



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

January 9, 2020 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, Monique Constance-Huggins, Rick Norwood, Tammy Sessa

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.

- 31 students are currently enrolled in the school (1 from CAH; 30 from offsite). All teachers at the school are certified. The current caseload of the special education teacher was discussed. There are no concerns at this time.
- Prior to the Board meeting Ms. Tarver provided a copy of the 2019 Annual Report, the SC charitable organization exemption renewal form, and a cleaning service quote from Building Stars. The 2019 Annual Report was discussed. Ms. Tarver stated that the school will begin using cleaning services currently utilized by CAH and that the services from Building Stars will not be retained.
- A brief update on the Development Director position was provided. Ms. Tarver met with the final Development Director candidate earlier this week. The position would be an independent contractor position with a payrate previously budgeted by the Board.
- Ms. Tarver is currently reviewing possible grant opportunities for the 2019-2020 schoolyear.

Board and Committee Reports:

1. **Financial Report** – Elaine Bilton

- Elaine Bilton provided a review of the July – December 2019 Profit & Loss Statement and answered questions regarding several listed expenses. The Circle of Caring Breakfast has been the largest source of fundraising revenue for the 2019-2020 schoolyear. The implications of the current deficit were discussed. The December 31, 2019 Balance Sheet was also reviewed, and a brief overview of the school's reserve account was provided.

Public Comments:

- No public comments were received.

Action Items:

- Dan Freeman requested a motion to transfer the school investment funds from the Foundation for the Carolinas account to an account in accordance with recommendations by the auditor. A motion to approve was made by Elaine Bilton, second by Ann Terry. The motion was unanimously approved.
- Dan Freeman requested a motion to accept the December 2019 Board meeting minutes as prepared. A motion to approve was made by Ann Terry, second by Monique Constance-Huggins. The motion was unanimously approved.

Other Business:

- Dan Freeman provided a summary of the December 17, 2019 meeting that he and Chantell Tarver attended with the Children's Attention Home Executive Director, CAH Chairman of the Board, other associated CAH staff members. The meeting addressed multiple strategic changes taking place at CAH and also at the Palmetto School. As communicated by CAH on January 7, 2020, CAH will need the campus space currently occupied by the school in order to comply with changing state regulations after the 2019-2020 schoolyear. Alternative location options in Rock Hill were discussed. Ms. Tarver has a meeting with Dr. Jones from RHSD #3 on January 10, 2020 to review location options and to discuss the school charter. The Palmetto School charter, school mission, and the long-term future of the School was discussed. These topics will be further reviewed at an emergency Board meeting on January 21, 2020.
- The suggestion was made to temporarily postpone the hiring of a Development Director; however, the Board did not vote on this. This topic will also be reviewed on January 21, 2020.

With no further business the meeting adjourned at 7:52pm.

Next Meeting:

An emergency Board meeting will be held on January 21, 2020 at 5:00pm.

The next regular Board meeting will be held on February 13, 2020 at 6:00 p.m.