



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

September 10, 2020 at 5:00 p.m.
Online meeting

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

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 #869 4674 3023).

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

Appointment of Board Members

Palmetto School Board member intent forms were reviewed with the Board by Dan Freeman.

- After discussing candidate qualifications, a motion was made by Debbie Burns to appoint the following candidates to The Palmetto School Board, second by Katie Arnold. The motion was unanimously approved.
 - Deann Segal
 - JP McFadden
 - Rickina Thompson

Remaining empty Board seats were discussed. Dan Freeman requested contacts from local accounting firms for a potential Board Treasurer. Ms. Tarver will contact Palmetto School parents regarding potential interest in serving on the Board.

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.

- 36 students are currently enrolled at the School (all from offsite). The middle school class has experienced the most growth since the beginning of the schoolyear. The 2020/2021 schoolyear started

virtually on September 8th. Students have been provided with the technology needed for virtual classes and have been logging in as required.

- Ms. Tarver reported that the STEAM Center has a minor mold issue in unit 7. Trinity Church has provided a dehumidifier for units 6 and 7. The HVAC system will be inspected.
- The vacant music and art teacher position will not be filled for the 2020/2021 schoolyear. Several alternatives for the schoolyear were discussed including the option of an “artist in residence”.
- The CPA audit is currently in progress. Updates will be provided at a later date.
- Ms. Tarver provided an update on grant applications. The School has not received an update on the Distinguished Arts Program (DAP) grant. As a result, it is assumed that the DAP grant will not be awarded to the Palmetto School this year. Other potential grant opportunities were discussed.
- Concerns regarding the condition and reliability of the School’s vehicles was briefly discussed. Ms. Tarver is currently researching several options including assistance from RHSD #3 as well as discontinuing providing transportation for students with the exception of extenuating circumstances.
- A meeting with Dr. Cook and other RHSD #3 leaders to discuss the Palmetto School’s contract was held in August. The contract will remain an annual contract for the 2020/2021 schoolyear and will expire again on June 30, 2021.

Board and Committee Reports:

1. Financial Report – Debs Feldman

- Debs Feldman (School Bookkeeper) reviewed the August 2020 financial statements. The July 2020 – August 2020 Profit & Loss Statement by Month, July 2020 – August 2020 General Ledger, and the August 31, 2020 Balance Sheet were provided to the Board prior to the meeting. Ms. Feldman explained several expenses not typical of the Profit & Loss statement including the increased cost of health insurance and the increased Comporium expense. The School will begin administration of its employee healthcare for the 2020/2021 schoolyear and was required to expense 3 months of the cost upfront. Comporium costs increased recently due to setting up the new mobile units at Trinity Church.
- The required documentation to apply for SBA Paycheck Protection Program (PPP) loan forgiveness has been submitted to Arthur State Bank. The Bank has until 9/26/2020 to decide. 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 August 8, 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** – Feedback provided by Amy Eisenstein with Capital Campaign Toolkit during the August Board Retreat was discussed. A spreadsheet of previous donors has been compiled. Dan Freeman and Chantell Tarver will contact the top 20 donors directly. The other top 50 donors will be divided among the Board members. Monique Constance-Huggins will develop verbiage to be utilized for the donor calls. Calls will be conducted over the next 2 weeks. A draft of the fundraising mailer including a parent and student testimonial will be provided to the Board on 9/11/2020 for feedback. Katie Arnold will contact the marketing department at Williams & Fudge for possible assistance with the fundraising mailer. The mailer will remain a long-term marketing strategy for the School. Board member phone calls and emails to past donors will focus on the Circle of Caring Breakfast and the increased need for funds. Options for a future Facebook Live event and opportunities to promote the School via social media were discussed along with the option of utilizing a “give now, gather later” campaign. Dan Freeman will contact WRHI to schedule a morning show appearance for Ms. Tarver to discuss the School’s fundraising focus. Debbie Burns will work with the School to complete the setup needed to begin the RADA cutlery fundraising.
- **New Board members** – New Board members Deann Segal, JP McFadden, and Rickina Thompson were welcomed. Dan Freeman will conduct new Board member orientation training prior to the October 2020 Board meeting.

With no further business the meeting adjourned at 6:20pm.

Next Meeting:

The next regular Board meeting will be held online on October 8, 2020 at 5:00 p.m.