

**SARASOTA MILITARY ACADEMY
BOARD OF DIRECTORS
Tuesday January 17, 2023**

- Call to Order
- Pledge of Allegiance
- Approval of the Minutes-Tab 1
 - December 13, 2022
- CEO Report Tab 2
 - HR Update
- Head of School Report – SMA Prep Tab 3
 - Athletic Director Report
 - Faculty Representative
- Head of School Report – SMA High Tab 4
 - Athletic Director Report
 - Faculty Representative
- SAI Report Tab 5
- Treasurer’s Report Tab 6
 - Monthly Financial Report
 - Salaries
- SMA Foundation, Inc. Report Tab 7
- Committee Report Tab 8
 - PTCC Committee Report
- Chairperson’s Report
- New Business
 - Charter School Advocacy
- Old Business
- Public Comment
- Meeting Adjournment

Sarasota Military Academy

BOARD OF DIRECTORS

MEETING MINUTES

13 DECEMBER 2022

Board of Director Members' Attendance

Present:

Thomas J. McElheny, EdD, CAPT, USMC (Ret), Chair
Scott Lempe, LTC, USA (Ret), Vice Chair/Treasurer
Ben Knisely, COL USA (Ret), Secretary
Brian Crupi, LTC, USAR
Erica Gregory, Lt Col, USAF (Ret)
Heather Koester (virtual)
Linda Long
Peter Skokos
Richard Swoope, COL (Ret)
Jim Tollerton
Cynthia West, RN Lt, USA (Ret)

Herb Jones, Vice Chair, SMA Foundation Inc. (virtual)
Rafael Robles, Executive Director, SMA Foundation Inc.

Absent: SMA-LTC Caitlin West, Assistant Head of High School; SMA-MAJ Lisa Currie, Assistant Head of Middle School; MAJ Becky Morris, Assistant Head of 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 Abby Williams, Assistant Head of High School
MAJ Clarence Arrington, Senior Army Instructor
SMA-LTC Steve Kok, Director of Finance
MSG Teddy Grace, (Ret) Athletic Director, High School
SMA-COL Tom Vara, Head of Middle School
SMA-MAJ Leslie Smith, Athletic Director, Middle School (virtual)

Guests in Attendance: SMA-CPT George Barbaresi, HS Faculty Rep; SMA-MAJ Michael Finley
Location: SMA High School

The chair called the meeting to order at 2:31 pm.

Chair Thomas McElheny started the Pledge of Allegiance.

Motion to Approve the 18 October 2022 Minutes:

COL Ben Knisely moved to approve the 18 October 2022 minutes; Ms. Linda Long seconded the motion and the board unanimously approved.

Board entered Executive Session.

Chief Executive Officer: SMA-COL Christina Bowman provided a read-ahead report. She mentioned the Youth Philanthropy Award won by our senior cadet, Lorenzo Liberti. SMA-COL Bowman read a letter from an SMA alumnus thanking SMA-MAJ Michael Finley for his impact as the drumline teacher on his music career after graduation. She stated that looking into the total instructional hours allowed SMA to give back the two professional days the county used to make up for hurricane days lost to our faculty on 9 January and 20 March.

Head of Middle School Report: SMA-COL Tom Vara provided a read-ahead report. He mentioned a successful visit with City Commissioner Erik Arroyo put together by the Spanish teachers to speak with the cadets about his family's journey from the Dominican Republic and his background in public office. SMA-COL Vara discussed cadets dismissed at the end of the semester and thanked Kathy Simon for organizing the staff luncheon.

Middle School Athletics Report: SMA-MAJ Leslie Smith provided a read-ahead report. She discussed the first semester sports and tryouts for soccer and lacrosse commencing after the break.

Head of High School Report: SMA-COL Bowman provided a read-ahead report.

High School Athletics Report: MSG Teddy Grace provided a read-ahead report.

SAI Report: MAJ Clarence Arrington provided a read-ahead report. He mentioned the Military Ball is that Saturday, 17 December. MAJ Arrington stated currently three nominations out of six open applications to the service academies. He stated three Raiders teams placed first in the Best Raider competition and the Rifle team is in Colorado touring the Junior Olympics Training Center.

