

# **The Palmetto School at The Children's Attention Home**

## **Title I & Board Meeting Minutes**

June 13, 2019 at 6:00 p.m.  
Science Lab, 505 University Drive, Rock Hill, SC

Board Members Present – Elaine Bilton, Dan Freeman, Trish Johnson, Kristin Roche, Ann Terry, Dan Wilde, Rick Norwood, and Emily Brown

Proxies provided: Cindy Kelly, Kevin Davis, and Monique Constance-Huggins

Interim Executive Director/Principal – Gary Baggett

The meeting was called to order by chair Dan Freeman.

### **Executive Director's Report**

- Based on enrollment for next year and current students at CAH, Mr. Baggett estimates the school will have 40 students in the fall. The middle school and K-2nd classes are closed with waiting lists. 3rd-5th is open.
- Math scores increased at least one grade level for 85% of students, and reading scores increased at least one grade level for 95% of students.
- The computers were purchased and are being configured, which will result in a 1:1 student to computer ratio. RHSD allowed the school to use district laptops for testing. RHSD also provided excellent support with testing.
- The 3rd-5th grade teacher and bookkeeper positions are vacant. Mr. Baggett will discuss his role and the middle school teacher position with the new executive director.
- The home now requires an ID scan to access the building. Currently, parents without an ID must stay in the lobby. The school is working with the home to resolve security and admittance problems.

Motion to go into executive session to discuss two new personnel positions. Motion by Dan Wilde. 2nd by Ann Terry. Unanimously approved. Motion to adjourn executive session by Rick Norwood. 2nd by Trish Johnson. No action was taken in executive session.

### **Board & Committee Reports**

#### **1. Financial Report**

- a. Elaine Bilton reviewed the current balance sheet. Some priority school money remains (\$20,000), and it must be spent by the end of the year or returned to the state. The school will work on making additional purchases or reclassifying permitted expenses. Currently, the school has \$479,004.18 available in its accounts. As of the meeting, the school was operating within budget for the year with an income of \$464,629.88, and expenses of \$404,381.58. However, some outstanding expenses remain for June and July.
- b. The board discussed the 2019-2020 budget and voted to approve the budget as presented.

#### **2. Executive Director/Principal Search Team**

- a. Dan Freeman presented information on the process and the candidates. The team narrowed the search from 40 applicants and recommended that the board approve

a contract with Chantell Tarver A copy of the summary from the team is attached to the minutes.

- b. Motion by Dan Wilde to enter into a one-year contract with Chantell Tarver to serve as the Executive Director/Principal. 2nd by Ann Terry. Unanimously approved.
- c. The contract requires the board to set specific goals for Ms. Tarver. The board discussed emailing suggested goal to Dan Freeman before the August retreat.

### **3. Board Elections**

- a. Based on state requirements, each household was given one vote per child. The cottage parents voted for the children placed at the home.
- b. More than fifty percent of the board was elected during the election that was held on May 30, 2019 from 7:30 a.m. to 4:00 p.m. The following members were elected:
  - i. Elaine Bilton for a 2 year term
  - ii. Emily Brown for a 2 year term
  - iii. Dr. Monique Constance-Huggins for a 2 year term
  - iv. Dan Freeman for a 2 year term
  - v. Kristin Roche for a 2 year term
  - vi. Kevin Davis for a 1 year term
  - vii. Rick Norwood for a 1 year term
  - viii. Ann Terry for a 1 year term
  - ix. Dan Wilde for a 1 year term
- c. Motion by Emily Brown to approve the following executive committee for 2019-2020. 2nd by Dan Wilde. Unanimously approved.
  - i. Chair Dan Freeman
  - ii. Vice-Chair Monique Constance-Huggins
  - iii. Treasurer Elaine Bilton
  - iv. Secretary - vacant as of the meeting

### **4. Fundraising Committee**

- a. The committee met May 15, 2019 and discussed the prior meeting with Grace Lewis. The committee recommends that the Executive Director hire a Development Director. The committee will assemble a draft job description based on examples provided by Grace Lewis to assist the Executive Director.
- b. The committee understands that hiring an Executive Director may take time. In order to facilitate fundraising in the near future, the committee recommends the school contract with a marketing professional to provide consolidate the donor lists, communicate regularly with donors, and market the school on social media. The committee will locate some potential marketing professionals and provide a list of potential candidates to the new Executive Director.
- c. The committee believes its role is to focus on new avenues for fundraising. Therefore, the committee recommends the board form separate committee to begin preparing for the Circle of Caring Breakfast as soon as possible.

- 5. **Circle of Caring Breakfast Committee** - Dan Freeman asked for a volunteer to chair the Circle of Caring Breakfast Committee. Please contact Dan if you are interested.

Other Business:

1. Motion to approve May minutes by Trish Johnson. 2nd by Dan Wilde. Unanimously approved.
2. Dan Freeman presented Trish Johnson with a plaque for seven years of service on the board.
3. Dan Freeman announced he scheduled a meeting with the home to discuss updating the lease.

Next Meeting: TBD

## Summary of Search Process

### ED/Principal Position for The Pametto School at The Children Attention Home

June 12, 2019

- 40 applications were reviewed/screened using a standard evaluative tool based on the description of the position
- After this initial review the pool was further narrowed to 18.
- A closer review of this screened pool resulted in 6 candidates being selected for telephone interviews
  - Celeta Thomas-Watson
  - Cynthia Prince
  - Chantell Tarver
  - Dr. Kerry Singleton
  - Tara Dowdell
  - Chelsea Vanacore
- After receiving an invitation for the telephone interview, Tara Dowdell withdrew her application from consideration.
- Each of the 5 telephone interviews were conducted by most members of the search committee (because of scheduling conflict). The interviews lasted an average of 45 minutes. This process used a standardized interview protocol (questions) and candidates were evaluated using a standardized evaluative tool developed for our purpose.
- Cynthia Prince and Chantell Tarver were brought to campus for a face-to-face finalist interview. They also met with many stakeholders.
- After this extensive search process, Chantell Tarver was chosen as the top candidate. The committee was very fortunate to have two great candidates from which to choose.
- Chantell excelled in the following ways:
  - She has a long educational history -Masters degree in education since 2006
  - She has many years of public school leadership (vice principal and principal)
  - She is a bilingual teacher. This could add breadth of experience for our students.
  - She has a solid educational philosophy, with good communication skills and a strong value toward staff, students and parents.
  - She demonstrated mastery, creativity, and enthusiasm in exploring fundraising ideas for the school. In fact, she approaches fundraising from multiple

perspectives: advancing community awareness of school in order to increase enrollment, in-kind donations such as tutoring, monetary donors, grants and scholarships. Further, her response to the fundraising question was much more informed and realistic than the other candidate.

- She demonstrated more enthusiasm and passion than the other candidate. It appears that her temperament and skills would mesh well with the existing faculty and staff, making the transition period easy and fun, too!
- The evaluations from the school staff and home director and board chair were consistently positive.
- In sum, Chantell has the qualifications that are well balanced with drive, enthusiasm, desire to work hard and passion that will help take the school to the next level in concert with the board and staff. This will make her a great fit.

Sincerely,

Search Committee members

Dan Freeman

Dan Wilde

Cindy Kelly

Ann Terry

Monique Constance-Huggins