

**Back to Basics Charter School Foundation, Inc.**  
**Board of Directors Meeting**  
**Wednesday, October 11, 2017**  
**Room 208**

**In attendance:** Ms. Lynne Volpe, PhD, Ms. Alba Mas, Mr. Gil Schisler, Ms. Tahvia Shaw, Mrs. Ruby Anderson, Mr. Todd Amaden, Mr. Greg Mesaros, Mrs. Creah Demps, Mrs. Tiffany Sperry, Mr. Steve Conover

**Absent:** Mr. Lew Kirk, Mrs. Carol Hines-Cobb, Mrs. Karan Orbegoso

**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 September 20, 2017 Minutes** – Ms. Mas asked for approval of the minutes. Mr. 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

- Ms. Shaw proposed the approval of two “Out of Field” teachers. The Board of Directors voted unanimously to approve the “Out of Field” teachers.
  - Jamie Culbreath, TCMS Reading Coach is currently completing the final class (60/300 hours) of the ESOL endorsement.
  - Newly hired Language Arts Teacher, Katherine Heron is in the process of completing her ESOL endorsement.
- Ms. Shaw will present the “Demographic and Ethnicity” report at the November meeting.
- Ms. Shaw proposed the approval of student enrollment number for next school year. This number is provided to the district for projection purposes. Ms. Shaw recommended that the limit of student enrollments should remain at 660 students for next school year. The Board of Directors voted unanimously to approve the limit of 660 students enrollment for next school year.

**Faculty Report** – Mr. Steve Conover (Attachment #2)

- Mr. Conover proposed approval of distribution of “A+ Recognition Funds” the plan outlines that the fund will be divided and paid out to all current faculty and staff who were employed at TCMS during the time the A+ designation was earned. The Board of Directors voted unanimously to approve the distribution of “A+ Recognition Funds” as recommended.

**PRA Report**

- Team Tornado raised \$99,810.

- PRA documents will now be centralized in one location for everyone to access.
- FallFest is October 13, 2017 at 5:00 - 8:00. There will be food trucks, activities, book fair.
- TCMS Teach-in Program is scheduled for November 17, 2017.
- Planning committees continue to work on the TCMS 20th Anniversary Celebration and Auction.
  - Focus on raising awareness on social media, alumni reach out, etc.
  - Reach out to local corporations for sponsorships.
- The Auction is scheduled for February 24, 2017 at Hunter's Green Country Club.

## **Committee Reports**

- **Development and Finance Oversight** – Mr. Gil Schisler reported.
  - TCMS is not able to participate in the Temple Terrace School Committee. Discussions are underway to work through this issue.
  - Ms. Shaw met with Mrs. Creah Demps and Mrs. Tiffany Sperry regarding grants.
    - Researching competitive grants that TCMS are good match.
    - Mrs. Creah Demps will Draft an intent letter for grants.
    - Request for invitation for grants will be sent out in Late December and early January
- **Governance** – Dr. Lew Kirk reported none.
- **Building** – Ms. Mas reported.
  - Discussed possibly putting up small fence for additional security in front of school building.
  - Discussed possibly doing some work on the floors over the summer.
- **Academic and Standards** – Ms. Lynne Volpe reported.
  - Focused on student acceleration program in the area of Geometry.
  - Analyzing the process of teacher evaluations and measures.

**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 Mrs. Volpe. 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: 10/08/2017  
RE: Sept 2017 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 \$1,320.2k versus the plan of \$1,206.2k for a favorable variance of \$114.0k. FTE revenue are up by \$22.3k, 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 \$8.3k of plan, variance of (23.3%). 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 \$1,232.8k vs the plan or \$ 1,268.5k for a variance of \$ 35.7k 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 \$87.4k versus the plan of (\$62.2k). This is favorable variance to the plan by \$149.6k, this combination of revenues and expense changes already discussed.

### Cash Balances:

Cash balances and working capital liquidity increased by a net of \$76.2k month over month to \$1,269.0k. Of the cash balances \$1,002.9k is encumbered by the bonds and associated mortgages. The balance of \$267.0k 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 Faculty Report**

#### **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 13<sup>th</sup> 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 12<sup>th</sup> for a donation of \$3.00 or more.

#### **Ms. Overdorff:**

6<sup>th</sup> grade launched rockets.

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

8<sup>th</sup> 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. Wahnnon 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 Surapeneni 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.