



The Palmetto School at the Children's Attention Home

Title I & Board Meeting Minutes

January 14, 2021 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)

Online meeting due to COVID-19 pandemic: Meeting attendees connected via Zoom (meeting ID #838 9579 2732).

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

2020 CPA Audit Presentation:

- Kim Smith from the CPA audit firm Burkett Burkett & Burkett reviewed the results from the CPA audit for the year ending June 30, 2020. Ms. Smith reported that there were no significant changes in accounting policies and no issues with obtaining the audit information requested or with noncompliance. The auditors did not have to consult with other accounting firms in order to complete the audit. The Palmetto School received a clean unmodified opinion. There were no material adjustments noted and no deficiencies or material weaknesses found.
 - Ms. Smith briefly reviewed the financial statements as of June 30, 2020 including assets, liabilities, and how the PPP loan was reflected in the financials at the time of the audit. The PPP loan will be removed from the Balance Sheet on the 2021 financials and will be reflected as income rather than a loan on the 2021 financial statements. The School experienced a decrease in revenue for the year ending June 30, 2020 due to a decline in student enrollment and fundraising.
 - Ms. Smith noted that the 2nd round of PPP loans are now available for application. The School will review the SBA requirements for loan qualification.

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:

Kindergarten – 2nd grade: 9 students enrolled

3rd – 5th grade: 9 students enrolled (*plus one from Lancaster*)

6th – 8th grade: 17 students enrolled

- 1 student from the School has tested positive for COVID-19. There have been several possible COVID-19 exposures. This information is reported to RHSD #3. The School is currently operating virtually and will continue to do so until further notice. The District has a COVID-19 dashboard on the RHSD #3 website that is updated weekly.
- Ms. Tarver provided an update on School staffing. The exit interview for the Reading Coach was conducted on January 7, 2021. RHSD #3 has posted the Reading Coach vacancy on the District website and other District hiring resources. Ms. Tarver explained the observation process and grading system for teachers for the current schoolyear. Intent forms have been given to School employees and are due by January 15, 2021. RHSD #3 recently released bonus information for certified staff and support staff that is pending Board approval.
- Ms. Tarver recently met with Hope Fellowship Church representatives to discuss property options. A virtual walkthrough will be conducted after LCA moves from the location. Two separate quotes will be provided to the School: 1.) a cost estimate for leasing the outer buildings and 2.) a cost estimate for leasing a portion of the main building.

Board and Committee Reports:

1. Financial Report – Debs Feldman

- Debs Feldman (School Bookkeeper) reviewed the December 2020 financial statements. The July 2020 – December 2020 Profit & Loss Statement by Month, July 2020 – December 2020 General Ledger, and the December 31, 2020 Balance Sheet were provided to the Board prior to the meeting. Ms. Feldman explained that the net income listed on the Profit & Loss statement was primarily due to an increase in the monthly amount received from RHSD #3 (based on student count) and the annual refund from PEBA for SC retirement was credited in December 2020. The monthly amount received from RHSD #3 will be reassessed in April 2021 based on the 135th day student count.
- Individual donations were briefly discussed. The School had success with the December ConstantContact email sent to previous donors. Six donations totaling almost \$500 were received as a result of the email.

Public Comments:

- No public comments were received.

Action Items:

- Dan Freeman requested a motion to accept the December 10, 2020 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second by Kristin Roche. The motion was unanimously approved.
- Dan Freeman requested a motion to appoint JP McFadden as Board Treasurer. A motion to approve was made by Debbie Burns, second by Monique Constance-Huggins. The motion was unanimously approved.

Other Business:

- JP McFadden has been meeting with Debs Feldman on school financials to ensure a smooth transition his recently appointed role as Board Treasurer. Mr. McFadden will be added as a signer on the School bank account.
- **Fundraising** – Ms. Tarver provided an update on the process for sending the December 2020 ConstantContact email to donors. This was a cost-effective method for contacting our past supporters of the School. Mr. Freeman will provide the School with additional email addresses for future emails. All additional contact emails should be provided to Ms. Tarver.
- **SC Charter School Alliance Board Training** – The SC Charter School Alliance has scheduled Board training sessions in February and March 2021. All Board members are expected to attend one training session. Registration information was provided in December 2020.
- **Board Goals** – Mr. Freeman asked the Board to review the current Board goals and provide suggested updates. Board goals will be reviewed and updated during the February 11, 2020 Board meeting.
- Monique Constance-Huggins announced that she is stepping down as Board Vice Chair. She will remain in the Vice Chair position until a replacement is identified and plans to remain on the School Board. Mr. Freeman encouraged Board members to recruit other qualified Board members.

With no further business the meeting adjourned at 6:00pm.

Next Meeting:

The next regular Board meeting will be held online on February 11, 2021 at 5:00 p.m.