



Board Approval of Minutes

Approved: May 8th, 2019

Board Chair's Signature: _____

Director's Signature: _____

**Back to Basics Charter School Foundation, Inc.
Board of Directors Meeting
Wednesday, April 10th, 2019
6PM
Room 208**

In attendance: Ms. Lynne Volpe, Ms. Alba Mas, Mr. Gil Schisler, Mrs. Tiffany Sperry, Dr. Lew Kirk, PhD, Mr. Greg Mesaros, Mrs. Cherie Smith, Ms. Tahvia Shaw, Ms. Creah Demps, Mr. Rixie Burroughs, Mr. Lonnie Bryant

Absent: Mr. Todd Amaden,

Call to Order – Ms. Alba Mas called the meeting to order at 5:56PM

Appointed Mr. Lonnie Bryant to Finance Committee and Ms. Creah Demps to Governance Committee

Public Comment on Agenda Items –None.

Approval of the March 13th, 2019 Minutes –Ms. Mas stated she had a correction. Mr. Schisler moved to adopt for purposes of discussion; seconded by Ms. Demps. The board then voted unanimously to approve the minutes as corrected.

Treasurer's Report – Mr. Gil Schisler (Attachment #1)

Principal's Report – Ms. Tahvia Shaw (Attachment #2)

- A. Handbook Changes – Mr. Schisler moved to adopt; seconded by Mr. Kirk.
- B. Referendum on surtax dollars
 - a. Ms. Shaw recommended the Board submit letter to Superintendent on role/clarification of Citizen Oversight Committee in regards to allocating funds for capital improvements per the sur tax. Mr. Schisler moved to grant permission for Ms. Shaw to create letter for Board review and approval.

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

PRA Report- Ms. Cherie Smith (Attachment #4)

Committee Reports:

- **Development and Finance Oversight-** Did not meet
- **Governance-** Dr. Lew Kirk
 - A. Marketing project for USF intern tabled until Mr. Schisler generates budget
 - B. Nominating committee announced open search for board vacancy
 - a. Vacancy will be for someone with background in education/academics
 - C. Update subcommittees to allow parental involvement
- **Building –** Did not meet

- **Academic and Standards** – Ms. Lynne Volpe
 - a. Participated in conference call regarding Sur tax referendum
 - b. Seeking clarity on Oversight Committee's position on Surtax

New Business: None

Old Business: None

Public Comment: None.

Adjournment – Ms. Alba Mas called for a motion to adjourn the meeting at 6:40pm. Mr. Schisler motioned; seconded by Ms. Mas. The board voted unanimously to adjourn the meeting at 6:40pm

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

To: BTBCSF Board Members & Finance Committee
From: Gil Schisler, Treasurer
Date: 04/05/2019
RE: March 2019 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 \$4,122.6k versus the plan of \$3,941.4k for a favorable variance of \$181.2k. FTE revenue are above plan by \$41.0k. SIT funds are a head of the plan this time of year, currently by \$112.5k of plan. We have received all SIT funds to date and have received more than expected. Fundraising completed for the year. We will of course advise as any issues develop.

Expenses:

YTD total spending totals \$3,834.5k vs the plan or \$ 3,690.8k for a variance of \$ 143.7k unfavorable. Portion of this is due to the Best and Brightest payout, which was fully funded by the state. 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 \$288.1k versus the plan of \$250.6k. This is a favorable variance to the plan by \$37.5k, this combination of revenues and expense changes already discussed.

