

Back to Basics Charter School Foundation, Inc.
Board of Directors Meeting
Wednesday, February 14th, 2018
Room 208

In attendance: Ms. Lynne Volpe, Lew Kirk, PhD, Ms. Alba Mas, Mr. Gil Schisler, Ms. Tahvia Shaw, Mrs. Carol Hines-Cobb, Mrs. Creah Demps, Mrs. Tiffany Sperry, Mr. Steve Conover, Mrs. Karan Orbegoso. Mr. Greg Mesaros

Absent: Ms. Ruby Anderson & Mr. Todd Amaden

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 January 10th, 2018 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

- Flag football is winding down, boy's baseball and track starting up
- We have over 70 students in our track club
- Math Counts coming up in March

PRA Report- Ms. Karan Orbegoso

- Planning a parent mixer for the beginning of next school year
- Science Symposium will take place March 9th
- Looking at the upcoming Trot Through the Terrace race in November
- TCMS Gala coordinators are calling sponsors am & pm
- Give Day Tampa Bay May 1st

Committee Reports

Development and Finance Oversight – Mr. Gil Schisler reported:

- Results of the month/grants report for the Walton Foundation that builds new schools
- Ms. Long is currently working on the Rays, Tampa Bay Times, Duke Energy and Publix grants

Governance – Dr. Lew Kirk/Greg Mesaros reported (Attachment #3)

- Marketing recommendations & Grants Report

Building – Ms. Alba Mas: Did not report

Academic and Standards – Ms. Lynne Volpe reported:

- Went over results of survey with Sam
- Met with Cecilia re: credit recovery options

New Business – None

Old Business - None

Public Comment - None

Adjournment – Ms. Alba Mas called for a motion to adjourn the meeting at 6:38 pm. Mr. Schisler motioned; seconded by Ms. Lynne Volpe. The board voted unanimously to adjourn the meeting at 6:38 pm.

Minutes taken by: Samantha Kahn

Minutes respectfully submitted by: Samantha Kahn

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: 2/08/2018
RE: Jan 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 \$3,093.3k versus the plan of \$2,989.5k for a favorable variance of \$103.8k. FTE revenue are below by \$2.8k, mostly due to timing issues of when checks are received. As discussed during the emergency board meeting last month the district did in fact reduce the bi-weekly check amounts, we have made the change in the budgeted amount for the balance of the year. While there is not an impact to overall profitability yet, it will begin to hit in March and April. The infusion of cash from the angel investor will supplement the reserves and allow us to survive the cuts until the new budget goes on line in July. SIT funds are ahead with the State, currently by \$66.5k of plan, variance of 39.8%. The second half of our Fundraising program has started for the 2017-18 school year, the effectiveness of these program will help offset the district cuts, though our projections are done with no fundraising dollars in the mix, it will all be gravy. We will of course advise as any issues develop.

Expenses:

YTD total spending totals \$2,915.4k vs the plan or \$ 2,921.4k for a variance of \$ 6.0k favorable. 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 \$177.9k versus the plan of \$68.1k. This is favorable variance to the plan by \$109.8k, this combination of revenues and expense changes already discussed.

Cash Balances:

Cash balances and working capital liquidity increased by a net of \$142.3k month over month to \$1,334.3k. Of the cash balances \$1,034.3k is encumbered by the bonds and associated mortgages. The balance of \$300.0k 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

2.14.18

1. The lottery ran on February 12th, everything went smoothly.
2. FLVS: Looking for an alternative for credit recovery. SAL's provided content for make ups, trying to find an alternative and are working with the district. Need a plan for 2nd semester. Florida statute requires us to allow students to take FLVS during summer.
3. We are currently prepping for the upcoming testing season. FSA start in March. Teachers are running boot camps for test prep. Next year it will go back to paper based.

Attachment #3

Governance Report

TCMS Marketing Recommendations

January 28, 2018

Purpose: The purpose of this document is three-fold. First, it is intended to provide a brief synopsis of what we have learned from the past six months in understanding how effectively TCMS is engaging with its constituents, and where there are potential gaps or areas of improvement. Second, it outlines specific steps for TCMS to implement in order to improve their messaging (some of these "best practices" have already been implemented or are in the process of being implemented). Third, it provides an organizational structure to ensure that TCMS marketing efforts will be measurable, sustainable, and impactful over the long-term as TCMS raises their profile in the community and works to achieve specific fundraising goals.

Efforts Undertaken: The recommendations come from the following activities-

- Primary data collected through the paid USF internship to provide marketing research on both former families of TCMS students (completed and shared with board during the October meeting) as well as local businesses in the area (to be completed in February of 2018 and shared at a future board meeting).
- The topic of Dr. Bender's Marketing Class Project with six student groups presenting in December of 2018 and feedback secured from Dr. Bender on January 17th, 2018. Written reports were presented with more depth. The topics covered featured such items as branding, website design and functionality, social engagement activities, and event marketing.
- Feedback from the Board Members who attended the two-day sessions and the Ad-Hoc Marketing Committee Members, some of whom have experience in the field of Marketing.
- Meeting with Meichelle Long, Technology & Media Director, TCMS.

What We Have Learned: TCMS is in an enviable position. The quality of the education they provide to a group of students selected at random (with some applicant bias noted) is both supported by test scores and awards (internal and external quantitative metrics) and by current and past parents of TCMS (internal qualitative and quantitative metrics). In short, if you live in the Tampa Bay area and you want your child to have a high-quality middle school education in a structured and safe environment that prepares him or her very well for high school and beyond, and at no additional cost to you as the parent, TCMS is your first choice. This is evidenced by the wait list that exists every year for limited slots, as well as the stories shared by parents and elementary teachers when children do not win the lottery and must resort to their second or third choice middle school. The product delivered by TCMS is simply top-notch.



2017-2018 Grant Report

Meichelle Long, Instructional Technology/ Media Director/ Grants Facilitator

TEMPLE TERRACE GRANTS	APPLIED	AMOUNT
Steam Powered History Lab- Johann Wahnon- AWARDED Wileco D24 steam engine		\$850
Boost Your Coding Skills- Karen McCartney- AWARDED LEGO Boost robots and Tablet		\$840
CLASSROOM GRANTS	APPLIED	AMOUNT
HEF- Boost Your Coding Skills - AWARDED LEGO Boost robots and Tablets- Karen McCartney		\$2,099
HEF- Documenting Growth - AWARDED Document camera- Rachael Adler		\$345
HEF- THINK TANKS for Critical Thinking- AWARDED Makerspace kits- Mendy Whittemore		\$1,289
OUTDOOR CLASSROOM GRANTS	APPLIED	AMOUNT
TAMPA BAY ESTUARY PROGRAM GRANT EcosySTEMs Stewardship Science for Outdoor Classroom		\$2,370
TEMPLE TERRACE GARDEN CLUB Seedfolks Grant for 6 th grade LA (carryover from 2016-2017)		
CLEARWATER AUDUBON SOCIETY- AWARDED Stewardship Science		\$1,000
SUNCOAST NATIVE PLANT SOCIETY - AWARDED Stewardship Science		\$482
TAMPA BAY SIERRA CLUB- AWARDED TEKS Trails		\$500
FAWQC (FL Association for Water Quality Control) AWARDED Vernier Wireless probes and Tablets		\$997
TOTAL GRANTS AWARDED 2017-2018 YEAR		\$10,772