invitational (Booker H.S.).
- **29 JAN – 2 FEB 2025:** Junior Air Rifle Nationals (Camp Perry, OH).

Significant Activities (FEB 2025):

- **1 FEB 2025:** University of Tampa Drill Meet (University of Tampa).
- **1-2 FEB 2025:** Junior Air Rifle Nationals (Camp Perry, OH.).
- **5-9 FEB 2025:** JROTC Service Championships (Anniston, AL).
- **7 FEB 2025:** Junior Cadet Leadership Camp (JCLC) IPR (MS Teams / Manatee H.S.).
- **8 FEB 2025:** East River Drill Meet (Orlando, FL).
- **26 FEB 2025:** JROTC Rifle Team Mulberry Match-Up (Mulberry H.S.).

- **27 FEB 2025:** CMP State Championships at (Central H.S. Brooksville, FL).

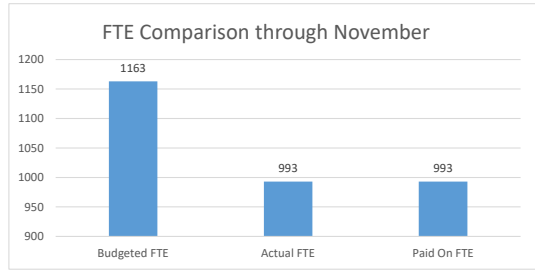
SAI Summary and Outlook:

- **Summary:** The SMA JROTC Department just wrapped up the 1st Semester of the School Year. Our First Semester emphasis was on standards and discipline, teamwork, and motivation as we pushed the cadets to grow not just at school, but beyond the classroom as well. JROTC Department emphasis for 3rd QTR is building momentum and finishing strong. Our Rifle and Drill Teams are currently in full season, proudly representing SMA at events around the state of FL and the broader USA as well. SMA Adventure Raider Team tryouts were conducted on 10 January 2025 w/ team selections being announced on 15 January.

- **Outlook:** 2nd Semester, SY 2024-2025 begins with a very busy 3rd Quarter for the SMA JROTC Department. We will have all multiple JROTC Rifle and Drill Team competition going on simultaneously as well as begin two new Academic Campaigns, (*International Humanitarian League (IHL) and SMA Service Academy Cohort*). SMA aims to field a dedicated and determined IHL Team to represent the Academy at the National Competition in Washington D.C. in July. Additionally, SMA currently has five cadets competing for Service Academy admission. We have formed a Service Academy Cohort in an effort to increase Service Academy Interest and Applications while simultaneously preparing them for the entirety of the application process. Mission Statement for the Cohort is “*A Lifetime of Service.*” The primary goal of the program is to successfully prepare multiple cadets for acceptance into our nations Service Academy on an annual basis. Secondary goal of the program is to enhance SMA recruiting efforts at the Middle and High School level.

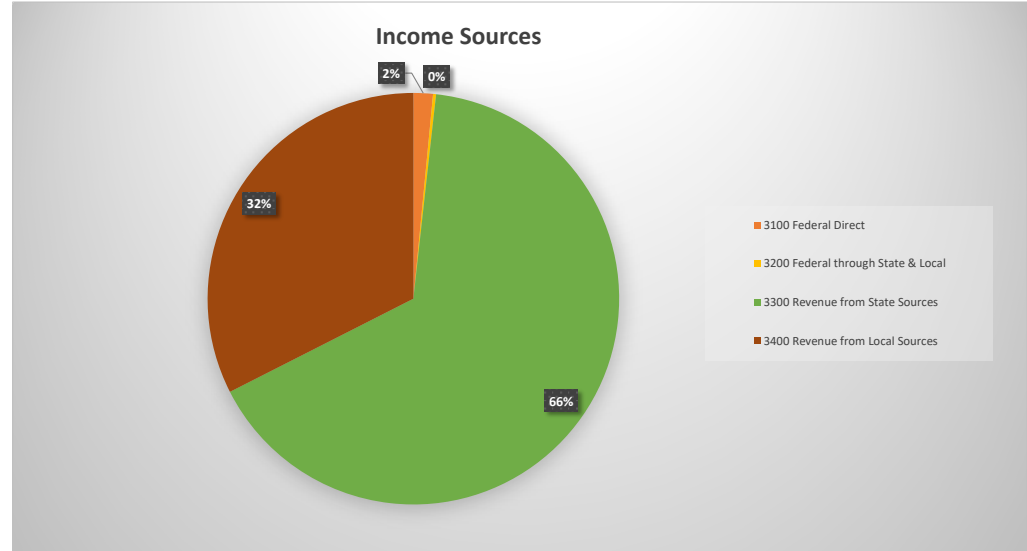
RUSSELL R. OSTERFELD
MAJ (Retired), U.S. Army
JROTC, Senior Army Instructor

