



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

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

**April 9, 2020 at 5:00 p.m.**

**Online/call-in meeting**

Board Members Present: Dan Freeman, Dan Wilde, Debbie Burns, Katie Arnold (*not present for voting*), Kristin Roche, Monique Constance-Huggins, Rick Norwood (*not present for voting*)

Executive Director/Principal – Chantell Tarver

School staff members present: Debs Feldman (Bookkeeper)

Online/call-in meeting due to COVID-19 pandemic: Meeting attendees connected via Zoom (meeting ID #869 018 995) or called (803) 554-3773.

Dan Freeman called the meeting to order at 5pm by reading the school Mission Statement.

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

#### 1. Title I Report

- 39 students are currently enrolled at the school (38 from offsite; 1 from CAH). The Kindergarten – 2<sup>nd</sup> grade class remains at capacity.
- Teachers are currently working on distance learning packages for students during the current state mandated school closure due to the COVID-19 pandemic. All assignments are being completed digitally with no onsite pickup for students. Ms. Tarver reported that this approach has been successful.
- In an effort to provide additional information regarding the ongoing pandemic response, the School website has been updated to include a COVID-19 tab and the School Facebook page is updated regularly.
- The School is now participating in the RHSD #3 meal pickup program at currently available at eight locations around Rock Hill.
- For the 2020 – 2021 schoolyear, the School will lease one office and two classrooms at the current CAH campus. Breakfast and lunch will continue to be provided at the CAH campus. The School will also rent four mobile units from Trinity Church. Because the School will partially remain at the CAH campus next year, the 2019 - 2020 schoolyear monthly lease payment will resume effective April 2020. The monthly rent payment was waived by CAH for January – March 2020. The updated lease payment for the 2020-2021 schoolyear has not been provided but will begin in July 2020. The expected process for moving classrooms from the current CAH campus to the mobile units at Trinity Church was briefly discussed.
- Ms. Tarver reported that most grant award announcements have been delayed due to the current pandemic. As a result, no grant award updates have been received by the School.

## **Board and Committee Reports:**

### **1. Financial Report – Debs Feldman**

- Debs Feldman (School Bookkeeper) reviewed the March 2020 financial statements. The July 2019 – March 2020 Profit & Loss Statement and the March 31, 2020 Balance Sheet were provided to the Board prior to the meeting.
- The deficit for the month of March was larger than expected due to a decrease in donations and unanticipated vehicle repairs. April through July are expected to be stronger months financially due to scheduled donations and also from RHSD #3 funding.
- The financial impact of the current state mandated school closure was discussed. The impact of the closure on School expenses will be negligible due to continued salary and rent expenses. Other expenses were briefly discussed.

### **2. Review Budget**

- The budget for the 2020-2021 schoolyear is currently being drafted by Debs Feldman. A draft of the budget will be provided at the May 14, 2020 Board meeting.

### **3. Update on future of the School**

- Dan Freeman summarized the facilities update provided by Ms. Tarver during the Executive Director's report and the deficit discussed during the financial report.
- The process for electronically approving invoices during the current school closure was reviewed.
- Kristin Roche will be added as signer on the School bank account and Elaine Bilton removed as signer when current stay at home orders and CDC social distancing recommendations are lifted. All account signers must be a Board official or a School employee.

## **Public Comments:**

- No public comments were received.

## **Action Items:**

- Dan Freeman requested a motion to accept the March 12, 2020 Board meeting minutes as prepared. A motion to approve was made by Dan Wilde, second by Kristin Roche. The motion was unanimously approved.
- Dan Freeman requested a motion to accept the March 26, 2020 Board meeting minutes as prepared. A motion to approve was made by Dan Wilde, second by Monique Constance-Huggins. The motion was unanimously approved.
- Dan Freeman requested a motion to remove Tammy Sessa from the Board in accordance with The Palmetto School Bylaws Section 11 Attendance Policy. A motion to approve was made by Debbie Burns, second by Dan Wilde. The motion was unanimously approved.

## **Other Business:**

- Dan Freeman announced that Elaine Bilton has retired from the Palmetto School Board effective immediately.
- The importance of recruiting new Board members was discussed. There are currently nine vacant Board seats.
- The critical need for fundraising and a capital campaign was discussed in detail. Fundraising will remain a Board meeting agenda item for the foreseeable future. Ms. Tarver briefly reviewed a list of fundraising suggestions previously shared with the Board in 2019.
  - Ms. Tarver and Mr. Baggett will contact Oakland Baptist Church in Rock Hill to secure the location and date for the 2020 Circle of Caring Breakfast.
  - Debs Feldman will combine sponsor/donor information from the School's CRM software and contact lists.
  - Monique Constance-Huggins will contact the Winthrop University marketing department regarding the possibility of marketing students assisting with School fundraising efforts.
  - Katie Arnold will contact the Williams & Fudge marketing department regarding possible assistance with marketing materials.
  - Dan Wilde will begin drafting a document regarding the strategic direction of the School. The document draft will be provided to the Board for additional input and assistance.

With no further business the meeting adjourned at 6:25pm.

## **Next Meeting:**

The next regular Board meeting will be held online on May 14, 2020 at 5:00 p.m.