Treasurer's Report: SMA-LTC Steve Kok provided a read-ahead report. He discussed the profit and loss per campus and the increase in FTE numbers for the second semester. SMA-LTC Kok mentioned that SMA's percentage of total salaries to overall expenses is in line with the majority of schools he learned about at the budget convention. Chair McElheny thanked Treasurer Scott Lempe and SMA-LTC Kok for presenting the financials in a cleaner and sharper format.

Staff Representatives: Both SMA-CPT Barbaresi and SMA-MAJ Smith discussed the concerns of faculty on both campuses are SMA meeting the new county raises.

PTCC Report: SMA-COL Bowman provided a read-ahead report.

Foundation: Mr. Rafael Robles provided a read-ahead report. He explained his financial dashboard includes unrestricted and restricted funds that are allocated to various programs. Mr. Robles stated the change in financials presented reflects goals broken down by quarter as the board has requested. He mentioned the gala date and location and replied to Dr. Brian Crupi as to invitations will be sent out in January. Ms. Linda Long inquired as to when the donor acknowledgements from the Giving Tuesday campaign will be sent in which Mr. Robles replied that it will be sent before break. Mr. Jim Tollerton inquired as to the board making calls to donors in which Mr. Robles replied that he would like to implement it in January.

Chair Report: Chair McElheny discussed how the board would start defining who we want SMA to be with submissions to SMA-COL Bowman to compile data to start presenting at the next

meeting. He explained the student body has changed from twenty years ago and we need to align ourselves with our strategic plan outlining the values and college and career preparation. Chair McElheny discussed the importance of structure and its impact on the new proposed organization chart handed out. He discussed the new county raises and how the increase of our footprint in the community can enable the possibility of meeting the county's salaries.

Chair McElheny discussed working with SMA-COL Bowman on allowing a later formation one time per month to enable the board to bring prospects to SMA. He mentioned the implementation of the CRM software would enable every prospect addressed properly through consistent communication to conversion. Chair McElheny stated the importance of identifying specific groups that have similar values and thanked Chair Howard Crowell and the SMA Foundation for covering the expenses of the software.

Old Business: N/A

New Business: SMA-LTC Kok discussed the financials of meeting the county's new salary increase on 18 November as well as the JROTC instructors' increase from the military. COL Knisely inquired as to an increase in the FTE from the county in which SMA-LTC Kok stated that no increase in FTE at this time. Vice Chair Lempe recommended the charter schools approach the county together for an increase in FTE and as the largest charter school in the county, Chair McElheny agreed with SMA initiating. Vice Chair Lempe recommended analyzing electives offered to increase value and class sizes. SMA-COL Bowman stated her concerns about the recent bus driver hourly pay increase to \$25, which exceeds SMA at \$19 and is no longer the highest in the county. She also stated that SMA provides faculty and staff with a better benefits package. Chair McElheny stated compassion, respect, order, and support towards faculty and staff will create loyalty and differentiate us competitively.

Public Comments: SMA-MAJ Finley announced the winter concert will be on 15 December at 6 pm in the gym of the high school campus.

The next board meeting will be on 17 January 2023 at 4:30 pm at the Middle School campus.

The chair adjourned the meeting at 4:06 pm.

Dr. Thomas McElheny, Chair

Date

COL Ben Knisely, Secretary

Date

Chief Executive Officer Report
High School Interim Head of School Report
December 13, 2022

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.
 - 2023 Goal: 67%
 - 8th Grade Prep Middle School Class visiting HS campus January 17th and 19th
- **College, Careers, and Citizenship**
 - Support professional development
 - Professional Development held January 9th
 - Focus: Literacy across the curriculum
 - Focus: Analyze Progress Monitoring Data
- **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.
 - First four Wednesdays of 2nd semester
 - Assembly with each grade level and administration to review cadet expectations.
 - First four Thursdays of 2nd semester
 - Assembly with JROTC instructors to review Seven Army Core Values and Consideration of Others.

- **HR:**
- Positions to fill:
- Academy
 - ESOL Instructor(added position)
- Middle School
 - Computer Science
 - English Language Arts

Communication/Community Outreach:

- Circus Sarasota Kick-off at Formation
 - January 31, 2023
 - 7:20 am
- Special Formation
 - February 1, 2023
 - 10:20 am
 - Marines
- Next Meeting: February 7, 2023 2:30 pm High School Campus

SIS Live.

