



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

November 12, 2020 at 5:00 p.m.
Online meeting

Board Members Present: Dan Freeman, Deann Segal, Debbie Burns, JP McFadden, Kristin Roche, Monique Constance-Huggins, Rickina Thompson

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 #869 8102 1386).

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 prior to the Board meeting.

- 35 students are currently enrolled at the Palmetto School (all from offsite).
 - Kindergarten – 2nd grade: 10 students enrolled
 - 3rd – 5th grade: 8 students enrolled
 - 6th – 8th grade: 17 students enrolled
- An update was provided on the COVID-19 pandemic and the impact it is having on the School. 1 Palmetto School student has tested positive for COVID-19 and 2 students have had possible exposure. Palmetto School teacher hours are currently 8am – 3pm and instructional hours are 9am - 2pm. Because the Palmetto School currently shares a campus with CAH, the School has made the decision to continue operating virtually until further notice. Ms. Tarver reported that RHSD #3 has created a COVID-19 dashboard in order to closely monitor the impact of the virus on the school district.
- Due to extended hours and extenuating circumstances with the pandemic, Ms. Tarver suggested that the Thanksgiving holiday break be extended to include November 23 and 24 in addition to the already scheduled November 25, 26 (Thanksgiving Day), and 27. The Board supported this suggestion and agreed that it did not require a formal vote.
- The Palmetto School recently received \$240.00 in CARES Act funding. The funds have been allocated for student supplies and classroom needs.

- A draft of the CPA audit completed by Burkett Burkett & Burkett for the year ending June 30, 2020 was provided to the Board prior to the meeting. The audit firm will conduct a presentation to the Board at the December 10, 2020 Board meeting. Due to timing of the audit and the loan forgiveness process with the SBA Paycheck Protection Program (PPP) loan, the audit draft provided does not recognize that the Palmetto School's SBA PPP loan was forgiven. Updated documentation regarding this has been provided to the audit firm. Questions were raised regarding the pension obligation listed in the audit. Additional information will be obtained on the pension.
- A brief update was provided on individual and business donations to the Palmetto School from July through October 2020.
- Because the School will not host the Circle of Caring Breakfast in 2020, "Give Now, Gather Later" information has been posted on the School's website and Facebook page to encourage continued donations. Ms. Tarver requested that those with Facebook share the information with others to increase awareness of the School and current needs.

Board and Committee Reports:

1. Financial Report – Debs Feldman

- JP McFadden confirmed that the SBA has forgiven the Palmetto School's Paycheck Protection Program (PPP) loan in its entirety. Arthur State Bank has been completely repaid by the SBA for the School's PPP loan.
- Debs Feldman (School Bookkeeper) reviewed the October 2020 financial statements. The July 2020 – October 2020 Profit & Loss Statement by Month, July 2020 – October 2020 General Ledger, and the October 31, 2020 Balance Sheet were provided to the Board prior to the meeting. With the exception of \$3,000 expensed for an annual curriculum payment, School expenses remained fairly standard from September to October. Ms. Feldman explained how the forgiven PPP loan will impact the School's financials for the current schoolyear. Ms. Tarver reported that the School is currently not paying for tutoring or transportation due to school being conducted virtually.

Public Comments:

- No public comments were received.

Action Items:

- Dan Freeman requested a motion to accept the October 8, 2020 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second by Monique Constance-Huggins. The motion was unanimously approved.

Other Business:

- **Fundraising** – The difficulties with trying to contact donors from the donor call lists were discussed. Several success stories regarding conversations with donors were shared. Some donors have had questions concerning general updates with the School including how the School is operating during the pandemic as well as future plans regarding the annual Circle of Caring Breakfast. Keeping the community updated on the School remains critical. Additional information will be obtained on the possibility of donors having the ability to set up monthly automatic donations to the School without

using PayPal. Donors having the ability to “sponsor a student” with various giving levels was suggested. Concerns with this offering were discussed. A method for accessing donor contact information currently stored in Constant Contact will be researched so that a mass update email can be sent to donors.

- Additional information was provided on Capital Campaign Toolkit’s \$100,000 Mini-Campaign program. The next \$100,000 Mini-Campaign will begin in February 2021. The cost associated with enrolling in this program would be 3 payments of \$899 or one payment of \$2,400. If the Palmetto School were to enroll in the campaign a Capital Campaign Toolkit representative would be assigned to work with the School throughout the mini-campaign. The assigned representative would assist with various campaign items such as setting objectives, gift ranges, and identifying key stakeholders. The focus of the campaign would be on how the School improves the lives of the students. A conversation ensued regarding the potential benefits as well as concerns of utilizing the program with Capital Campaign Toolkit.

With no further business the meeting adjourned at 6:35pm.

Next Meeting:

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