Profit and Loss Pie Charts through November 2024



Income		
3100 Federal Direct	\$	80,404
3200 Federal through State & Local	\$	12,480
3300 Revenue from State Sources	\$	3,460,726
3400 Revenue from Local Sources	\$	1,709,157

Total Revenue \$5,262,767



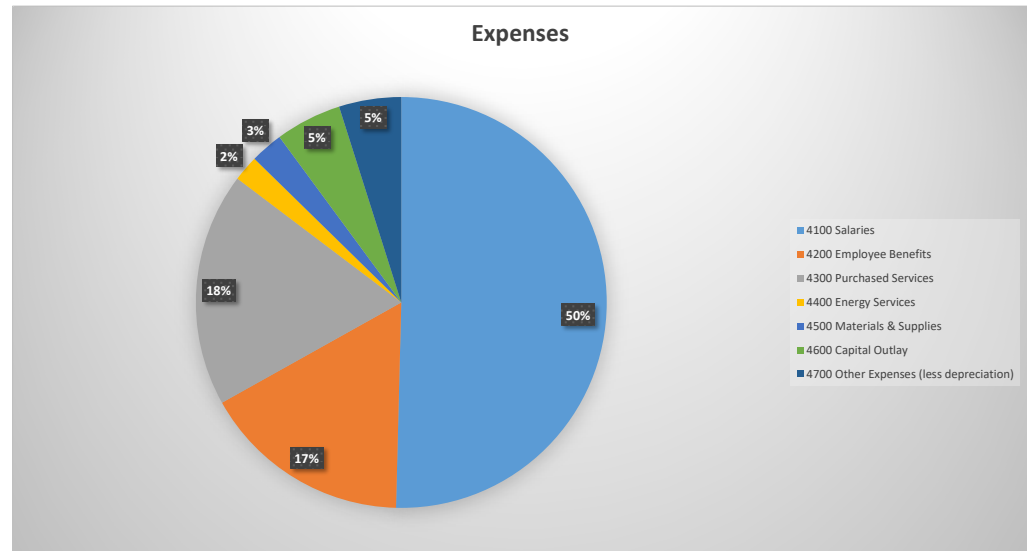
Expenses		
4100 Salaries	\$2,709,860	
4200 Employee Benefits	\$885,755	
4300 Purchased Services	\$989,638	
4400 Energy Services	\$109,147	
4500 Materials & Supplies	\$138,257	
4600 Capital Outlay	\$279,805	
4700 Other Expenses (less depreciation)	\$263,240	