Cash Balances:

Cash balances and working capital liquidity increased by a net of \$57.1k month over month to \$1,407.8k. This difference is due to the timing of payroll and payment of bills. Of the cash balances \$1,188.5k is encumbered by the bonds and associated mortgages. The balance of \$219.3k 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

4.11.19

1. Please see the proposed updates for our student and parent handbook for the 2019 – 2020 school year. These updates are changes to board policy and must be voted and approved by our board. Attachment # 2
2. TCMS will once again participate in the Temple Terrace Relay for Life. The event will be held at Greco Middle School on Friday, April 12th at 6:30pm.
3. On Monday, April 29th TCMS will conduct our NJHS induction ceremony in the gym at 6:00pm.
4. In November Hillsborough County voters, voted and approved a one-half cent capital outlay sales surtax. Beginning, January 1, 2019, The Hillsborough County School Board began receiving these monies to fund air conditioning replacement and other repairs, capital improvements, building enhancements for school security and other maintenance needs. Per the referendum language these expenditures will be governed by the August 24, 2018 School Board Resolution. Per the August 24, 2018 Resolution, Section 4 B "The proceeds of the levy and collection of the surtax and any interest accrued thereto shall be expended by the School Board for fixed capital expenditures or fixed capital costs associated with the renovation or construction of school facilities, and campuses, for security, technology and other school purposes..." On the school district's website FAQ it reads:

Would charter schools be eligible for funding from the referendum?

Charter schools would only be eligible for funding through the half-penny sales surtax by meeting three criteria that parallel the needs and situation of district-operated schools:

- Facility must be owned, and not leased, by the charter school
- Facility must demonstrate a need due to deferred maintenance and inadequate funding
- Project must be reviewed and approved by the Citizen Oversight Committee

The third bullet is being challenged by charter schools whom own their buildings for the following reasons:

- Per the Referendum and the School Board Resolution the authority to expend the proceeds of the surtax lies with the School Board not the Oversight Committee.
- Per the Resolution, Section 5 the Project Oversight Committee was established to "report on the implementation, progress, status and completion of the projects funded by the sales surtax" not to govern approvals and eligibility of public charter school requests and eligibility.
- In a recent Oversight Committee meeting, the committee chair and various members made negative comments and decided that charter schools are not eligible for these monies. They further concluded that these monies were only meant for traditional public schools.

The charter schools affected by the decision made by the Oversight Committee are now challenging their authority to approve or deny charter school request for these funds. We are requesting clarification of the process and criteria for a public school operating in the Hillsborough School District to receive funding from surtax voted on and approved by Hillsborough County voters last November.

Additionally, we are trying to understand the role of the Oversight Committee and the process for a public charter school to receive its fair share of the surtax.

Our consult company suggests that each board send a letter to the superintendent requesting clarification of the role of the Oversight Committee as well as the process in which a public charter school who owns their building may request and be awarded funds collected by the School Board from the Surtax.

This issue is important to TCMS because as long as we are a land owner we need to protect our interest in assuring that we receive the capital support to fund our deferred maintenance and any other allowable capital improvements.

1. 900.04 Civility Policy

The aim is to promote mutual respect and orderly conduct within the school, thereby setting a model for children and others in the community. It is not meant to deprive any person of the right to freedom of expression. Volatile, hostile or aggressive actions and words are discouraged, **and individuals who engage in these activities may face legal penalties.**

Change To:

and individuals who engage in these activities may be required to withdraw their child and/or may face legal penalties.

2. 900.07.1 Means of Communication

- Edsby
- Weekly emails
- TCMS Website (www.tcmstornadoes.com) & TCMS Facebook Page
- School flyers
- Faculty and Grade Level House mass email mailings and newsletters
- Direct calling by PRA/teachers
- **ParentLink telephone broadcasts by the Administration**
- Conference in person
- Facebook and Twitter

Added:

ParentLink Telephone & Text Messages broadcasts by the Administration

3. 910.01 Discipline

Consequences of a Level One Offense shall include, but may not be limited to the following:

Change to (for all offenses, two and three)

Consequences of a Level One Offense **may** include, **but not** limited to the following:

Students who are on a behavior management plan or who have committed Level One offenses **should not** participate in other non-academic activities such as sports, pep rallies, dances, **pool party**, etc. for a period of 60 school days or for the remainder of the school year as determined by Administration. Grade Level Administrators will communicate revoked privileges to parents in a behavior contract. Administration will communicate revoked privileges for suspensions.

