

Back to Basics Charter School Foundation, Inc.
Board of Directors Meeting
Wednesday, July 11, 2018
Room 208

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

Absent: Mrs. Carol Hines-Cobb

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 June 13, 2018 Minutes** – Ms. Mas asked for approval of the minutes. Mr. Gil Schisler moved for approval; seconded by Mr. Todd Amaden. 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)

- Mental Health Assistance Allocation Plan
 - Mr. Schisler moved for approval; seconded by Mr. Amaden. The board then voted unanimously to approve the plan.
 - Ms. Stephanie Hill-Kennedy resigned. Ms. Shaw interviewed and extended an offer to a candidate to replace Ms. Hill-Kennedy's position.

Faculty Report – None

PRA Report

- Parents and students participated in the Temple Terrace July 4th Parade.
- Trot thru the Terrace planning meetings are underway.

Committee Reports

- **Development and Finance Oversight** – Mr. Gil Schisler reported.
 - Trot thru the Terrace: Secured several sponsorship levels: 1 Title, 4 Gold, 5 Silver, Approximately 2 dozen Patrons.
 - Continued concern about strained teacher salaries and increases.
- **Governance** – Mr. Lew Kirk (Attachment #3)
 - Mr. Todd Amaden and Mrs. Ruby Anderson - renewed board terms

- **Building** – Ms. Alba Mas reported none.
- **Academic and Standards** – Ms. Lynne Volpe reported none.

New Business - None.

Old Business - Election of Officer

- Mrs. Ruby Anderson maintained Secretary position
- Mrs. Tiffany Sperry assumed Vice President position
- Mr. Gil Schisler moved for approval; seconded by Mr. Lew Kirk. The board then voted unanimously to approve the officers.

Public Comment -

- Mr. Scott Labaw met with the Sheriff's Department regarding respond and security measures for the school. Positive feedback was provided regarding secured gate systems in the breeze way and camera systems.

Adjournment – Ms. Alba Mas called for a motion to adjourn the meeting at 7:00 pm. Mr. Todd Almaden motioned; seconded by Mrs. Lynne Volpe. The board voted unanimously to adjourn the meeting at 7:00 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: 7/09/2018

RE: June 2018 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 \$4,986.3k versus the plan of \$5,111.2k for a unfavorable variance of \$124.9k. FTE revenue are below by \$195.9k, mostly due to the district reducing the check amounts bi-weekly. SIT funds are ahead of plan this time of year, currently by \$50.0k of plan, variance of 22.2 %. This is due to the \$92k we received back in January of this year. Our projections are done with no fundraising dollars in the mix. We will of course advise as any issues develop.

Expenses:

YTD total spending totals \$4,907.1k vs the plan or \$ 4,921.8k for a variance of \$ 14.7k favorable. The majority of this difference is caused by the payout of the Best and Brightest from previous months. 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 \$79.1k versus the plan of \$189.3k. This is an unfavorable variance to the plan by \$110.2k, this combination of revenues and expense changes already discussed.

Cash Balances:

Cash balances and working capital liquidity increased by a net of \$89.4k month over month to \$1,222.9k. This difference is do to the bond and principle payment that is done semi-annually Of the cash balances \$952.9k is encumbered by the bonds and associated mortgages. The balance of \$270.0k 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. Terrace Community Middle School

Principal's Report

Mental Health Assistance Allocation Plan

Terrace Community Middle School #6606
Hillsborough County Public Charter School

I. **Mental Health Assistance Allocation Plan (s. 1011.62(16)(a) and (b), F.S.)**

The Terrace Community Middle School Mental Health Assistance Plan intends to outline the delivery of evidence-based mental health services.

Terrace Community Middle School takes a MTSS Problem-Solving approach to providing mental health assistance and services.

Tier one: Universal prevention, awareness and identification:

- All TCMS staff will receive training on youth mental health first aid for the purposes of identification and on the spot interventions and documentation.
- All TCMS teachers will receive professional development on reducing risk factors.
- All TCMS students will receive school-wide instruction on mental wellness, awareness, coping strategies, prevention strategies and the identification of resources.
- TCMS will employ mental wellness initiatives and behavior health campaigns to increase awareness and reduce stigma.
- Parents will be informed of resources, procedures and assistance available at TCMS in regards to prevention, awareness and interventions.

Tier two: Evidenced based targeted mental health interventions:

- School-Based targeted mental health screening and interventions will be addressed by the licensed guidance counselor, with tracking and progress monitoring by the Problem-Solving Leadership Team (PSLT), including the licensed school nurse with parental involvement.
- The guidance counselor will be trained and will use *School SBIRT* (Screening, Brief Intervention and Referral to Treatment) as an evidence based, comprehensive model to address mental health, behavioral and substance abuse concerns for tier two and tier three selective and individual interventions.
- Additional tools and supports selected by TCMS for tier two interventions include contracted services from the community resource *Success 4 Kids*

and Families <https://www.s4kf.org/> , Children's Functional Assessment Rating Scale (CFARS)

- Trained TCMS personnel will seek coordination with the student's current primary care and mental health providers.

Tier three: Individualized intensive intervention, coordination with mental health providers and ongoing support:

- The PSLT will establish referral and follow-up procedures for students in need of tier three interventions.
- TCMS trained personnel will be in communication and partnership with parents and mental health providers to establish individualized counseling, interventions and progress monitoring.
- TCMS will establish partnerships with community mental health providers for referral and treatment, such as Rogers, St. Joseph Hospital and GracePoint.
- TCMS will provide parents with a variety of community resources to assist with additional choices for mental health treatment.