Total Operating Expenses \$5,375,702

Net Operating Income -\$112,935

Depreciation Expense \$292,970

Net Income -\$405,905



Salaries & Benefits Equal 67% of Operating Budget

Sarasota Military Academy
Balance Sheet- By Campus
As of November 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and cash equivalents	1,438,936
8-1111 Sport Team Bank Accounts	48,421
Total Bank Accounts	\$ 1,487,358
Other Current Assets	
1220 Due from Other Governments	88,718
Total Other Current Assets	\$ 88,718
Total Current Assets	\$ 1,576,076
Total Fixed Assets	\$ 18,723,184
TOTAL ASSETS	\$ 20,299,260
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	\$ 161,658
Total Credit Cards	\$ 119,740
Total Other Current Liabilities	\$ 1,082,483
Total Current Liabilities	\$ 1,363,882
Total Long-Term Liabilities	\$ 8,720,532
Total Liabilities	\$ 10,084,414
Equity	
3010 Invested In Capital Assets, Net	8,812,050
3020 Temporarily Restricted Net Asse	82,606
3030 Unrestricted Net Assets	1,726,095
Net Income	(405,905)
Total Equity	\$ 10,214,845
TOTAL LIABILITIES AND EQUITY	\$ 20,299,260

Wednesday, Jan 08, 2025 03:54:08 AM GMT-8 - Accrual Basis

\$1,576,076 - \$1,363,882 = \$212,194 Working Capital; Down \$342,486

Ratio of Assets to Liabilities = \$1,576,076 / \$1,363,882; 1.16 Down .26

Working Capital down about \$770K from July 1st for several reasons: Paid P&C upfront- \$117K; Returned overpaid FTE from 1080 down to 993- Approx. \$300K; Multiple AC Units- Approx. \$300K

Sarasota Military Academy

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

July - November, 2024

5 Months in should be 42%

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
3100 Federal Direct	80,404	211,080	38.00 %
3200 Federal Through State & Local	12,480	41,218	30.00 %
3300 Revenue from State Sources	3,460,726	8,122,101	43.00 %
3400 Revenue from Local Sources	1,709,157	5,427,321	31.00 %
Total Income	\$5,262,767	\$13,801,720	38.00 %
GROSS PROFIT	\$5,262,767	\$13,801,720	38.00 %
Expenses			
4100 Salaries	2,709,860	6,656,556	41.00 %
4200 Employee Benefits	885,755	2,427,922	36.00 %
4300 Purchased Services	989,638	2,070,461	48.00 %
4400 Energy Services	109,147	284,532	38.00 %
4500 Materials & Supplies	138,257	301,843	46.00 %
4600 Capital Outlay	279,805	237,721	118.00 %
4700 Other Expenses	556,210	1,338,449	42.00 %
Total Expenses	\$5,668,672	\$13,317,484	43.00 %
NET OPERATING INCOME	\$ -405,905	\$484,236	-84.00 %
NET INCOME	\$ -405,905	\$484,236	-84.00 %

Low on the income line due to high enrollment projections.

Sarasota Military Academy

Profit and Loss - YTD - By Campus

July - November, 2024

	HS	PREP	TOTAL
Income			
3100 Federal Direct	80,404		\$80,404
3200 Federal Through State & Local	6,980	5,500	\$12,480
3300 Revenue from State Sources	1,862,629	1,598,097	\$3,460,726
3400 Revenue from Local Sources	1,016,741	692,417	\$1,709,157
Total Income	\$2,966,753	\$2,296,014	\$5,262,767
GROSS PROFIT	\$2,966,753	\$2,296,014	\$5,262,767
Expenses			
4100 Salaries	1,535,286	1,174,573	\$2,709,860
4200 Employee Benefits	488,296	397,459	\$885,755
4300 Purchased Services	523,241	466,397	\$989,638
4400 Energy Services	47,089	62,058	\$109,147
4500 Materials & Supplies	79,341	58,916	\$138,257
4600 Capital Outlay	171,888	107,917	\$279,805
4700 Other Expenses	369,807	186,403	\$556,210
Total Expenses	\$3,214,948	\$2,453,723	\$5,668,672
NET OPERATING INCOME	\$ (248,196)	\$ (157,709)	\$ (405,905)
NET INCOME	\$ (248,196)	\$ (157,709)	\$ (405,905)

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