

Back to Basics Charter School Foundation, Inc.
Board of Directors Meeting
Wednesday, November 8, 2017
Room 208

In attendance: Ms. Lynne Volpe, Lew Kirk, PhD, Ms. Alba Mas, Mr. Gil Schisler, Ms. Tahvia Shaw, Mrs. Ruby Anderson, Mr. Todd Amaden, Mrs. Carol Hines-Cobb, Mr. Greg Mesaros, Mrs. Creah Demps, Mrs. Tiffany Sperry, Mr. Steve Conover, Mrs. Karan Orbegoso

Absent: None

Call to Order – Ms. Alba Mas called the meeting to order at 6:00PM.

- **Public Comment on Agenda Items** – There were no comment from those attending on the agenda items.
- **Approval of the October 11, 2017 Minutes** – Ms. Mas asked for approval of the minutes. Mr. Schisler moved for approval; seconded by Mrs. Hines-Cobb. The board then voted unanimously to approve the minutes.

Treasurer's Report – Mr. Gil Schisler (Attachment #1)

Principal's Report – Ms. Tahvia Shaw (Attachment #2)

- 2018 – 2019 School Calendar
- TCMS was at full enrollment last month during FTE
- TCMS will continue with our homework help initiative beginning next week.
- TCMS has received additional grants to support our outdoor classroom initiative.

Faculty Report – Mr. Steve Conover (Attachment #3)

- The Fall Festival was a huge success and appreciation to the Board Members who attended. The Haunted Hallway set a new record for attendance.

PRA Report

- Nov 9th at 9am (their agenda is to discuss upcoming Teach-In, Christmas Luncheon, last minute details on Lock-In, and the Gala)
- Gala/ Auction Meeting - Nov 2nd it was held with the lead committee to finalize the theme, invitations, and food
- Lock In - All students that donated \$300 or more for Team Tornado. The PRA donates the water and snacks. 168 students. 25 teachers volunteer.
- Team Tornado - Milk shakes went out to the homerooms that had 100% participation. They were donated by the PRA. Camp Christina was big success and there were no injuries.
- Teach-In - Nov 17th. The PRA donated the food for event and our key note speaker is Chris Slaven alumni.

Committee Reports

- **Development and Finance Oversight** – Mr. Gil Schisler reported.
 - Business Development Committee engaged to kick off the Alumni Outreach.
 - Developing social media strategy to connect with Alumni and promote auction.
 - Consistent messaging with marketing campaign.
 - Pursuing live auction items and corporate sponsorships.
- **Governance** – Dr. Lew Kirk reported.
 - TCMS Research Project - Collaboration between TCMS and USF/Dr. Bender's Marketing Students
 - TCMS Research Project includes parent survey of former and current students to gauge TCMS market brand (See attached PDF)
 - TCMS Board Members will attend
- **Building** – Ms. Mas reported none.
- **Academic and Standards** – Ms. Lynne Volpe reported.
 - Discussed Lunch & Learn Initiative - teachers observe classes of different grade level. This promotes continuity of subject matter across the various grade levels with the student's learning.
 - Reviewing book to share with faculty titled, "Who moved my standards?" Book provides a parable that inspires educators to tackle rigorous new standards with renewed confidence and enthusiasm for change.
 - Ongoing meetings with administration and faculty to reflect on feedback and changes.

New Business - None

Old Business - None

Public Comment - None

Adjournment – Ms. Alba Mas called for a motion to adjourn the meeting at 6:45 pm. Mr. Schisler motioned; seconded by Mr. Todd Amaden. The board voted unanimously to adjourn the meeting at 6:45 pm.

Minutes taken by: Ruby Anderson

Minutes respectfully submitted by: Ruby Anderson

Attachment #1

Back to Basics Charter School Foundation, Inc. Terrace Community Middle School

Finance Committee

To: BTBCSF Board Members & Finance Committee
From: Gil Schisler, Treasurer
Date: 11/05/2017
RE: Oct 2017 YTD Operating Results

These results, as outlined in this report are based on unaudited financial data, and as such is to be used for informational purposes for management only and is not intended to convey Foundation financial data to the public.

