



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

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

**November 14, 2019 at 6:00 p.m.**

**STEAM Lab, 505 University Drive, Rock Hill, SC**

Board members present: Ann Terry, Dan Freeman, Dan Wilde, Debbie Burns, Elaine Bilton, Kristin Roche, Monique Constance-Huggins, Tammy Sessa

Board member proxies provided to Dan Freeman: Katie Arnold

School staff members present: Chantell Tarver (Executive Director/Principal), Gary Baggett (Assistant Principal), Debs Feldman (Bookkeeper)

Dan Freeman called the meeting to order at 6:05pm by reading the school Mission Statement.

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

#### **1. Title I Report**

Ms. Tarver reviewed the Title I Executive Director's written report provided to the Board.

- At the time of the report, 26 students were enrolled in the school (4 from CAH; 22 from offsite). Enrollment boost activities are being planned in order to generate community awareness.
- Ms. Tarver thanked the Board for their assistance with the November 2<sup>nd</sup> Circle of Caring Breakfast. Thank you cards from the School will be mailed to sponsors and donors within the next week.
- Ms. Tarver recently met with the Director of Federal Funding and confirmed that the Palmetto School will not receive the Neglected & Delinquent (N&D) Fund (Part D of Title I funding) for the 2019-2020 school year. The School will receive Part A of Title I funding as was budgeted.
- Debs Feldman reviewed the Title I funding and grant income from the October 2019 financials. The School will not receive the DAP grant as was budgeted, but will receive the ABC grant as expected. Ms. Feldman also provided a brief financial update from the Circle of Caring Breakfast.
- Gary Baggett provided an update on the applicants considered for the Development Director position.

Chantell Tarver, Gary Baggett, and Debs Feldman exited the Board meeting upon completion of the Executive Director's report.

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

#### **1. Financial Report – Elaine Bilton**

- The July – October 2019 Profit & Loss Statement was reviewed. The October 31, 2019 Balance Sheet was also reviewed. RHSD #3 is currently completing a recalculation based on the Palmetto School's average daily membership. Ms. Bilton provided information on the School's average monthly expense total.
- A meeting with the Foundation of the Carolinas has been scheduled for 11am on 11/25/2019 to discuss investment options for the reserve account. Board members are welcome to attend.

## **2. Fundraising Committee**

- The Fundraising Committee does not currently have a committee meeting scheduled. Based on the recent changes in the Board member roster, Dan Freeman plans to develop a new Fundraising Committee. Board members interested in joining the Fundraising Committee should contact Dan Freeman.

## **3. Circle of Caring Breakfast – Dan Freeman**

- Dan Freeman provided a brief summary of the 2019 Circle of Caring Breakfast and thanked the Board for their involvement with the event.
- The Circle of Caring Breakfast Committee will meet to debrief on the event and discuss ideas for the 2020 Breakfast.

## **Public Comments:**

- No public comments were received.
- Dan Freeman provided a brief explanation on the recent addition of the Public Comments section to the agenda.

## **Other Business:**

- Dan Freeman announced that Emily Brown resigned from the Palmetto School Board on 11/1/2019. Existing Board members were encouraged to identify potential qualified candidates.

## **Action Items:**

- Dan Freeman requested approval to accept the October 2019 Board meeting minutes as prepared. A motion to approve was made by Dan Wilde, second by Tammy Sessa. The motion was unanimously approved.

With no further business the meeting adjourned at 7:25pm.

## **Next Meeting:**

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