Evidence-based mental health services for students with one or more co-occurring mental health or substance abuse diagnosis and students at risk

- The MTSS process for prevention, awareness, intervention, assessment and referral will serve to identify students at risk or in need of mental health or substance abuse assistance.
- The PSLT will serve as the decision making team to address student needs and to provide a plan of action for each individual.
- Resources such as the *School Mental Health Pathways Toolkit* (SMHRP) <http://files.ctctcdn.com/bde05f96001/84fa3636-08af-43fc-aeaf-a016f2aa68a6.pdf> will provide TCMS with evidence-based tools to assist with assessments, screenings and identification of students at risk.
- School-wide awareness and prevention campaigns such as DARE and NOPE will provide a culture of awareness, prevention and support.

Collaborative partnerships with community providers and agencies

- TCMS has identified the following agencies and community providers as potential partners:
 - Success 4 Kids and Families <https://www.s4kf.org/>
 - Rogers Behavioral Health <https://rogersbh.org/>
 - St. Joseph's Hospital Behavioral Health Center <https://baycare.org/locations/s/st-josephs-hospital-behavioral-health-center>
 - GracePoint <https://www.gracepointwellness.org/>
- The PSLT will develop procedures for referring students to school-based tier two interventions and procedures for referring students to outside providers for tier three interventions.

Coordination of mental health services with student's primary care provider and other mental health providers

- TCMS will develop a form for parents to use with outside health providers to obtain permission to share pertinent information in order to provide wrap around mental health services. This form is based from the form provided by SDHC http://lopezese.mysdhc.org/School_Documents/A
- The trained and licensed TCMS personnel will work with health providers to coordination information and treatment plans and processes.

School-Based Mental Health Service Providers available at TCMS:

- Certified and Licensed Guidance Counselor
- Certified School Social Worker (provided by the SDHC Charter School Office)
- Certified School Psychologist (provided by the SDHC Charter School Office)
- School Administrator trained for mental health first aid
- Licensed School Nurse

II. Program Implementation and Outcomes (s. 1011.62(16)(d), F.S.)

Terrace Community Middle school will use a tracking form for the purpose of identifying the number of students screened, assessed and referred for services. This tracking form will also determine which of the identified students received services and assistance. This form delineates services provided by the school, as well as from community agencies, including services provided from the student's medical physicians.

TCMS will use the MTSS and Problem-Solving Process to continually assess the effectiveness of Mental Health Assistance

- School Mental Health Referral Pathways (SMHRP) Toolkit <http://files.ctctcdn.com/bde05f96001/84fa3636-08af-43fc-aeaf-a016f2aa68a6.pdf>
- Youth Risk Behavior Survey (YRBS) <http://www.floridahealth.gov/statistics-and-data/survey-data/florida-youth-survey/youth-risk-behavior-survey/index.html>
- Bullying reporting data, School Climate Survey, Early Warning System Indicators.

III. Expenditures (s. 1011.62(16), F.S.)

The Mental Health Assistance Allocation will be used to primarily (90% of the allocation) to provide direct mental health services for individual students or small group target interventions. This includes contract cost for outside agencies who provide mental health evaluation, treatment and related services to TCMS students. The allocation will be used to purchase screening tools for

trained professionals to use for tier two and tier three screening and assessment.

Additionally, this allocation will be used to for the coordination of these services with primary care and mental health providers. TCMS plans to apply to become a Medicaid provider in order to help families with financial assistance for providing mental health care. TCMS will seek assistance and best practices to develop procedures for medical billing with private health insurance providers.

IV. Plan Approval and Submission (s. 1011.62(16)(c), F.S.)

The Back To Basics Charter School Foundation, INC., which governs and operates Terrace Community Middle School, approves the 2018 - 2019 Mental Health Assistance Allocation Plan on July 11, 2018.

Board President, Alba Mas

Principal, Tahvia Shaw

Attachment #3

Governance

Back To Basics Charter School Foundation Board of Director Terms					
				Officer Term Begins	Officer Term End
		Board Term Begin	Board Term End	TWO YEAR OFFICER TERM	
Offices	Member Officers	THREE YEAR MEMBER TERM		2018-2019	2019-2020
President	Alba Mas	July 1, 2016	June 30, 2019	July 1, 2018	June 30, 2020
Vice President	Tiffany Sperry	July 1, 2017	June 30, 2020	July 1, 2018	June 30, 2020
Treasurer	Gil Schisler	July 1, 2016	June 30, 2019	July 1, 2018	June 30, 2020
Secretary	Ruby Anderson	July 1, 2018	June 30, 2021	July 1, 2018	June 30, 2020
	Members	THREE YEAR MEMBER TERM			
	Carol Hines Cobb	July 1, 2017	June 30, 2020		
	Lew Kirk	July 1, 2016	June 30, 2019		
	Lynne Volpe	July 1, 2017	June 30, 2020		
	Todd Amaden	July 1, 2018	June 30, 2021		
	Greg Mesaros	July 1, 2018	June 30, 2021		
	Creah Demps	July 1, 2017	June 30, 2020		
Member Class Designation					
Current Term	Alba Mas				
Class I	Gil Schisler				
2016 - 2019	Lew Kirk				
Current Term	Lynne Volpe				
Class II	Carol Hines-Cobb				
2017 - 2020	Creah Demps				
	Tiffany Sperry				
Current Term	Ruby Anderson				
Class III	Todd Amaden				
2018 - 2021	Greg Mesaros				