SIS > Enrollment > View

SARASOTA COUNTY
 SARASOTA MILITARY ACADEMY - 002
 2023 - 2

Options | H

Enrollment by Race

Majority/Minority Section

Grade Level	Majority		Minority		Total
	MALE	FEMALE	MALE	FEMALE	
06	63	24	72	28	187
07	51	36	49	49	185
08	53	31	55	31	170
09	51	36	59	47	193
10	62	23	51	36	172
11	44	16	38	43	141
12	46	17	50	34	147
TOTAL	370	183	374	268	1195

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	7	57	5	63		1	6	18	3	24	187
07		1	3	35	10	51	1	1	3	39	5	36	185
08	1	2	3	47	2	53			2	24	5	31	170
09		2	9	38	10	51			5	40	2	36	193
10		2	9	39	1	62		1	3	30	2	23	172
11		1	5	29	3	44			3	33	7	16	141
12	1	5	2	37	5	46		2	7	24	1	17	147
TOTAL	2	16	38	282	36	370	1	5	29	208	25	183	1195

Head of School Report
for January, 2023

Enrollment

Grade 6: 188

Grade 7: 185

Grade 8: 170

Total: 543

Campus Life/Events

- 1/9-Professional Development for staff
- 1/10-School re-opens
- 1/13- Fire drill-period 6
- 1/16-No School
- 1/17-Prep 8th-grade cadets to visit the HS
- 1/17-Board of Directors meeting 4:30 pm @ Prep
- 1/19-Prep 8th-grade cadets to visit the HS
- 1/20-Drop Everything and Read (DEAR) period 1
- 1/25-Prep blood drive
- 1/26-Dress Down Day for the blood drive
- 1/27-Full lockdown drill-period 1

Cadet Highlights

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

English:	Jasmine France	Angel Pineda Jaimes
Drumline:	Tanae Sugimoto	Stephan Kolometes
Girls Basketball:	Rebecca Kim	
Boys Basketball:	Jose Villanueva	

Meetings/Tours:

- 1/11-Charter school principal meeting
- 1/12-Threat Assessment Team
- 1/18-Parent tour
- 1/21-Prep Administration Meeting
- 1/31-Threat Assessment Team

Parent and Community Highlights

- 1/11-Enrollment/information for parents: 8:30-9:30
- 1/25-Enrollment/information for parents: 8:30-9:30

Security

- Nothing to report at this time

Attention Items

- We hired an Agri-Science and Science teacher
- Social Studies teacher Jason Brockman accepted another teaching position as of 1/1/23
- We are searching to fill the following positions: Social Studies, Computer Science, and English
- We are currently enrolling 16 new cadets
- Open enrollment to conclude on 1/31/23

Athletic Department Report – Board Meeting

for: January 13, 2023

Past Month

Boys Basketball – Loss to Admiral Farragut and Trophy

Boys Soccer- Major improvements

Girls Soccer – Ongoing

Wrestling – Secured Trophy “Army vs Navy” dual with Admiral Farragut 14 DEC

Baseball ~ forming players and conditioning

Next 30 days

Boys Basketball – Boys Soccer- Girls Soccer – District games and closeout

Wrestling – Ongoing Tournaments, Senior Night 18 JAN SMA Prep campus

Baseball ~ forming players and conditioning, Season practice start 23 JAN. Working on adding more teams to schedule~ away games only

Budget

Still working toward keeping a balanced budget across each sport.

Campaigns

No new business sponsor to report.

Pending- In Kind Donations grant from CoolTodayParks, Venice, and Atlanta Braves Spring Training Center. Last contact 13 January 2023

New items

None

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

11 Jan 2023

MEMORANDUM FOR GOVERNING BOARD, SARASOTA MILITARY ACADEMY

THROUGH EXECUTIVE DIRECTOR OF SCHOOLS

SUBJECT: Significant Activities Report

Significant activities past thirty days:

- Finalize Honor Board SOP and set dates to convene
- 17 Dec-Military ball celebrating 20 years of SMA. Guest Speaker was Dr. Peter Tan (Civilian Aide to the Secretary of the Army, Florida North)
- 6 Jan-Performed Honor Guard at the Sarasota Yacht Club
- 13 Jan-Sensitivity Training (Consideration of Others) to 9th grade cadets.