Revenues:

YTD revenue total \$1,670.9k versus the plan of \$1,677.9k for a unfavorable variance of \$7.0k. FTE revenue are down by \$50.6k, mostly due to timing issues of when checks are received. The bi-weekly check amounts are accurately reflected in the budgeted amounts, these timing issues will balance out throughout the year. The SIT funds are falling behind with the State, currently by \$12.8k of plan, variance of (28.1%). Fundraising has started for the 2017-18 school year, which is shown in the income amounts being greater. We will of course advise as any issues develop.

Expenses:

YTD total spending totals \$1,649.1k vs the plan or \$ 1,683.8k for a variance of \$ 34.7k favorable. Continued administration efforts to watching spending all the time. F&D will advise Board if there are issues developing. Spending activities have not fully commenced for the year, but are fully budgeted.

Net Asset Changes:

YTD Net asset changes are of \$21.8k versus the plan of (\$5.8k). This is favorable variance to the plan by \$27.6k, this combination of revenues and expense changes already discussed.

Cash Balances:

Cash balances and working capital liquidity decreased by a net of \$21.6k month over month to \$1,247.4k. Of the cash balances \$1,042.8k is encumbered by the bonds and associated mortgages. The balance of \$204.6k is available to meet current foundation needs.

The next Series A bond interest payment of \$ 136,069 will occur on Nov 15, 2017. The next principle payment of \$145k was paid on May 15, 2017. These are all covered in the encumbered funds balances and are funded monthly with our "mortgage" payment. All Series B bonds have been retired.

All required tax obligations and bond covenant filings are current and up to date.

Respectfully submitted,

Gil Schisler

Attachment #2

Back to Basics Charter School Foundation, Inc. Terrace Community Middle School

Principal's Report
11/8/17

1. 2018 - 2019 School Calendar - The proposed TCMS school calendar is 181 days. This will only allow for one hurricane day. However, we will have sufficient instructional hours scheduled.

There are four schools days that TCMS has different from the district's tentative schedule:

- a. The first day of school will be Monday, August 13th instead of Friday, August 10th as the district has scheduled.
 - b. October 12th will be a non-student/teacher work day. The school district will be in school.
 - c. TCMS will not take Fair Day off on February 8th
 - d. TCMS will begin second semester on Monday, January 7th. The school district will begin on Tuesday, January 8th.
2. TCMS was at full enrollment last month during FTE. Currently we are down 3 students, 2 in 6th grade and 1 in 7th grade. Samantha is working to fill those spots for 2nd semester. The TCMS demographic breakdown is currently the following:
 - a. 51% Male and 49% Female
 - b. 59% Total Minority and 41% White
 - c. Minority Subgroups: 11% African American, 15% Hispanic, 26% Asian and 6% Multi-Racial.
 3. TCMS will continue with our homework help initiative beginning next week. More than 50 students have been recommended to receive homework support due to a lack consistency or lack of support at home. This program was very successful last school year and we are hoping that it will be this year as well.
 4. TCMS has received additional grants to support our outdoor classroom initiative. Additionally we have applied for a total of 15 grants this year and have been awarded 5 so far.
 5. On November 14th, 160 8th grade students will be going to our annual Washington D.C. and Tallahassee field trips.



2017-2018 Grant Report

Meichelle Long, Instructional Technology/ Media Director/ Grants Facilitator

TEMPLE TERRACE GRANTS	APPLIED	AMOUNT
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Science Department- Tracie Overdorff ROVs		\$467.90
Launch into Learning- Ted Steinmetz Water Bottle Rockets		\$350.00
Read for your Health- Lori Johnson Scholastic Health Periodicals		\$417.56
Steam Powered History Lab- Johann Wahnnon- AWARDED Wilesco D24 steam engine		\$850.00
Boost Your Coding Skills- Karen McCartney- AWARDED LEGO Boost robots and Tablet		\$839.76

