



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

May 14, 2020 at 5:00 p.m.
Online meeting

Board Members Present: Dan Wilde, Debbie Burns, Kristin Roche, Monique Constance-Huggins

Proxies provided to Kristin Roche: Dan Freeman, Katie Arnold

Executive Director/Principal – Chantell Tarver

School staff members present: Debs Feldman (Bookkeeper), Gary Baggett (Assistant Principal)

Online meeting due to COVID-19 pandemic: Meeting attendees connected via Zoom (meeting ID #898 1816 2278).

Monique Constance-Huggins called the meeting to order at 5pm 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 prior to the meeting.

- 35 students are currently enrolled at the school (34 from offsite; 1 from CAH). Open enrollment information for the 2020/2021 schoolyear has been posted on the School website and Facebook page.
- Contracts were offered for nine positions at the school and are due by May 25, 2020. So far six contracts have been accepted. Another contract will be offered for the driver/substitute position. The Executive Director/Principal contract will be reviewed by the Board in June 2020. Budgeted salary amounts for the 2020/2021 and potential salary increases were discussed.
- A Board member interest form has been posted on the School website.
- Grant applications were briefly discussed. The Palmetto School has applied for seven grants for 2020-2021. The SAM grant was awarded in April 2020 and the Springs Close grant was awarded in May 2020. The remaining five grant applications are either in process or under review.
- The Schools current needs assessment and anticipated needs for Fall 2020 were discussed. Due to current state mandated school closures state educators anticipate that students will be behind when the 2020/2021 schoolyear begins. For the Palmetto School, additional intervention and classroom assistance will be needed. Assistance with transportation will also be needed.

Board and Committee Reports:

1. Financial Report – Debs Feldman

- Debs Feldman (School Bookkeeper) reviewed the April 2020 financial statements. The July 2019 – April 2020 Profit & Loss Statement, July 2019 – April 2020 Profit & Loss Budget vs. Actual, and the April 30, 2020 Balance Sheet were provided to the Board prior to the meeting. The financial impact of the current state mandated school closure was discussed. This has reduced expenses associated with transportation, however, this will be offset by recent vehicle repair expenses. Funds received from RHSD #3 based on student enrollment were discussed. The financial impact of student enrollment at the beginning of the 2020/2021 schoolyear was also discussed.
- The School received the SBA Paycheck Protection Program (PPP) loan on May 5, 2020. The loan proceeds will be utilized over the following eight weeks. Afterwards, the School will apply for the loan to be forgiven in accordance with SBA guidance.

2. Review Budget – Debs Feldman

- Version 1 of the 2020-2021 budget was reviewed and discussed. The budgeted income amount based on student enrollment and anticipated donations was discussed. The budgeted deficit and the significant need for a capital campaign were also discussed. Current salaries have been frozen by the state due to the current pandemic, however, the salary freeze could be lifted during the 2020/2021 schoolyear. As a result, a 3% salary adjustment will be added to the budget.

Public Comments:

- No public comments were received.

Action Items:

- Monique Constance-Huggins requested a motion to accept the April 9, 2020 Board meeting minutes as prepared. A motion to approve was made by Dan Wilde, second by Debbie Burns. The motion was unanimously approved.
- Monique Constance-Huggins requested a motion to accept the April 20, 2020 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second Dan Wilde. The motion was unanimously approved.

Other Business:

- **Fundraising** – Possible fundraising opportunities and the critical need for a capital campaign were discussed in detail. With previous donor lists, the School has sufficient contact information to begin a capital campaign. The possibility of Winthrop University marketing department students assisting with School fundraising efforts, offering a virtual tour of the School, and posting videos and photos from the

schoolyear on social media were discussed. Possible fundraising efforts during the current pandemic were also briefly discussed. It was agreed that the strategic direction of the school, including the verbiage and narrative that will be included on fundraising solicitations, needs to be determined first. As a result, a working meeting will be scheduled on May 21, 2020 to discuss marketing material verbiage suggestions as well as fundraising ideas.

- **Board election process** – Due to the current pandemic, the SC Charter School Alliance has suspended the Board election requirement for the foreseeable future. The importance of recruiting new Board members was discussed.

With no further business the meeting adjourned at 6:09pm.

Next Meeting:

Marketing/fundraising working meeting will be held online on May 21, 2020 at 5:00pm.

The next regular Board meeting will be held online on June 11, 2020 at 5:00 p.m.