

Back to Basics Charter School Foundation, Inc.
Board of Directors Meeting
Wednesday, September 8, 2010

Approved Minutes

In attendance: Mr. Robert Negron, Ms. Kristine Bennett, Ms. Lynne Volpe, Dr. Steve Shivers, Mr. Gil Schisler, Mrs. Nancy Hutson, Gary Hocevar, Mr. Vinny Medero, Mrs. Carol Hines-Cobb, Dr. Lew Kirk, and Mr. Jeffrey Huggins.

Excused Absences: Ms. Alba Mas, Mrs. Jackie Zebos, and Mr. Stanley Mykita

1. **Call to order** – the meeting was called to order at 6PM by Mrs. Hutson, Board President.
2. **Approval of the August 11, 2010 Board Minutes** – Mrs. Hutson called for a motion to approve the minutes as written; Mr. Schisler motioned; the motion was seconded by Ms. Volpe. The board voted unanimously to approve the minutes as written.
3. **Treasurer's Report** – see attached.
4. **Principal's Report**
 - Personnel Update – Current opening in Physical Education. Will be interviewing soon, but for now there is an excellent substitute in place.
 - Negotiating the Site Visit for the Charter Reapplication– Met with Jenna Hodgens and have confirmed process for the Charter Reapplication. A meeting will be set with the District in the near future to review procedures. The Charter Reauthorization review has been proposed for October, but has not been finalized. Contract negotiations should begin sometime subsequent to the district's site visit. Mrs. Schoenburg, BTBCSF, Inc. attorney, has begun the process of reviewing the district's contract template. Due to the district considering 23 new applications for charter schools, the district requested that we look at approval of the contract at the first SDHC School District board meeting in January, 2011. Mr. Hocevar will keep the board updated.
 - Summer SLAM Update –profit made of \$9,678. Was relatively successful ; however, new marketing strategies will be implemented to increase interest and enrollment.
 - School Improvement Plan and State of the School Report – Mrs. Bennett presented both the Plan and the Report. Grade Level Administrators and Subject Area Leaders provided support in the creation of the report.
 - Annual Report Update - in process of being updated. Thanked Helen Ratcliffe for her work on the report.
5. **Faculty Report** – Mr. Negron (see attached)
6. **PRA Report** – Mr. Mykita was not present. There was no report.
7. **Committee Reports**
 - **Finance and Development Oversight** – met 9/7/10 – no major issues. Referenced Yearly Annual Financial Annual Report. Mr. Schisler shared that we had a clean audit.
 - **Governance and Nominating** – did not meet
 - **Academic Curriculum Review** – met with GLAs and reviewed plan for GLA structure
 - **Facilities and Operations Committee** – (see attached)
8. **New Business**
 - Mr. Schisler asked Mr. Hocevar about the anticipated A+ School Recognition Funds. Mr. Hocevar indicated that pending notification, we could receive up to \$58,000; however, the amount could be less depending on revenue. Mr. Hocevar stated that he had been notified by the DOE that funds were being

delayed until sometime in February, 2011. Mr. Schisler then made a motion to use current funds in the budget to pay employees the A+ Money Award early. This money will be supplanted once the money is received from the DOE. Motion Seconded by Mr. Huggins. The Board voted unanimously to approve the motion.

9. **Old Business** – there was no old business
10. **Public Comment** – there was no public comment
11. **Adjournment** – Mrs. Hutson asked for a motion to adjourn the meeting. Motion entered by Mr. Schisler, Seconded by Mr. Huggins. The Board voted unanimously to adjourn the meeting at 7:15 PM

Minutes taken by Carol Hines-Cobb

Minutes respectfully submitted by Jackie Zebos, Board Secretary

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

To: BTBCSF Board Members & Finance Committee

From: Gil Schisler, Treasurer

Date: 10/10/10

RE: September 2010 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 \$1,206.3k which is favorable to our budget by ~ \$47k, with the budget at \$ 1,158k. Of this State FTEs, Capital and A-Plus monies accounted for \$ 1,032.8k or 85.6% of the total revenue. The balance is the result of student activity fees, grants, donations and interest earnings. Last month we were at 88% of all revenue was from state sources. As school continues to gear up we will see this number stable at about 85% of the total.