CLASSROOM GRANTS	APPLIED	AMOUNT
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SWFWMD SPLASH MINI GRANT		DENIED
HILLSBOROUGH EDUCATION FOUNDATION STEM- Tracie Overdorff		\$
Documenting Growth- Rachael Adler Document camera		\$345
THINK TANKS for Critical Thinking- Mendy Whittemore Makerspace kits		\$499

OUTDOOR CLASSROOM GRANTS	APPLIED	AMOUNT
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TAMPA BAY ESTUARY PROGRAM GRANT EcosySTEMs Stewardship Science for Outdoor Classroom		\$2,500
TEMPLE TERRACE GARDEN CLUB Seedfolks Grant for 6 th grade LA (carryover from 2016-2017)		
CLEARWATER AUDUBON SOCIETY- AWARDED Stewardship Science		\$1,000
SUNCOAST NATIVE PLANT SOCIETY - AWARDED Stewardship Science		\$482
TAMPA BAY SIERRA CLUB- AWARDED TEKS Trails		\$500
FAWQC (FL Association for Water Quality Control) Vernier Wireless probes and Tablets		\$997

Attachment #3

Back to Basics Charter School Foundation, Inc. Terrace Community Middle School

**Faculty's Report
11/8/17**

Ms. Castillo:

Fall Festival and Haunted Hallway: We will have the amazing help of Charles Conover and other students from Strawberry Crest IB program crew and we are so very excited to have them helping us for the Haunted Hallway. SGA, and Impact Club students will be actors and tour guides and we will like the board to come to visit the Haunted Hallway on Friday October 13th from 5-8pm

-TCMS will start a collect for Puerto Rico sponsored by CIA and SGA clubs. Students will dress in "Island" gear, Hawaiian shirts or Puerto Rico t-shirts on October 12th for a donation of \$3.00 or more.

Ms. Overdorff:

6th grade launched rockets.

7th grade STEM completed their ROV's. We are trying to set up the pool to drive them in.

8th grade 5 projects going to Regional Water Tower competition.

Ms. Hill-Kennedy:

In my Language Arts class this year, we talked about goals at the beginning of the year, and my goal for students was to become 3 things by the end of the year:

1. Better Readers
2. Better Writers
3. Better People

In addition to our normal reading and writing activities, we have completed some activities and tasks that (hopefully) help inspire us to become "Better People." Working to foster good character development is an important part of teaching students at the middle school level, and I want to set aside more time to focus on that intermittently throughout the year - in very simple ways.

A few examples of what we've done already to become "Better People" include the following:

1. Writing birthday cards to Jacob Priestley - Jacob turned 15 in August and has been battling a terminal mitochondrial disease for the past 5 years. His only birthday wish was to receive 100,000 birthday cards, so each student wrote a birthday card for Jacob, and I mailed them so that he would receive them for his birthday. We're still checking for updates to see if he reached his goal!
2. Take What You Need Post-Its - Before school began, Mrs. Wahnon had the staff members write words of encouragement and compliments on Post-It notes. She then

put these on large posters in each building for students to “Take What They Need” if they are having a bad day. When these were empty, I had my students spend 5 minutes writing messages to put back onto the wall. They loved taking the field trip down the hallway to add these to the wall and see it filled again by the end of the day.

3. Cards for Teagan Butz - Upon hearing the circumstances surrounding Dr. Butz at Pepin Academies and hearing that his daughter, Teagan, was still in the intensive care unit at the hospital, the students made get well cards with encouraging messages, and Ms. Shaw was able to deliver these to the Pepin Academy to be delivered to Teagan.

I’m continually on the lookout for opportunities in which our students can become “Better People.” I have ideas for the upcoming months; however, if any board members/staff know of local opportunities or hear of any, I would love for them to pass the ideas along! I’m looking for ways in which the students can practice team building, gratitude, and kindness (or any other positive character traits) - without costing money.

Mr. Conover:

Vaibhav Surapneni was recognized by Algebra Nation as a top contributor for the month of September and will receive a prize pack to awarded to him later this month on our morning show.