



# **The Palmetto School at the Children's Attention Home**

## **Title I & Board Meeting Minutes**

**February 11, 2021 at 5:00 p.m.**  
**Online meeting**

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

Proxies provided to Dan Freeman: Monique Constance-Huggins

Executive Director/Principal – Chantell Tarver-Berry

Online meeting due to COVID-19 pandemic: Meeting attendees connected via Zoom (meeting ID #813 7391 6356).

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

### **Executive Director's Report:**

#### 1. Title I Report

Mrs. Tarver-Berry reviewed the Title I Executive Director's written report provided to the Board prior to the Board meeting.

- Mrs. Tarver-Berry reported that 2 middle school students have transitioned back to RHSD #3. As a result, enrollment in the 6<sup>th</sup> – 8<sup>th</sup> grade class is expected to reduce from 17 students to 15 students. 35 students are currently enrolled at the Palmetto School:
  - Kindergarten – 2<sup>nd</sup> grade: 9 students enrolled
  - 3<sup>rd</sup> – 5<sup>th</sup> grade: 9 students enrolled
  - 6<sup>th</sup> – 8<sup>th</sup> grade: 17 students enrolled
- 1 student from the School has tested positive for COVID-19. There have been several possible COVID-19 exposures. RHSD #3 is continuing to update the COVID-19 dashboard weekly on the district website.
- Mrs. Tarver-Berry provided an update on a candidate recently interviewed for the Reading Coach position. The applicant volunteered to provide assistance to the Palmetto School teachers as needed for the remainder of the school year.
- Parent/teacher Zoom conferences will be conducted the week of February 15<sup>th</sup>. Report cards will be mailed the week of February 22<sup>nd</sup>. The impact the pandemic and virtual learning is having on the students was discussed. The potential for creating a summer school program using funds budgeted for tutoring was briefly discussed.

- Mrs. Tarver-Berry recently applied for a \$20,000.00 school grant with Grace Lutheran Church. Additional information will be provided as available. Mrs. Tarver-Berry provided an update on the School's partnership with RHSD #3 and the support the School offers for mental health and intervention. Mrs. Tarver-Berry will be conducting a presentation on 2/25/2021 to provide additional information on the student support that the School offers.
- Mrs. Tarver-Berry reported that LCA has moved from the Hope Fellowship Church location. A virtual meeting will be scheduled with Hope Fellowship Church to discuss lease options. 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 – JP McFadden**

- JP McFadden reviewed the January 2021 financial statements. The July 2020 – January 2021 Profit & Loss Statement by Month, July 2020 – January 2021 General Ledger, and the January 31, 2021 Balance Sheet were provided to the Board prior to the meeting. Mr. McFadden reported that there were no unexpected expenses during the month of January. The balance owed on the School Reading Coach salary was paid in January 2021 (employee resigned 12/2020). The School will not receive funding from United Way of the Piedmont in 2021 (typically about \$200/month).
- With changes to the Board Executive Committee, signers will be updated on the School account at Arthur State Bank.

## **Executive Session:**

Dan Freeman requested a motion for the Board to enter Executive Session to discuss salaries. A motion to approve was made by Kristin Roche, second by Debbie Burns. The motion was unanimously approved.

No action was taken during Executive Session.

Dan Freeman requested a motion to exit Executive Session. A motion to approve was made by Deann Segal, second by Debbie Burns. The motion was unanimously approved.

## **Public Comments:**

- No public comments were received.

## **Action Items:**

- Dan Freeman requested a motion to accept the January 14, 2021 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second by Deann Segal. The motion was unanimously approved.
- Dan Freeman requested a motion to appoint Rickina Thompson as Board Vice Chair. A motion to approve was made by Debbie Burns, second by JP McFadden. The motion was unanimously approved.

## **Other Business:**

- **Fundraising** – Capital Campaign Toolkit recommended that the School contact donors and other supporters at least 7 times per year. The Board agreed that another ConstantContact email should be sent to donors. Mrs. Tarver-Berry will use the email sent in December 2020 as a template and will include additional information regarding the student testimonial on the next email. The facilities at the Hope Fellowship Church location could potentially accommodate the School hosting future fundraising events. Possible options were discussed.
- **Board Goals** – Current financial conditions and the impact of the pandemic on fundraising and the School's donor base was discussed. Current Board goals and potential goals were reviewed. The intent with the Board's 2020-2021 goals is to create goals that will be most impactful and beneficial for the School. The 2020 – 2021 Board goals were updated to the following:

### **Board Goals for 2020 – 2021:**

1. Attain fundraising goal of \$160,000
2. Provide opportunities for board members to fully use their potential, contacts, and resources
3. Increase donor base by expanding community awareness

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

## **Next Meeting:**

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