Projections are on track and are expected to stay so. (Barring any significant state budget issues)

Expenses:

YTD total spending ended up at \$ 883k which was favorable to the operating plan of \$ 1,090k or about 15% favorable to the plan.

Net asset changes are favorable both as an actual number as well as to the plan.

Cash balances and working capital liquidity shrank by (\$20k) to \$1,707 or (1.2%) MOM. Of this \$1,027k is encumbered by the bonds and associated mortgages. The balance of \$680k is available for current and future foundation needs. This is a normal ebb and flow and is not an issue.

The next bond interest payment of \$ 160k is scheduled for November with the next principle payment of \$ 95,000 due in May 2011. These are all covered in the encumbered funds balances and are funded monthly with our "mortgage" payment.

All required reporting as mandated in our bond documents are current through September 30, likewise we are in full compliance with all district reporting requirements with the sole exception of the September financial compilations which are not due until 10/30/10, but is fully expected to be filed in a timely manner.

Respectfully submitted,

Gil Schisler

**Faculty Report to the Board
Terrace Community Middle School
September 8, 2010
Presented by Mr. Robert Negron**

- Open House Aug. 18
 - Staggered grade levels
- Grade level assemblies 1st day of school
 - Led by new GLA's
- Mentorship group a success for new teachers
 - First meeting Aug. 31
 - Environment + staff support = successful education
 - Thank you from Ms. Wood
- Athletics
 - Incredible turnout
 - Boys soccer – Labaw / Salazar
 - Girls Volleyball – Zak / Zak
- AEP Tutoring
 - All teachers helping tutor students
- Faculty change
- In the classroom...
 - Beginning of school assessments
 - **RTI Response to intervention** integrates assessment and intervention within a multi-level prevention system to maximize student achievement
 - Multi-step, problem solving approach for providing instruction and intervention at increasing levels of intensity.
 - Pre-test
 - The 6th graders are beginning the in class novel, “Seedfolks” , which is a story about strangers living in a close, inner city who come together and learn to respect and appreciate one another’s diversities by working side by side in a community garden. We have had 4 garden volunteer work dates since July and the first Garden box is growing a variety of vegetables. There is even a butterfly garden growing in containers in the center of “Joshua’s Garden” which the students planted. There are 2 more empty garden boxes, which we need to fill with soil and plant seedlings so we can begin an herb garden. We expect more to come and the products of the garden will go to those locally in need thanks to the original grant money from the City of Temple Terrace.
 - Mendy Whittemore & Juliana Hite 6th grade L.A. teachers
 - 6th Grade History will be participating in “garbology”. This lesson will open our unit on Archeology. Students will go through bags of “clean” trash J, and put together a profile of the owners. They will see how the trash can offer clues such as how many members in the household, ages, gender, occupation, hobbies and interests, diet, etc. To conclude we will relate what we have done with the trash to what archeologists do with artifacts. This will allow students to connect something they know about (garbage) to something they know less about (study of archeology and artifacts); will clarify what an artifact is and the role of an archeologist, and allow them to practice making inferences based on observations.

**Facilities Report
September 8, 2010 Board Meeting
Presented by Mr. Scott LaBaw**

Gutters – after great frustration with outside vendors, Mr. Jones and Mr. LaBaw used flashing, tar, liquid nails and other materials to stop/repair the roof leaks and gutter deficiencies. Remaining repair still required to unclog 2 downspouts. Rain tonight gave clear evidence of improvements.

Pavilion – Great success for student usage. Review underway for best furniture options. Probably attractive style metal picnic tables.

Floors – 1 repair underway (minor area – 2 ft sq.). Continue monitoring floors for future repair/replacement plans.