



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

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

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

Proxies provided to Dan Freeman: Deann Segal

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 #850 9710 1808).

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.

- 34 students are currently enrolled at the Palmetto School (all from offsite).
 - Kindergarten – 2nd grade: 9 students enrolled
 - 3rd – 5th grade: 8 students enrolled
 - 6th – 8th grade: 17 students enrolled
- Ms. Tarver reviewed the School's upcoming holiday schedule. The School will host a Santa's Gift Shop event on Thursday December 17th.
- An update was provided on the impact of the COVID-19 pandemic on the School. Positive cases increased after the recent Thanksgiving holiday. Several students have been exposed to the virus. The School will continue operating virtually.
- A list of current School programs and needs was reviewed with the Board. Transportation needs have changed, and the School is in need of reliable minibuses. Ms. Tarver reminded the Board that Charter Schools do not receive funding for transportation. The Palmetto School expenses transportation from the General Fund. Basic school supplies are still needed as well as supplies for virtual learning. With the current virtual learning environment, gift cards donations are appreciated for the school store.

- The School will be relocating from the CAH campus in 2021. Moving supplies and assistance are requested. The possibility of hiring a moving company as was done with the previous move was briefly discussed.

Board and Committee Reports:

1. Financial Report – Debs Feldman

- Debs Feldman (School Bookkeeper) reviewed the November 2020 financial statements. The July 2020 – November 2020 Profit & Loss Statement by Month, July 2020 – November 2020 General Ledger, and the November 30, 2020 Balance Sheet were provided to the Board prior to the meeting. Expenses remained fairly consistent from October to November 2020. Recent donations from individuals were reviewed with the Board.
- The amended June 2020 Balance Sheet and Profit & Loss Statement were provided to the Board prior to the meeting. Recommended changes made by the CPA auditors from Burkett Burkett & Burkett were completed to add funds from the PPP loan to the Balance Sheet.
- The CPA audit from Burkett Burkett & Burkett for the year ending June 30, 2020 was provided to the Board prior to the meeting. The audit is complete with the exception of one pending form. Kim Smith from Burkett Burkett & Burkett will review the audit with the Board at the January 14, 2021 Board meeting. The auditors were pleased with the accessibility of information needed for the audit and the efficiency of the audit process. There were no points of concern noted.
- Merchant services that the School is currently enrolled in were reviewed. The School is currently enrolled as a registered charity with PayPal. Ms. Feldman is researching a method for donors to setup recurring donations to the School on the PayPal giving site. The marketing narrative document will be emailed to Board members and donors from ConstantContact on December 14th. It was requested that Board members forward the email to family and friends. The donation link within the email will direct donors to the PayPal giving site for a onetime donation. There are no fees associated with this. The School will receive donor contact information for donors that contribute to the School via this method.

Public Comments:

- No public comments were received.

Action Items:

- Dan Freeman requested a motion to accept the November 12, 2020 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second by JP McFadden. The motion was unanimously approved.

Other Business:

- A motion will be made at the January 2021 Board meeting to appoint JP McFadden as Board Treasurer. Mr. McFadden will also be added as a signer on the School bank account.
- Future of the School – Ms. Tarver provided information on additional mobile units available to lease at the Trinity Church campus. The School must move from the CAH campus by June 2021. The School

wants to continue to evolve and remain resilient and hoped to move to the current location of Legion Collegiate Academy, however, the excessive space the location provides is not needed by the Palmetto School at this time. The current monthly rent at CAH is \$1,750.00. The rent payment for 3 additional mobile units at the Trinity Church location will be \$1,200 per month. Ms. Tarver is currently researching meal plan options and is in communication with the State and RHSD#3. School employees are currently delivering meals to Palmetto School students at no cost. With the move from the CAH campus, the School charter would be resubmitted to RHSD#3 and to the State and the contract with RHSD#3 will be revised. An alternative option of the School being absorbed by RHSD#3 was briefly discussed.

- **Fundraising** – Debbie Burns shared alternatives to fundraising with RADA cutlery. Mr. Freeman encouraged Board members to recruit other qualified Board members.
- **Board Training** – The SC Charter School Alliance has scheduled Board training sessions in February 2021. All Board members are expected to attend one training session. Mr. Freeman will provide registration information.

With no further business the meeting adjourned at 6:05pm.

Next Meeting:

The next regular Board meeting will be held online on January 14, 2021 at 5:00 p.m.