

# The Palmetto School at the Children's Attention Home

## Title I & Board Meeting

### Minutes

February 13, 2019 at 6pm

STEAM Lab, 505 University Drive, Rock Hill, SC

Board members present: Dan Wilde, Cindy Kelly, Ann Terry, Dan Freeman, Monique Constance-Huggins, Tricia Palm, Kevin Davis, Emily Brown, Elaine Bilton

Proxies given to Dan Freeman: Rick Norwood, Mary Ann Bice, Trish Johnson

#### **Executive Director's Report - Dr. Hugh Wilson**

##### 1. Title I Report

- 36 students are currently enrolled in the school (11 from CAH, 25 from outside).
- Dr. Wilson met with Lisa Gibson, director of federal programs for RHSD., and discussed requirements, policies, and procedures related to Title I.
- Priority school will officially end January 2019.
- The school is dealing with a lot of behavior problems. Dr. Wilson explained some of the challenges related to removing children who pose consistent behavior problems.
- Many children are making academic strides.

2. Dr. Wilson is working with Gary Baggett (Mr. B) on Title I and other responsibilities and programs. They are preparing for end-of-year tasks. Dr. Wilson will remain available for questions but believes Mr. B is ready to assume the responsibilities.

The last two grants are almost ready for submission. However, Dr. Wilson is not certain he can apply for the York Community Grant before his last day.

Mrs. Burns will continue to handle staff development. Recently, Dr. Wilson found out the state allotted funds for a reading coach, but the school was never notified. Dr. Wilson recommends adding the coach next year. Likely, the school will only need a part-time coach and can share with the RHSD.

Motion by Emily Brown to enter executive session to discuss a personnel matter related to the Executive Director; 2nd: Ann Terry; Unanimously approved.

**Executive Session - No action taken in executive session**

## **Board and Committee Reports**

1. Financial Report - Elaine Bilton provided the financial report. The school received \$267,000 in the general fund and spent \$264,000. The budget still includes \$50,000 of left-over priority school funds for after school tutoring and an instructional coach. The school must spend the funds by this summer. Current cash assets total \$419,000.

2. Expansion Task Force Report

The board reviewed changes to the charter contract. Motion by Dan Wilde to approve the contract changes except Section 8 related to budget submittal date. 2nd by Monique Constance-Huggins. Unanimously approved.

The task force will send the contract back to the RHSD for comments.

3. Dan Freeman nominated Kristen Roche for a vacant board member position and present her bio. Motion to appoint Kristen Roche to fill a vacant position that expires in 2021. Unanimously approved.

4. Executive Director/Principal Search Team

Dan Freeman will chair a search team and asked board members interested in serving on the search team to email him. The team will formulate a job description, post the job, review resumes, and set up interviews with potential candidates.

## **Fund Raising Report**

1. Fundraising Committee

- The Taste of Fort Mill Announcement went out. The group will send a Facebook announcement in March.
- The committee plans to meet with Grace Lewis to discuss a potential development director position. 3

## **Other Business**

1. Motion to approve January minutes as amended by Ann Terry. Second by Elaine Bilton. Unanimously approved.

2. Motion to approve amended December minutes by Kevin Davis. Second by Ann Terry. Unanimously approved.