Significant activities next thirty days:

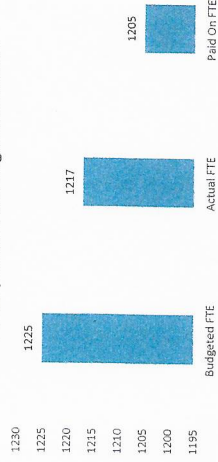
- 14 Jan - Host the County JROTC Air Rifle League Match
- 18-22 Jan - US Army Junior Air Rifle National Championships in Ft Benning.
- 17&19 Jan-SMA Prep Visit SMA High. (80 prep cadets per day) 15 min presentation given by Regimental Staff
- 21 Jan-First drill meet at Brandon High School
- 28 Jan-Drill team host competition at Booker High School (SMA Invitational)
- 1 Feb-Marion Military Institute visit SMA
- 3 Feb-Honor Guard Sarasota Yacht Club
- 2 Feb-Drill Meet @ University of Tampa
- 11 Feb-Drill Meet @ Parrish Community High School
-
- 8-12 February- Army JROTC Service Championships in AL (step #2 or 3 in returning to the JROTC National Championships in OH)
-
- 17-18 February- USA Junior Olympic Rifle Championships hosted by SMA (Men/Women Air)
- 25-26 February- USA Junior Olympic Rifle Championships hosted by SMA at Shoot Straight Sarasota

Respectfully,

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

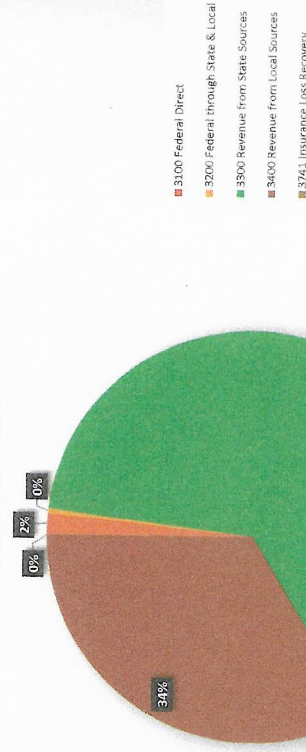
Profit and Loss Pie Chart through November 2022

FTE Comparison through November



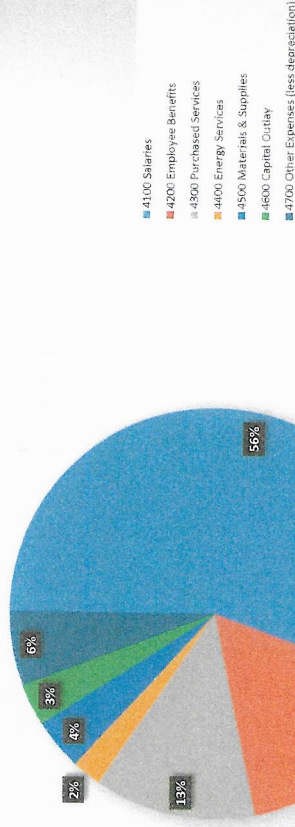
Income	
3100 Federal Direct	\$ 94,060
3200 Federal through State & Local	\$ 22,608
3300 Revenue from State Sources	\$ 3,777,294
3400 Revenue from Local Sources	\$ 1,973,522
3741 Insurance Loss Recovery	\$ 7,993
Total Revenue	\$5,875,477

Income Sources



Expenses

Expenses	
4100 Salaries	\$2,990,857
4200 Employee Benefits	\$882,505
4300 Purchased Services	\$687,298
4400 Energy Services	\$121,671
4500 Materials & Supplies	\$220,932
4600 Capital Outlay	\$179,630
4700 Other Expenses (less depreciation)	\$313,972
Total Operating Expenses	\$5,396,865
Net Operating Income	\$478,612
Depreciation Expense	\$272,263
Net Income	\$206,349



Salaries & Benefits Equal 72 % of Operating Budget

In the upper left bar chart we have included what we think we will end up with for FTE in the first semester at 1217.