Deleted “pool party”

| | | |
|-------------------|-----|--------------------------------------------------------------------------------------------------------------------|
| Sexual Misconduct | ANY | Suspension for 10 days, removal from TCMS, referral to law enforcement agency and expulsion from HCSB if warranted |
|-------------------|-----|--------------------------------------------------------------------------------------------------------------------|

Change to:

| | | |
|-------------------|-----|-----------------------------------------------------------------------------------------------------------------------------|
| Sexual Misconduct | ANY | Suspension up to 10 days, removal from TCMS, referral to law enforcement agency and expulsion from HCSB if warranted |
|-------------------|-----|-----------------------------------------------------------------------------------------------------------------------------|

910.03 School Uniform

| | | | |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>BOTTOMS</p> <p>Must have TCMS logo, wear belt with bottoms that have belt loops</p> | <p>BOTTOMS MUST BE <u>UNIFORM STYLE</u></p> <p>Boys: Pants, shorts Girls: Capris, pants, shorts, skorts, skirts</p> | <p>Khaki/black</p> | <p>Shorts, skorts or skirts that are too short or too tight. Skinny pants are not permitted.</p> <p>Capris or shorts that are rolled up beyond the hemline or waist.</p> <p>PE shorts may <u>not</u> be rolled up or down.</p> <p>Cargo pants/shorts</p> |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Added:

Shorts, skorts or skirts that are too short or too tight. Skinny pants or **black denim** are not permitted.

Bottoms:

- No more than 3" above the knee even with leggings
- May not have writing across the backside of the pants/shorts/skirt
- Jeans must be blue or black. White, pastel or royal blue printed, etc. jeans are not acceptable
- Must be worn at natural waist-line (not below the hips)
- No knit or spandex bottoms, jeggings or skinny jeans
- No cargo bottoms

Added:

- White, pastel, royal blue or printed, etc. jeans are not acceptable

920.03 Cell Phones and Usage

Cell phones may be used by students **after** exiting the school buildings and following the 3:05 dismissal bell to contact parents or to arrange pick-up. Any cell phone usage inside the school facility or during the school day must be approved by TCMS personnel only. Phones may not be used to play games, take pictures or use social media.

Usage of the school's cell phone is strictly authorized by the Principal and must be used for school business only.

Added:

SMARTWATCHES are prohibited during the school day.

950.02 To Report an Absence

Added:

- a) Any absence due to vacation beyond 3 days will be unexcused. Vacation absences for 10 or more days may result in the student being withdrawn from TCMS and replaced with a student on the waitlist. Family vacations resulting in an absence will be excused for up to 3 days.

960.02 Student Withdrawals

The withdrawal form must be signed by all of his/her teachers and by the school's administrators. These signatures indicate that the student is clear of obligations, including textbooks, library books, and any other school equipment that might have been in his/her possession. **If there is any outstanding debt it will be recorded in the student's screen in the school district's main frame, which may affect registration at the new school.**

Added:

Parents must provide the location of the receiving school.

Section 970 Food Services

Terrace Community Middle School does not participate in the Federal Free and Reduced lunch program; however, if your family qualifies under the federal guidelines, please contact the Café Manager.

Added:

TCMS will provide students who qualify for FFL with lunch assistance. Please contact the Café manager for the form.

980.03 Collection of Student Fees

Beginning August 13th, 2018, Paypal will no longer be used for the day to day collection of payments. Instead, TCMS will be using a payment program called Script <https://trips.scriptapp.com>. This program will streamline how payments are received at TCMS and will be the primary method that all school related payments are received with the exception of lunch and Aftercare payments. There will be a convenience fee for all credit cards or electronic payments made through this site. We will still accept check, cash, and money orders. Additionally, this site will be used for the collection of permission slips and any other school related forms.

