



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

June 11, 2020 at 5:00 p.m.
Online meeting

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

Proxies provided to Kristin Roche: 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 #867 3259 2780).

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

Executive Director's Report:

1. Title I Report

- 35 students are currently enrolled at the School. This is a decrease from 39 students enrolled prior to the COVID-19 pandemic outbreak. Open enrollment information for the 2020/2021 schoolyear has been posted on the School website and Facebook page. Summer school will be conducted for 3 weeks in July. Palmetto School students attending summer school will do so at Richmond Drive Elementary. 8 Palmetto School students (2nd – 3rd grade) will be attending summer school.
- Ms. Tarver reported that all employee contracts have been received for the 2020/2021 schoolyear. The Executive Director/Principal contract will be reviewed by June 30, 2020.
- Ms. Tarver reported that the Palmetto School will receive a United Way grant and will also receive an ABC grant. More information will be provided to the Board on grant amounts.
- Gary Baggett provided an estimate for needed floor and ceiling repair work at the School's Trinity Church location. Total price to include material and labor: \$2,500. The 3rd mobile unit is the priority for repair work in order for the middle school class to move into the unit. Classes that will be relocated from the CAH campus to the Trinity Church location must be moved from CAH by June 30th.
- Mr. Baggett provided an estimate from Ring Alarm and Professional Monitoring for security equipment for the additional mobile units at the Trinity Church location. The School currently has an agreement with CPI for the Trinity Church mobile units. The current CPI contract will be reviewed.

- Mr. Baggett provided a \$1,476.50 estimate from GoodLife to move and install 2 interactive board screens from the CAH campus to the mobile units at the Trinity Church location. GoodLife previously installed the interactive board screens at the current CAH campus.
- Mr. Baggett provided estimates from Hall Pass ID, Raptor Technologies, and School Gate Guardian for ID scanners and visitor badges to use for campus visitors at the new Trinity Church location. The anticipated costs and associated benefits of each vendor were discussed. The School will continue to use Raptor Technologies at the CAH campus.
- Classrooms moving from the current CAH campus to the mobile units at the Trinity Church location will do so on June 24th. The School will obtain a moving company estimate for the associated costs and will then determine logistics of the move. A SignUp Genius list has been created to provide notification of ways that assistance with the move can be provided.
- The current condition of the School vehicles was discussed. Transportation is a concern with the revised DHEC guidelines as a result of the COVID-19 pandemic. Estimates will be obtained for needed vehicle repairs.

Executive Session:

Dan Freeman requested a motion for the Board to enter Executive Session to discuss salaries. A motion to approve was made by Debbie Burns, second by Dan Wilde. The motion was unanimously approved.

No action was taken during Executive Session.

Dan Freeman requested a motion to exit Executive Session. A motion to approve was made by Kristin Roche, second by Monique Constance-Huggins. The motion was unanimously approved.

Board and Committee Reports:

1. Financial Report – Debs Feldman

- Debs Feldman (School Bookkeeper) reviewed the May 2020 financial statements. The July 2019 – May 2020 Profit & Loss Statement, July 2019 – May 2020 Profit & Loss Budget vs. Actual, and the May 31, 2020 Balance Sheet were provided to the Board prior to the meeting. The PPP loan reporting on the Balance Sheet was briefly explained. The May 2020 surplus was due to an increased payment from RHSD #3.
- Recent government changes to the SBA Paycheck Protection Program (PPP) loan forgiveness parameters were briefly explained by Ms. Feldman.

2. Executive Committee nominations – The following nominations were made for the 2020/2021 Executive Committee:

- Chair: Dan Freeman
- Vice-Chair: Monique Constance-Huggins
- Secretary: Kristin Roche

Public Comments:

- No public comments were received.

Action Items:

- Dan Freeman requested a motion to accept the May 14, 2020 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second by Dan Wilde. The motion was unanimously approved.
- Dan Freeman requested a motion to accept the May 21, 2020 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second Dan Wilde. The motion was unanimously approved.
- Dan Freeman requested a motion to approve the 2020/2021 Executive Committee nominations as previously outlined. A motion to approve was made by Dan Wilde, second by Debbie Burns. The motion was unanimously approved.
- Dan Freeman requested a motion to approve a 5% discretionary bonus for the 2019/2020 Executive Director's salary. A motion to approve was made by Kristin Roche, second by Debbie Burns. The motion was unanimously approved.

Other Business:

- **Fundraising** – Dan Freeman reviewed notes from the May 17, 2020 meeting with Capital Campaign Toolkit. Amy Eisenstein from Capital Campaign Toolkit advised that the School should develop a fundraising strategy rather than a capital campaign. Ms. Eisenstein also advised that events are not a successful long-term strategy. Using Bloomerang for fundraising software rather than Blackbaud and Constant Contact was also suggested. Ms. Eisenstein offered to conduct virtual fundraising training for the Board in the future. Dan Freeman will contact WRHI later this summer for School representatives to appear on “Talk of the Town”. Katie Arnold will send a draft of the Palmetto School history and marketing narrative to the Board for review prior to sending it to the Williams & Fudge marketing department for suggestions. Monique Constance-Huggins has contacted the Winthrop University Marketing department regarding the possibility of students assisting with school fundraising efforts.
- **Lease with CAH** – Chantell Tarver and Dan Wilde recently met with CAH leadership to discuss future plans and to review the 2020/2021 schoolyear lease. There were minimal changes from the 2019/2020 lease. Rent will be \$1,750 per month. This is a reduction from \$2,100.
- **Board member recruiting** – 3 potential new Board members were briefly discussed. The Board member intent form was posted on the School website.
- Due to scheduling conflicts the July Board meeting was rescheduled from July 9 to July 16, 2020.

With no further business the meeting adjourned at 6:40pm.

Next Meeting:

The next regular Board meeting will be held online on July 16, 2020 at 5:00 p.m.