

Back to Basics Charter School Foundation, Inc.
Board of Directors Meeting
Wednesday, December 13, 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 November 8, 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)

Faculty Report – Mr. Steve Conover

- 6th Grade World History - Finished with curriculum covering Egyptian and Assyrian Period.
- 6th Grade Language Arts - Presenting Story Teller professional, Katie Adams, to further educate the students on story telling mechanics as the students have been learning about story telling techniques.
- 8th Grade - Mr. Wahnnon is exploring a “steam” powered engine project with the STEM class.
- Math League Bowl occurred in December. Thirteen schools competed. A 6th grade student and 7th grade student took First Place. TCMS took Third Place in Algebra category.
- TCMS Technology Student Association (TSA) participated in Manatee County to compete. TSA took First Place in Water Tower Competition.
- TCMS SGA is launching Relay for Life registration. So far SGA has raised approximately \$2300 from the Haunted Hallway and Denim Day fundraisers.

PRA Report

- Gala/ Auction Meeting - the committee finalized the theme, invitations, and food. The committees are working silent and live auction items as well as marketing and mobile bidding technology.
- Next Gala Meeting will be Thursday, January 11h.

- PRA coordinated Christmas Luncheon for the faculty.

Committee Reports

- **Development and Finance Oversight** – Mr. Gil Schisler reported.
 - Committee will begin meeting at 5:30 prior to the Monthly Wednesday Board Meeting
 - TCMS has become the new beneficiary to the Annual Trot Thru the Terrace 5K, 10k, 1 Mile
- **Governance** – Dr. Lew Kirk reported.
 - TCMS Research Project - Collaboration between TCMS and USF/Dr. Bender's Marketing Students completed.
 - TCMS Board Members attended the presentations.
 - Committee is working on recommendations and will present to Board within the next 60 days.
- **Building** – Ms. Mas reported none.
- **Academic and Standards** – Ms. Lynne Volpe reported.
 - Focused on creating greater cohesion between teachers of the same subject/course and vertical teaming. Focused on timing for autonomy and shared initiatives relative to consistent assessment
 - New amendment: There will be a single lottery process across the District.

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: 12/08/2017

RE: Nov 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 \$2,175.0k versus the plan of \$2,142.1k for a unfavorable variance of \$32.9k. FTE revenue are above by \$31.7k, 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 \$17.2k of plan, variance of (30.9%). 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 \$2,083.9k vs the plan or \$ 2,101.8k for a variance of \$ 17.9k 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 \$91.1k versus the plan of \$44.3k. This is favorable variance to the plan by \$46.8k, this combination of revenues and expense changes already discussed.

Cash Balances:

Cash balances and working capital liquidity decreased by a net of \$63.9k month over month to \$1,183.5k. Of the cash balances \$950.2k is encumbered by the bonds and associated mortgages. The balance of \$233.3k is available to meet current foundation needs.

The next Series A bond interest payment of \$ 136,069 will occur on May 15, 2018. The next principle payment of \$145k will be paid on May 15, 2018. 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

12.13.17

1. TCMS was awarded a grant from FAWQ to purchase equipment to do water quality testing. The organization would like to establish a future partnership with our outdoor classroom initiative. The school also received a
2. TCMS Annual Report has been submitted for review to the School District.
3. TCMS received the A+ Recognition Funds. This money was distributed as planned.
4. Faculty and Staff are in the process of finalizing 1st semester. We have semester exam next week. Grades are due January 10th at that time we will know how many students failed the semester and will need to recover credits through FLVS.
5. Coming up on Saturday, January 20th is our applicant open house. This year the event has been shorten to 9 – 12pm instead of 1pm. We are inviting board members to attend to represent the board at the event. Also for the incoming children of board member to visit teachers and classrooms.