

Back to Basics Charter School Foundation, Inc.
Board of Directors Meeting
Wednesday, December 12th, 2018
Room 208

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

Absent:

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

- **Public Comment on Agenda Items** – A current parent attending remarked what a nice job everyone is doing and that everything is going fine.
- **Approval of the November 14th, 2018 Minutes** –Ms. Mas asked for approval of the minutes, Mr. Gil Schisler moved for approval; seconded by Ms. 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)

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

PRA Report- Ms. Cherie Smith

- Everything is set for the Teacher Appreciation lunch on the 14th.
- Open House in January, volunteer and donation request has been sent out.
- PRA Volunteer email for 2019 will be sent out in March.
- Planning Parent Mixer night for January & Trivia Night

Committee Reports

- **Development and Finance Oversight** – Mr. Schisler reported, the committee did not meet.
- **Governance** – Mr. Lew Kirk reported:
 - Election for Board Secretary: Mr. Schisler proposed Ms. Demps, Dr. Kirk seconded, all members voted unanimously to approve.
 - Requirements for new Board member will be sent to Ms. Shaw. Will start the interviewing process in January 2019.
- **Building** – Ms. Alba Mas reported, the committee did not meet.
- **Academic and Standards** – Ms. Lynne Volpe reported.
 - Semester exams are being reviewed, they are complex and challenging.
 - TCMS Writes: Content should be topic relevant then reviewed by Language Arts department.

New Business- Ms. Shaw proposed new policy first reading on reporting personnel misconduct. Mr. Schisler moved for approval, Ms. Hines-Cobb seconded. Ms. Mas moved to review it in January. Ms. Shaw proposed new policies on performance pay/evaluations. The Board moved to table the policy for now.

Old Business – None.

Public Comment-

Adjournment – Ms. Alba Mas called for a motion to adjourn the meeting at 6:37pm. Mr. Gil Schisler motioned; seconded by Mr. Greg Mesaros. The board voted unanimously to adjourn the meeting at

Minutes taken by: Samantha Kahn

Minutes respectfully submitted by: Samantha Kahn

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

To: BTBCSF Board Members & Finance Committee
From: Gil Schisler, Treasurer
Date: 12/09/2018
RE: November 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 \$2,298.0k versus the plan of \$2,218.7k for a favorable variance of \$79.3k. FTE revenue are above plan by \$33.7k. SIT funds are a head of the plan this time of year, currently by \$64.9k of plan. We have received all SIT funds to date and have received more than expected. Fundraising completed for the first part of the year, but will resume in late January early February. We will of course advise as any issues develop.

Expenses:

YTD total spending totals \$2,112.8k vs the plan or \$ 2,047.1k for a variance of \$ 65.7k 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 \$186.3k versus the plan of \$171.6k. This is a favorable variance to the plan by \$14.7k, this combination of revenues and expense changes already discussed.

Cash Balances:

Cash balances and working capital liquidity decreased by a net of \$84.9k month over month to \$1,243.7k. This difference is due to the timing of payroll and payment of bills. Of the cash balances \$1,027.3k is encumbered by the bonds and associated mortgages. The balance of \$216.4k is available to meet current foundation needs.

The next Series A bond interest payment of \$ 128,894 will occur on May 15, 2019, along with the principle payment. 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

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Principal's Report

Charter office site visit and review: A representative from the charter office will be at TCMS to conduct an annual review. They will review the following areas: Updated school and student data in the student information system, governing board procedures (required information posted, training certificates and reporting), finance, facilities and operations, support services and communications, Gifted, ESE and ESOL services, curriculum and Teaching. I have assembled a team to compile the information being reviewed.

Upcoming presentation to Temple Terrace City Council: City Council has asked each school in the area to provide a very brief presentation to include a state of the school and a report on how we used the grants awarded to the school last school year. I will be sharing our school grade components and our goals. Mr. Wahnon and Mrs. McCartney will be there to present on the projects that were funded by the Temple Terrace grants.

NAEP - The National Assessment of Educational Progress (NAEP). NAEP will be testing our 8th grade students on Tuesday, February 26, 2019. NAEP is an ongoing assessment of what our nation's students know and can do in a variety of subjects, more commonly known as the Nations Report Card.

Master Schedule Planning will begin in January – We will be challenged with how to add a computer science course at TCMS, which is now a state required course beginning in middle school. HB 495 amended state statute 1007.2616 requiring middle and high schools, including charters, to provide an opportunity for students to enroll in a computer science course. If a school does not offer an identified computer science course, the school must provide access to the course through FLVS. Therefore a decision needs to be made to offer one of the identified CSC or to provide access through FLVS.

Performance evaluations: Best and Brightest satisfies the bonus paid for effectiveness as indicate in statute. Many schools, including the school district has ended performance pay for the time period that the state funds this program. We will want to determine if we want to continue with performance pay or institute a new salary scale that is comparative with the schools and districts in this area and end performance pay for the time being?

New stand-alone policy on reporting personnel misconduct: The State is requiring that each district and charter school create clear policies that easily accessed on the school website on reporting school personnel misconduct. After reviewing our current board policies I am able to identify sections within existing policies regarding reporting procedures. These sections have been compile into a stand-alone policy. Once the policy is approved and added to our board policies, we will create a link to it under our statutorily required board information on our website. There are other components within HB 495 that need to be amended in policy or procedures need to be created on how they are to be addressed.

Semester exams: Semester exams at TCMS will begin on December 19th – 21st which are early release days.

Applicant Open House: This event will be held on a Thursday evening this year instead of a Saturday morning. Our applicant open house will be held on Thursday, January 17th 5:00 – 7:30PM

New School Security Officer: December 21st will be Deputy Luis' last day at TCMS. On January 7th we will receive our SDHC employed officer.

Attachment #2

Back to Basics Charter School Foundation, Inc. Faculty Report

School Board Report for December 2018

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

Mrs. Nolan: In 6th grade World History we entombed our pharaoh chickens! The students examined the language and purpose of obituaries for background information and wrote memorials for their pharaohs – as all had been named by the students in the process. We went outside and read one memorial per group as we prepared the pharaoh chickens for their journey into the afterlife. After reading a passage from the Egyptian Book of the Dead, everyone said goodbye to their pharaohs and we put each into the pyramid that had been erected behind the school. Hopefully, each pharaoh is enjoying an eternity in the Field of Reeds...! The students love this activity and it is always fun to experience together. Judith and I always dress up for the occasion and it adds to the excitement. We are also getting ready for semester exams, as well. Overall, it has been a fun and educational second quarter!

Mr. Conover: In math land...The school wide book is Wrinkle in Time through the math dept. All grades are now reading it for the Feb. 15th Symposium. Mr. Conover is still looking for guest speakers if interested. CSL Math League contest was 12/9/18 at LLT Academy with 10 schools participating and over 120 students competing. TCMS placed 1st team in 6th and Algebra and 3rd team in 7th grade.

Mr. Yurchak: My students seem really confident this year and I am expecting great things from them on the end-of-the-year EOC Exam for Civics. They just completed State Posters and Brochures/Commercials and we are in the midst of Mock Trials. Students love role playing the courtroom process and then being the jury to decide a case.

Respectfully,

Rixie L. Burroughs
TCMS Faculty Representative 18-19

