



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

July 16, 2020 at 5:00 p.m.
Online meeting

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

Executive Director/Principal – Chantell Tarver

School staff members present: Debs Feldman (Bookkeeper)

Online meeting due to COVID-19 pandemic: Meeting attendees connected via Zoom (meeting ID #869 4674 3023).

Dan Freeman 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.

- There have been no enrollment changes since June. 35 students are currently enrolled at the School (1 from CAH; 24 from offsite). A meeting is scheduled with CAH next week to discuss reentry plans.
- Ms. Hopper will not return for the 2021/2022 schoolyear. The School has posted for a part-time music and art teacher. Ms. Tarver provided options if the School hires a music teacher rather than a music and art teacher. Ms. Tarver and Mr. B plan to begin Zoom interviews for the position next week.
- Ms. Tarver provided an update on grant applications. The School received the Title I Part A grant in July as anticipated. The School also received the ABC grant in July. Due to current economic conditions, every school that was approved for the ABC grant this year received a \$10,000 grant.

COVID-19 pandemic/School reentry plan updates:

- Ms. Tarver provided an update on actions the teachers have taken during the pandemic to assist their students.
- Reentry plans for the 2020/2021 schoolyear were discussed. School is scheduled to begin on September 8th. The Palmetto School sent an email survey to parents regarding reentry preferences and concerns. Based on School survey results, parents seem open to a staggered school schedule, however, most preferred that School be conducted virtually until additional information is received regarding

COVID-19. Some families reported being directly impacted by COVID-19. In addition to the parent survey, School staff members were also surveyed. The results from parents and staff were similar. Most teachers seem to prefer online instruction with a staggered schedule as the least favorable reentry option. Overall, teachers seem comfortable with online instruction and additional training would be provided. Virtual learning training and best practices would also be provided for parents.

- Ms. Tarver reported that the School does not currently have the capacity to social distance per CDC recommendations if all students return to campus. Based on facility capacity and health concerns, Ms. Tarver recommends completely virtual instruction for at least the first nine weeks of school. The Palmetto School has flexibility with this due to the School charter and facility limitations. A Zoom meeting is scheduled with the RHSD #3 Cabinet on July 22 for additional discussion. Options to continue providing breakfast and lunch for the students was discussed. A virtual meeting is scheduled with parents on July 17th to provide updates on reentry plans.

Board and Committee Reports:

1. Financial Report – Debs Feldman

- Debs Feldman (School Bookkeeper) reviewed the June 2020 financial statements. The July 2019 – June 2020 Profit & Loss Statement, July 2019 – June 2020 Profit & Loss Budget vs. Actual, and the June 30, 2020 Balance Sheet were provided to the Board prior to the meeting. As displayed on the Profit & Loss statement, donations from individuals continues to decline each month. This emphasizes the need for fundraising efforts. Ms. Feldman reported that a portion of the Springs Close grant (awarded in May 2020) was utilized to purchase 20 iPads. The SAM grant (awarded in April 2020) was used to purchase sound equipment for the School. Funds were also used in June and July to complete needed repairs at the Trinity church location.
- The positive financial impact of the SBA Paycheck Protection Program (PPP) loan was discussed. Ms. Feldman is currently completing the required documentation needed to submit for the SBA Paycheck Protection Program (PPP) loan forgiveness. The loan is expected to be forgiven in its entirety.

Public Comments:

- No public comments were received.

Action Items:

- Dan Freeman requested a motion to accept the June 11, 2020 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second by Kristin Roche. The motion was unanimously approved.

Other Business:

- **Fundraising** – Concerns with hosting a 2020 Circle of Caring Breakfast during the current pandemic were discussed. Dan Freeman suggested the option of utilizing a “give now, gather later” campaign. The plan would be to contact School donors from the previous 5 years. Methods for reaching out to previous donors were discussed. Debbie Burns suggested utilizing an online fundraiser, such as RADA cutlery, for holiday season. The importance of completing the history of the School and marketing narrative

were discussed. The Palmetto School history and marketing narrative will be completed and send to the Board for review.

- **New Board members** – Prospective Board member Rickina Thompson attended the Board meeting and introduced herself to the Board. Other potential new Board members were discussed. Dan Freeman reminded the Board of the importance of recruiting new Board members.
- **Virtual Board retreat** – A virtual Board retreat will be scheduled for August. Dan Freeman requested that Board members email him their preferred date for the virtual retreat (August 8th or 15th) from 9am to 12pm. A separate training session for new Board members will be scheduled after other new Board members are confirmed.

With no further business the meeting adjourned at 6:10pm.

Next Meeting:

The next regular Board meeting will be determined after the virtual Board retreat date is confirmed.