

**Back to Basics Charter School Foundation, Inc.**  
**Board of Directors Meeting**  
**Wednesday, February 13, 2019**  
**Room 208**

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

**Absent:**

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

**Public Comment on Agenda Items –None.**

**Approval of the January 9, 2019 Minutes –Ms. Mas** asked for approval of the minutes, 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)**

1. Lottery completed on February 11, 2019.
  - a. 6<sup>th</sup> grade – offered 164 spots. 103 confirmed. Waitlisted 344.
  - b. 7<sup>th</sup> grade – offered 5 spots. 4 confirmed. Waitlisted 92.
  - c. 8<sup>th</sup> grade – offered 3 spots. 3 confirmed. Waitlisted 60.
2. Credit recovery by grade
  - a. Students failed one or more classes
    - i. \* 8<sup>th</sup> grade – 11 students
    - ii. \* 7<sup>th</sup> grade – 9 students
    - iii. \* 6<sup>th</sup> grade – 8
  - b. Credit recovery in student information system
  - c. IXL for credit recovery for middle school credit. FLVS for high school credit (8<sup>th</sup> graders).
3. Calendar for approval for bi-monthly ½ days on Friday. Ms. Mas requested a motion for a discussion on the calendar. Ms. Hines-Cobb moved for approval to discuss; seconded by Mr. Schisler.
4. Literary Symposium

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

**PRA Report-** Ms. Cherie Smith

1. Planning for next year
2. Valentine’s breakfast

3. Coordinator event in May

## **Committee Reports**

**Development and Finance Oversight** – Mr. Schisler reported, the committee did not meet

**Governance** – Mr. Lew Kirk reported, the nominating committee met and interviewed five (5) candidates for the board vacancy. Mr. Kirk asked for approval to discuss candidates and new project committee. Motion presented by Mr. Schisler; seconded by Mr. Amaden.

1. Board requested recommendation on vacant seat prior to filling committee
2. Governance has requested proposal of “new” committee and roles

Board voted unanimously to have proposal from nominating committee presented at March 2019 meeting.

**Building** – Ms. Alba Mas reported, the committee did not meet.

**Academic and Standards** – Ms. Lynne Volpe reported meeting with GLA’s to discuss

1. Credit recovery
2. Evaluation process

Strategic Planning Committee- Mr. Gil Schisler reported a tentatively negotiated deal for Kiran Patel High School to purchase current TCMS property that would result in our leasing back the building/property until new TCMS facility is complete. TCMS would have occupancy of new building in August 2020. A floor plan of new building was presented. It was recommended for the board to have a site visit. Mr. Schisler requested approval from the board to continue moving forward with the current strategy of relocating TCMS onto property of Kiran Patel High School. Ms. Mas asked for approval of strategy. Mr. Amaden moved for approval; seconded by Ms. Hines-Cobb. The board unanimously voted to approve strategy of relocating.

## **New Business:**

1. **Raise funds to purchase new chairs (8) for conference room.**

## **Old Business:**

**Public Comment:** None.

**Adjournment** – Ms. Alba Mas called for a motion to adjourn the meeting at 6:25pm. Mr. Gil Schisler motioned; seconded by Mr. Lew Kirk. The board voted unanimously to adjourn the meeting at 6:25pm.

Minutes taken by: Creah Demps

Minutes respectfully submitted by: Creah Demps

**Treasurer's Report**  
**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: 02/10/2019  
RE: January 2019 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 \$3,195.2k versus the plan of \$3,105.7k for a favorable variance of \$89.5k. FTE revenue are above plan by \$15.5k. SIT funds are a head of the plan this time of year, currently by \$89.8k 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 February. We will of course advise as any issues develop.

**Expenses:**

YTD total spending totals \$2,982.4k vs the plan or \$ 2,868.1k for a variance of \$ 114.3k unfavorable. 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, we are fully budgeted.

