



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

February 13, 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, Kristin Roche

Proxies provided to Dan Freeman: Katie Arnold, 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.

Audit Review – Elliott Davis:

- Marcus Tomlinson with Elliott Davis provided a review by phone of the recent financial statement audit. An unmodified audit opinion of the School's basic financial statements for the year ended June 30, 2019 was provided. No material weaknesses or significant deficiencies were found.
- Mr. Tomlinson also provided an overview of the audit process.

Executive Director's Report:

- Ms. Tarver reported that notification was received from RHSD #3 that the district will not have available space for the Palmetto School for the 2020-2021 schoolyear. Ms. Tarver provided an overview of recent discussions with RHSD #3.
- Ms. Tarver plans to schedule a meeting with Trinity Church leaders to discuss various options for the School to utilize space at Trinity Church for the 2020-2021 schoolyear. Ms. Tarver will notify the Board of the scheduled meeting date and time. All Board members are welcome to attend.

Title I Report

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

- 34 students are currently enrolled in the school (1 from CAH; 33 from offsite).
- Ms. Tarver reviewed Title I invoices and reimbursements and provided an update on funding received from RHSD #3.
- This year is the School's 15-year anniversary. Ms. Tarver provided a brief overview of community awareness and fundraising options under consideration to celebrate the 15-year anniversary.
- The School plans to send a School Celebration Report to previous donors and sponsors to generate increased community awareness.

Board and Committee Reports:

1. Financial Report – Elaine Bilton

- Elaine Bilton provided a review of the July 2019 – January 2020 Profit & Loss Statement and reviewed the current deficit. The implications of the current deficit were discussed. The January 31, 2020 Balance Sheet was also reviewed.
- Dan Freeman reported that the School's investment funds with the Foundation for the Carolinas is in the process of being transferred, without penalty, to a low risk savings account as approved by the Board during the January 9, 2020 Board meeting. RHSD #3 will be notified of the transfer.

Public Comments:

- No public comments were received.

Action Items:

- Dan Freeman requested a motion to accept the January 9, 2020 Board meeting minutes as prepared. A motion to approve was made by Dan Wilde, second by Ann Terry. The motion was unanimously approved.
- Dan Freeman requested a motion to accept the January 21, 2020 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second by Elaine Bilton. The motion was unanimously approved.

Other Business:

- Emily Parrish, Children's Attention Home Executive Director, and Shelly Goodner, Children's Attention Home Board Chair, provided an overview of recent and ongoing changes at the Children's Attention Home as well as additional information on the strategic direction of CAH. The continued mission of the Children's Attention Home and the Palmetto School were discussed.
- The future of the School and possible 2020-2021 schoolyear campus options were discussed. Additional information will be obtained from Trinity Church during the upcoming meeting previously mentioned.
- Dan Freeman provided an update on the 2020 Board election process. The 2020 Board election process will be similar to the 2019 election process. Dan will notify all 5 Board members with terms expiring in 2020 to determine intentions for reelection.
- Continued communication with School donors and sponsors to maintain community awareness was discussed. The School will begin working on a communication mailer that will be sent to previous donors and sponsors.

With no further business the meeting adjourned at 7:22pm.

Next Meeting:

The next regular Board meeting will be held on March 12, 2020 at 6:00 p.m.