



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

August 8, 2020 at 11:40a.m.

Online meeting

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

Proxies provided to Dan Freeman: 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 #814 1222 7887).

Dan Freeman called the meeting to order at 11:40am by reading the school Mission Statement.

Executive Director's Report:

The 2019/2020 Palmetto School Annual Report presented by the Executive Director during the August 8, 2020 Board Retreat served as the Executive Director's Report for the August 2020 Board meeting.

1. Title I Report

- Ms. Tarver reported that 32 students are currently enrolled at the School (all from offsite).
- Virtual school will begin on September 8th. All teachers will participate in the RHSD #3 Virtual Learning event on Monday August 10th. Teacher workdays are currently scheduled for August 25th – August 28th. The Palmetto School will host a Meet the Teacher event on August 28th. Student assessments will be conducted on August 31st.
- Ms. Tarver provided an update on how student meal plans will be offered while school is conducted virtually. Palmetto School students can pick-up breakfast and/or lunch from the RHSD #3 pickup location at Northside for an associated cost. As an alternative, Palmetto School students can eat breakfast and/or lunch at the CAH campus free of charge.

Board and Committee Reports:

1. **Financial Report** – Debs Feldman

- Debs Feldman (School Bookkeeper) reviewed the July 2020 financial statements. The July 2020 Profit & Loss Statement and the July 31, 2020 Balance Sheet were provided to the Board prior to the meeting. Ms. Feldman reported that income received from RHSD #3 was reduced in July 2020, however, this amount will be recalculated in December 2020. Business insurance costs resulted in increased expenses in July 2020. This is typical at the beginning of the school year.

- The loan forgiveness application for the SBA Paycheck Protection Program (PPP) loan has been submitted. A response will be received within 60-days.
- The CPA audit proposal from Burkett, Burkett, & Burkett was discussed. As expected, the proposed audit costs exceed the costs of the current CPA auditor, Elliott Davis, for first year, however, the cost is reduced during the second and third year.

Public Comments:

- No public comments were received.

Action Items:

- Dan Freeman requested a motion to accept the July 16, 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** – Fundraising was discussed at length during the Board retreat. As a result, the information was not revisited during the August 2020 Board meeting.

With no further business the meeting adjourned at 12:15p.m.

Next Meeting:

The next regular Board meeting will be held online on September 10, 2020 at 5:00p.m.