**Net Asset Changes:**

YTD Net asset changes are of \$212.9k versus the plan of \$237.6k. This is a unfavorable variance to the plan by \$24.7k, this combination of revenues and expense changes already discussed.

**Cash Balances:**

Cash balances and working capital liquidity increased by a net of \$62.7k month over month to \$1,317.2k. This difference is due to the timing of payroll and payment of bills. Of the cash balances \$1,107.7k is encumbered by the bonds and associated mortgages. The balance of \$209.5k 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

## Principal's Report Attachment #2

2.13.19

1. TCMS conducted the 2019 Lottery on Monday, February 11<sup>th</sup>. We offered acceptance to 165 potential students in the 6<sup>th</sup> grade and waitlisted 344 others. As of today 103 students have confirmed. We offered 5 acceptance to 7<sup>th</sup> grade, 4 have confirmed and 92 have been waitlisted. We offered 3 acceptances to 8<sup>th</sup> grade, 3 have confirmed and 60 have been waitlisted. Total of 496 students are on our waitlist for the 2019-2020 school year.
2. We have completed grades for 2<sup>nd</sup> Semester. Currently we have 11 - 8<sup>th</sup> graders, 9 - 7<sup>th</sup> graders and 8 - 6<sup>th</sup> graders who have failed one or more courses and will need to complete credit recovery in order to pass. All students have been placed into credit recovery courses. TCMS is using iXL middle school courses and for high school courses we are using FLVS.
3. Administration is requesting an update to the school calendar. We are proposing to add bi-monthly early release days. After receiving feedback from teachers regarding operating concerns, one of the top issues brought up was not having enough time for planning, grading, collaboration, meetings and parent conferences. In past years TCMS teachers had 2 planning periods that allowed them to take care of these additional task. When enrollment increase one of these planning periods was eliminated and for many years' teachers have done their best to compensate for this lost time by staying at school later or completing work at home. SDHC as well as many other charter schools have moved to implementing early release days in order to give teachers time to complete other responsibilities associated with their job that requires many hours spent outside of the regular work day.
4. On Friday TCMS will hold our annual literary symposium. The symposium is hosted by the math department featuring the novel A Wrinkle in Time. All are welcome to attend.

## Faculty Report Attachment #3

School Board Report for February 2019

Good evening! Here are things happening around TCMS these days!

Mrs. Foster: In my 8<sup>th</sup> grade Language Arts class, we have been reading *Animal Farm* and comparing the movie to the actual text. We also wrote original allegories paralleling the book, *Animal Farm*, which is also an allegory.

Mr. Canonaco: In our 8<sup>th</sup> grade Language Arts class, we will begin to read *Lord of the Flies*, and we will have a pre-activity about survival on an Island.

Mr. Wahnnon: In our 8<sup>th</sup> grade US History classes students are working on our annual Business Projects. These will culminate with a market day on Friday, March 1<sup>st</sup>. Students:

1. Create a Product/Service
2. Develop a workable plan with business name, deciding costs and pricing
3. Receive an understanding of the market economy
4. Learn to advertise their product or service
5. Strive to make a profit

Mr. Hahn: In my class, we do a weekly debate activity. Students were assigned a Greek group such as ALPHA, BETA, GAMMA, etc. They designed a poster to hang on our class "tepee-on-the-wall" which shows their artwork by each class period for the group to which they are assigned to be an active member. Then they compete against another class group in a debate. At the end of the day, the group winner is announced. We are trying to decide which American has made the most impact on us as a nation. It's a single elimination concept, make like the NCAA Basketball Tournament. (See bulletin board outside room 103).

Mr. Yurchak/Mr. Burroughs: Students have been learning about their rights/freedoms as found in the US Constitution. They are also starting to see how landmark Supreme Court cases and their rulings affect our daily lives. Creativity has really shined as students wrote original poems, created original drawings to define a right/freedom, developed the idea for and wrote original storybooks. In the next week they will create political cartoons.

Respectfully,

Rixie L. Burroughs  
TCMS Faculty Representative 18-19