



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

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

**December 12, 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, Katie Arnold, Kristin Roche

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

Executive Director/Principal – Chantell Tarver

Dan Freeman called the meeting to order at 6pm 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, 33 students were enrolled in the school (3 from CAH; 30 from offsite). The recent enrollment increase was mostly attributed to a partnership with local district principals to increase awareness and enrollment at the Palmetto School.
- An update was provided regarding the loss of the Neglected & Delinquent (N&D) Fund (Part D of Title I funding) for the 2019-2020 school year. Various financial implications were discussed including the impact on transportation costs and afterschool tutoring. All Title I schools in the District will have a reduction in Title I funding. Ms. Tarver provided information on the financial assistance offered by the District to assist with completing the 2019-2020 school year.
- Ms. Tarver and Dan Freeman will meet with the Children's Attention Home Executive Director, Chairman of the Board, and other associated CAH staff members on December 17, 2019 to discuss strategic planning, long-term goals, and the partnership between CAH and the School.
- A brief update was provided on the Development Director position.

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

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

- The July – November 2019 Profit & Loss Statement was reviewed. The November 30, 2019 Balance Sheet was also reviewed. The School will have a reduction in revenue based on the average daily membership calculation recently completed by RHSD #3. This will be recalculated again in March 2020. The financial implications of the reduction in revenue were discussed in detail.
- The financial impact of hiring a Development Director was discussed as well as the potential benefit of hosting a Spring fundraising event.

## **2. Foundation for the Carolinas – Dan Freeman**

- Dan Freeman and Dan Wilde recently met with the Foundation for the Carolinas to discuss the School investment accounts. A brief summary of the meeting was provided.
- For reasons unrelated to the meeting with the Foundation for the Carolinas, the funds invested with the Foundation will be transferred from the Foundation investment account to an approved low risk investment account. The approved list of low risk investment accounts was reviewed and briefly discussed. Ms. Tarver will notify RHSD #3 of this impending change.

## **3. Discussion of open Board seats – Dan Freeman**

- Dan Freeman encouraged the Board to recruit qualified Board candidates. A solicitation will be posted on the School website.

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

- 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.

## **Public Comments:**

- No public comments were received.

## **Action Items:**

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

## **Other Business:**

- The long-term future of the School was discussed. The definition of at-risk/high needs students previously established by the Palmetto School Board in 2017 was reviewed. The change in the School mission in order to add at-risk/high needs students was also discussed in detail. This information will be further reviewed and evaluated at the January 2020 Palmetto School Board meeting.

With no further business the meeting adjourned at 7:32pm.

## **Next Meeting:**

The next regular Board meeting will be held on January 9, 2020 at 6:00 p.m.