

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

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

August 8, 2019 at 6:00pm

STEAM Lab, 505 University Drive, Rock Hill, SC

Board Members Present: Ann Terry, Dan Freeman, Dan Wilde, Elaine Bilton, Kristin Roche

Proxies provided to Dan Freeman: Emily Brown, Monique Constance-Huggins, Rick Norwood

Executive Director/Principal – Chantell Tarver

The meeting was called to order at 6pm by chair Dan Freeman.

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

1. Title I Report
  - The Palmetto School will not receive the Delinquent & Neglected (N&D) Fund as was mentioned during the July Board meeting. The N&D Fund was not included in the 2019 – 2020 budget.
  - Title I funding for the upcoming schoolyear will total \$42,035.00.
  - School will begin on August 19, 2019. 30 students are currently enrolled (6 from CAH).
  - Enrollment for the 3<sup>rd</sup>-5<sup>th</sup> grade class is lower than expected. Ms. Tarver will contact 2 York county group homes affiliated with the school to discuss enrollment opportunities.
  - The school has resumed its monthly newsletter email and will begin sending this to the Board as well. Response from recipients has been positive.
  - Ms. Tarver will be interviewed on WRHI radio at 6:40am on August 14, 2019.
2. A part-time bookkeeper has been hired and will begin working with the school on August 19, 2019. Susan Downs (3<sup>rd</sup> – 5<sup>th</sup> grade teacher candidate) may work with the school as a substitute teacher while awaiting certification from SC. Ms. Tarver will obtain additional information on this process.
3. The annual Back to School Bash will be held at the school at 6:00pm on August 15, 2019.

### **Board and Committee Reports:**

1. **Financial Report** – Elaine Bilton
  - The July 2018 – June 2019 Profit and Loss statement was reviewed. The report is unaudited and subject to change. Several expenses from the General Fund were reclassified to Priority School. Elaine Bilton also provided an overview of the June 30, 2019 Balance Sheet.

- Several Executive Committee members now have access to the Foundation for the Carolinas online portal. The possibility of transferring a portion of the Reserve Funds to the Foundation account was discussed. All funds transferred to the Foundation account must be donated funds. Dan Freeman will schedule a meeting with the Foundation to discuss investment options.

## 2. **Appointment of Board Members**

- A motion was made by Ann Terry to appoint the following candidates to The Palmetto School Board, second by Dan Wilde. The motion was unanimously approved.
  - Debbie Burns for a 2-year term
  - Katie Arnold for a 1-year term
  - Lance Johnson for a 2-year term
  - Tammy Sessa for a 1-year term

## 3. **Fundraising Committee** – Dan Freeman

- The Fundraising Committee will provide an update after their next meeting. The need for assistance with fundraising events was discussed along with several possible fundraising ideas.
- Access to the CRM software has been obtained which will provide contact information for previous donors. It was recommended that previous donors should be contacted at least 7 times per year.

## 4. **The Circle of Caring Breakfast** – Dan Freeman

- The breakfast will be held on November 2, 2019 at Oakland Baptist Church in Rock Hill. All Board members are expected to attend.
- Those interested in serving on the Committee should contact Dan Freeman. The first Committee meeting will be scheduled soon. Dan is awaiting a response from Phillip Stephens regarding possible assistance with the food.

## **Other Business:**

- Dan Freeman requested approval to accept the July 2019 Board meeting minutes as prepared. A motion to approve was made by Ann Terry, second by Elaine Bilton. The motion was unanimously approved.
- Board Retreat – With 4 of the vacant Board seats filled, a Board Retreat will be scheduled in September.

With no further business the meeting adjourned at 7:20pm.

## **Next Meeting:**

The next regular Board meeting will be held on September 12, 2019 at 6:00 p.m.