

**Back to Basics Charter School Foundation, Inc.**  
**Board of Directors Meeting**  
**Wednesday, October 10th, 2018**  
**Room 208**

**In attendance:** Ms. Lynne Volpe, Ms. Alba Mas, Mr. Gil Schisler, Ms. Tahvia Shaw, Mrs. Creah Demps, Mrs. Tiffany Sperry, Dr. Lew Kirk, PhD, Mr. Todd Amaden, Mr. Greg Mesaros, Mrs. Cherie Smith

**Absent:** Ms. Ruby Anderson, Ms. Carol Hines-Cobb

**Call to Order – Ms. Alba Mass** called the meeting to order at 6:00pm

- **Public Comment on Agenda Items** – Introduction of Ms. Kris Bennet working on PhD and interviewing the Board
- **Approval of the October 10<sup>th</sup>, 2018 Minutes** –Ms. Mas asked for approval of the minutes with sentence changed proposed by Ms. Volpe moved for approval; seconded by Ms. Sperry. 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)

**Faculty Report-** Mr. Rixie Burroughs (Attachment #3)

**PRA Report-** Ms. Cherie Smith

- Last PRA meeting was held on the back patio due to overwhelming attendance.
- Will be communicating with coordinators earlier before the events & updating the website with more information.
- There will be a parent volunteer evening event in January/February 2019 so working parents can be more involved.

**Committee Reports**

- **Development and Finance Oversight** – Mr. Schisler reported, the committee did not meet.
- **Governance** – Mr. Lew Kirk reported, the committee did not meet.
- **Building** – Ms. Alba Mas reported, the committee did not meet.
- **Academic and Standards** – Ms. Lynne Volpe reported.
  - Parent concern on last year's high school application request
  - Working on moving students forward

**New Business- Strategic Planning Committee:** Ms. Mas recommended Mr. Labaw, Mr. Schisler, Ms. Shaw, Ms. Mas and Mr. Amaden

**Old Business** – None.

**Public Comment-** None.

**Adjournment** – Ms. Alba Mas called for a motion to adjourn the meeting at 6:34PM Mr. Amaden motioned; seconded by Ms. Tiffany Sperry. The board voted unanimously to adjourn the meeting at 6:34PM

Minutes taken by: Samantha Kahn

Minutes respectfully submitted by: Samantha Kahn

## 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: 10/07/2018  
RE: September 2018 YTD Operating Results

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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 \$1,363.3k versus the plan of \$1,252.3k for a favorable variance of \$111.0k. FTE revenue are above plan by \$13.9k. SIT funds are a head of the plan this time of year, currently by \$10.9k of plan. We have received all SIT funds to date and received more than expected. Fundraising has started for the year, with Team Tornado coming to an end on Oct 5th. We will of course advise as any issues develop.

### **Expenses:**

YTD total spending totals \$1,252.4k vs the plan or \$ 1,205.3k for a variance of \$ 47.1k unfavorable. The majority of this difference is caused by timing issues of bills and renewal of liability insurance. Continued administration efforts to watching spending all the time. F&D will advise Board if there are issues developing. Spending activities are being closely monitored for all discretionary spending. However, are fully budgeted.

### **Net Asset Changes:**

YTD Net asset changes are of \$110.9k versus the plan of \$47.0k. This is a favorable variance to the plan by \$63.9k, this combination of revenues and expense changes already discussed.

### **Cash Balances:**

Cash balances and working capital liquidity increased by a net of \$203.5k month over month to \$1,392.4k. This difference is due to the timing of payroll and payment of bills. Of the cash balances \$1,073.5k is encumbered by the bonds and associated mortgages. The balance of \$318.9k is available to meet current foundation needs.

The next Series A bond interest payment of \$ 128,483 will occur on November 15, 2018. The next principle payment of \$150k will be paid in May 2019. 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.