Sarasota Military Academy

Balance Sheet- By Campus

As of November 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and cash equivalents	1,883,228
8-1111 Sport Team Bank Accounts	76,927
Total Bank Accounts	\$1,960,156
Other Current Assets	
1130 Accounts Receivable	22,975
1215 Due from Foundation - Current	11,625
1220 Due from Other Governments	123,372
Total Other Current Assets	\$157,972
Total Current Assets	\$2,118,128
Fixed Assets	
TOTAL ASSETS	\$18,800,828
	\$20,918,956
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$42,841
Credit Cards	\$46,918
Other Current Liabilities	\$1,096,615
Total Current Liabilities	\$1,186,374
Long-Term Liabilities	
Total Liabilities	\$9,905,605
	\$11,091,979
Equity	
3010 Invested In Capital Assets, Net	7,883,416
3020 Temporarily Restricted Net Assets	22,779
3030 Unrestricted Net Assets	1,714,433
Net Income	206,349
Total Equity	\$9,826,977
TOTAL LIABILITIES AND EQUITY	\$20,918,956

$\$2,118,128 - \$1,186,374 = \$931,754$ Working Capital; Up \$87,110 from October- \$844,644

Ratio of Assets to Liabilities = $\$2,118,128 / \$1,186,374 = 1.79$; Up 0.07 from October- 1.72

We did see the increase of FTE from 1155 to 1205 which was retroactive to July 1, but we did not see the final 1st semester numbers in December, like we had hoped (we think 1217). We did not even see the final commitment in January, either. We have decided to drop the 2nd semester FTE down to 1175, based on early graduates and non-returning cadets, but also taking into account new students starting 2nd semester.

Sarasota Military Academy

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

July - November, 2022

5 Months in should be at 42%

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Income			
3100 Federal Direct	94,060	238,989	39.00 %
3200 Federal Through State & Local	22,608	82,415	27.00 %
3300 Revenue from State Sources	3,777,294	9,425,550	40.00 %
3400 Revenue from Local Sources	1,973,522	4,327,345	46.00 %
3741 Insurance Loss Recovery	7,993		
Total Income	\$5,875,477	\$14,074,299	42.00 %
GROSS PROFIT	\$5,875,477	\$14,074,299	42.00 %
Expenses			
4100 Salaries	2,990,857	7,570,614	40.00 %
4200 Employee Benefits	882,505	2,368,050	37.00 %
4300 Purchased Services	687,298	1,774,511	39.00 %
4400 Energy Services	121,671	269,168	45.00 %
4500 Materials & Supplies	220,932	361,991	61.00 %
4600 Capital Outlay	179,630	227,493	79.00 %
4700 Other Expenses	586,235	1,266,645	46.00 %
Total Expenses	\$5,669,127	\$13,838,474	41.00 %
NET OPERATING INCOME	\$206,349	\$235,825	88.00 %
NET INCOME	\$206,349	\$235,825	88.00 %

Ahead YTD on our Net Income by 46%.

That being said, we shall see a drop in January due to our reduction of FTE to 1175.

Sarasota Military Academy

Profit and Loss - YTD - By Campus

July - November, 2022

	HS	PREP	TOTAL
Income			
3100 Federal Direct	94,060		\$94,060
3200 Federal Through State & Local	13,195	9,413	\$22,608
3300 Revenue from State Sources	2,018,664	1,758,630	\$3,777,294
3400 Revenue from Local Sources	1,157,961	815,562	\$1,973,522
3741 Insurance Loss Recovery		7,993	\$7,993
Total Income	\$3,283,880	\$2,591,597	\$5,875,477
GROSS PROFIT	\$3,283,880	\$2,591,597	\$5,875,477
Expenses			
4100 Salaries	1,674,990	1,315,868	\$2,990,857
4200 Employee Benefits	485,670	396,835	\$882,505
4300 Purchased Services	387,328	299,970	\$687,298
4400 Energy Services	49,823	71,848	\$121,671
4500 Materials & Supplies	107,680	113,251	\$220,932
4600 Capital Outlay	93,047	86,583	\$179,630
4700 Other Expenses	393,372	192,862	\$586,235
Total Expenses	\$3,191,910	\$2,477,217	\$5,669,127
NET OPERATING INCOME	\$91,969	\$114,380	\$206,349
NET INCOME	\$91,969	\$114,380	\$206,349

A couple of items for December and January.

Payroll will be higher in December as we pay out all the substitutes for the entire month of December.

And, as I said, January will be the adjustment month (reducing FTE to 1175) and the Monthly Earning Statement (MES) is lower. January's MES did not have the final FTE adjustment so it is lower than December. February will return closer to normal.