Changed to:

Beginning August 2019, Script will no longer be used for the day to day collection of payments. Instead, TCMS will be using a payment program called Orgs Online <https://orgsonline.com>. This program will streamline how payments are received at TCMS and will be the primary method for payments. There will be a convenience fee for all credit cards or electronic payments made through this site. We will still accept check, cash, and money orders. Additionally, this site will be used for the collection of permission slips and any other

school related forms. Each parent/guardian will need to sign-up and register for an account for the 2019/20 school year.

990.20.01 Placement and Course Offerings

6th Grade - Language arts, mathematics, science, social studies, critical thinking for reading. In addition, art appreciation, introduction to foreign language (if available), band, physical education, chorus. STEM, and Computer Applications I may be available for students to choose.

7th Grade – Language arts, pre-algebra, science, social studies, Spanish, band, art, Computer Applications II, chorus, STEM, and physical education may be available for students to choose.

8th Grade - Language arts, algebra 1 or algebra 1 honors for high school credit, physical science honors (PSH) for high school credit, social studies and electives in advanced band, art, Computer Applications III, physical education, chorus, STEM or Spanish I for high school credit (placement in Spanish 1 may only be assigned by teacher recommendation in compliance with district and school academic requirements) may be available for students to choose.

Added:

Computer Discovery in all sections.

Deleted: DRAMA

GLOSSARY OF TERMS

Sexual Offenses: sexual behavior or conduct

Added:

Sexual/Assault Offenses: sexual behavior or conduct

Sexual Harassment: when a person offends

Changed to:

Sexual Misconduct

Faculty Report Attachment #3

School Board Report for April 2019

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

Mr. Conover: TCMS placed 11th in the state (out of 47 teams). Avaneesh Venkatesh placed 20th as an individual. He has made it to state level all 3 years while attending TCMS

Team Members:

David Jin, Avaneesh Venkatesh, Keerat Kohli, Taban Chin, Richard Sun

Mrs. Jacobsen: TCMS recently placed first place at the Battle of the Books Competition. This continued the tradition of our students' successes of reading and recalling details/facts and performing well in competition.

Mrs. Mila/Ms. Avichouser: The annual trips to the Florida Keys and local science trips were successful. Students were able to dissect squid, do shore sampling, kayak or canoe, learn about our different types of mangroves, and snorkel in the Keys. We had great weather and fun experiences.

Respectfully,

Rixie L. Burroughs
TCMS Faculty Representative 18-19

PRA Report Attachment #4

Thursday, April 11, 2019

****Coordinators: make sure to upload any documents you have to TCMS share drive. If you need access contact Paige Budda: paigeperilloux@gmail.com

Welcome:

Past Events:

April 5th - Trivia Night - Maria Hernandez: Successful completion; final numbers will be distributed once everything is tabulated.

Upcoming Events:

FSA Breakfasts (May)

- Timeline - Meeting between coordinators and Ms. Pena - 4/10
- Additional needs - TBD

Give Day (May 1st)

- Updates: TBD

Teacher Appreciation Luncheon (May 10th)

- Theme: Southern Summer
- Timeline:
 - Sam to look at gift cards for updating; Creah to send out sign-up genius in the next week or two. Feedback from teachers add more Amazon, Target, Wal-Mart and Publix. Delete Restaurants, iTunes, Barnes and Noble, Fandango and Dairy Queen.
 - May 10th afternoon meeting at 3:30 to set-up
 - Catering to be dropped off morning before 1st lunch (lunch starts at 10:30)

PRA Kick-off for 2019-20 (May 21st (possible date change)):

- Welcome and walk-through with basic process for coordinators.
- Break-out sessions for each event next year with emphasis on Fall Festival, Trot thru the Terrace and Gala.

July 4th Parade (July 4th)

- Looking for a coordinator: Possibly recruiting a couple students from each of the sports teams to be involved. (NJHS)

Parent University: (rename) looking for topics for next year

Last regular PRA Meeting of the year will be May 9th at 3:30pm to set-up for Teacher Appreciation Luncheon.