#### Principal's Report

10.10.2018

1. **TCMS Demographic Report** - TCMS is at full enrollment going into FTE Survey 3. The TCMS demographic breakdown is currently the following:
  - a. 51% Male and 49% Female
  - b. 2018 - 63% Total Minority and 37% White; (2017 - 59% Total Minority and 41% White)
  - c. Minority Subgroups: 11% African American, 15% Hispanic, 31% Asian and 6% Multi-Racial.
2. Best and Brightest approval – We have completed the 2017-2018 Final Evaluations. 27 Teachers were rated as Highly Effective, 9 Teachers were rated at Effective and 1 Teacher was rated at Needs Improvement. We have 3 Teachers who have submitted ACT/SAT scores and qualified for the Top Level of the Best and Brightest Scholarship. The 27 teachers who were rated at Highly Effective qualify for the \$1200 award and the 9 teachers who were rated at Effective qualify for the \$800 award. I require board approval to submit these teachers to the State via HCPS to receive these rewards.
3. Mental Health Plan Update – TCMS continues to address Mental Health as laid out in our plan. Last month we conducted Youth Mental Health First Aid training to our staff. We recently conducted our bully awareness training to our students. On October 19<sup>th</sup> the staff will go through training on how to use an electronic referral program that will send concerns from staff members to the guidance counselor. This program will enable us to track referrals and how they were handled. On October 30<sup>th</sup> our 8<sup>th</sup> graders will participate in a Substance Abuse presentation. We are currently in the planning stages of sending out parental authorization to our families so that we can conduct a mental health and substance abuse survey to gather Tier one/Universal data.
4. Trot Thru The Terrace – We need your help. We need participants to sign-up. We are a month out and we are not getting the response that we hoped for. At this rate we will not meet the attendance at last year's event and this does not look good for our school. Road signs are being installed in the Temple Terrace area and one in Brandon. We have send out flyers in the Chamber newsletter. We recently put an ad in the New Tampa News. We have sent flyer out several times to our parents and we have posted to social media. At this point we are trying to generate a buzz and influence people to register.
5. Team Tornado We raised 103,467 69% of our fundraiser goal and 78% student percent. This is 4% less than last year but we did increase participation from \$25 to \$40. We will be sending 460 students to Tree-umph adventure course for their homeroom prize. The next event is the Lock-In on November 2<sup>nd</sup>. This is awarded to each student or family who donated at least \$300. The planning for this event will begin on Monday.
6. The November Board Meeting is scheduled for November 14<sup>th</sup>. I will be out of town with the 8<sup>th</sup> graders for their Washington D.C. field trip. I can send a representative to present my report to the board.

### **Attachment #3**

## **Back to Basics Charter School Foundation, Inc. Faculty Report**

School Board Report for October 2018

Good evening! Here are some exciting things happening around TCMS these days...

Mrs. Overdorff - My 7th graders built and drove an underwater ROV. We put a portable pool in the outdoor classroom. When they are finished they are required to present their ROV as a company. Most students present a poster. This group chose to create a webpage and it's amazing! Please check it out.

<https://sites.google.com/view/neo-ocean-tech/home>

Mrs. Whittemore -- 6th grade students had a remarkably enlightening experience going to Kennedy Space Center on Thursday, Oct. 4. While in Critical Thinking, students planned ahead for their trip by researching information to find a worthy, space hero. They did so by learning about Apollo 13 and exploring online by using a space web-quest in the Spark Lab. The "Legends and Heroes", the newest exhibit at NASA, highlights over 90 brave and curious individuals. 6th graders took "selfies" at the space center with their new found heroes and captured pictures of other searched all over the NASA facility looking for relevant items relating to their hero's mission which they could capture a photo of. Once back at school, they combined their research and photos with a writing assignment and created a poster presentation to teach other classmates about their famous legends from NASA history. This project is leading them into understanding more about the first of the "7 Habits of Highly Effective Teens" and the strong principles needed by leaders to make differences in their lives.

Mrs. Miller -- I would like to share the 8th graders tunnel books! Here are the directions and their products.

Mr. Burroughs – Teachers are really busy trying to get students caught up at the end of the Quarter and prepare for Conference Night 10/11. As you can see, the responses were minimal this week due to extra time be spread out getting tests and projects graded and Quarter 1 grades completed. I hope to bring you more next month!