



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

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

**March 11, 2021 at 5:00 p.m.**

**Online meeting**

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

Executive Director/Principal – Chantell Tarver-Berry

Online meeting due to COVID -19 pandemic: Meeting attendees connected via Zoom (meeting ID #891 6377 6428).

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

### **Action Items:**

- Dan Freeman requested a motion to appoint Austin Dawkins to the Palmetto School Board. A motion to approve was made by Deann Segal, second by Monique Constance-Huggins. The motion was unanimously approved.

### **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 transitioned from the Palmetto School back to RHSD #3 and 2 new students have enrolled in the Kindergarten class at the School.

35 students are currently enrolled at the Palmetto School:

Kindergarten – 2<sup>nd</sup> grade: 10 students enrolled

3<sup>rd</sup> – 5<sup>th</sup> grade: 10 students enrolled

6<sup>th</sup> – 8<sup>th</sup> grade: 15 students enrolled

- There were no reported positive COVID-19 test results and no reported exposures in the previous month. RHSD #3 is allowing Palmetto School staff members to take the COVID-19 vaccine made available to the school district.
- Mrs. Tarver-Berry reported that the Reading Coach position interviews have concluded and a candidate was selected. Ms. Tarver-Berry provided additional information on the selected candidate. The Reading Coach will begin working with the Palmetto School for the 2021/2022 schoolyear.

- March 11<sup>th</sup> was an early release day. The teachers participated in online virtual learning and were provided educational resources to assist with online learning and other pertinent topics. March 12, 2021 is a Professional Learning Day and school will not be in session. Teachers will participate in RHSD #3 online courses.
- Several school leaders recently attended a virtual meeting with Hope Fellowship Church to discuss lease options for the School. Based on information received from the Church during the meeting, the main campus building is being made available to the School and the Church will work with the School on the monthly lease amount. Hope Fellowship Church is also receptive to the School sharing the building with Mindful Missions. Mindful Missions is a non-profit organization and offers children afterschool options. Currently about 10 Palmetto School students attend Mindful Missions each day after school. Ms. Feldman (School bookkeeper) is working on financial estimates to prepare a proposed lease amount for the School to provide Hope Fellowship Church.
- The Board discussed support staff and teacher bonuses. Feedback was received from Mrs. Tarver-Berry. Additional options will be reviewed after the PPP loan application is submitted and additional information is obtained regarding the loan forgiveness process.
- Newly appointed Board member Austin Dawkins was introduced to the Board.

## **Board and Committee Reports:**

### **1. Financial Report – JP McFadden**

- JP McFadden reviewed the February 2021 financial statements with the Board. The July 2020 – February 2021 Profit & Loss Statement by Month, July 2020 – February 2021 General Ledger, and the February 28, 2021 Balance Sheet were provided to the Board prior to the meeting. Mr. McFadden reported a total loss for the year of about \$80,000.00. Income was down in February 2021 by about \$2,000.00. There were no unexpected expenses during the month of February 2021.
- The 2<sup>nd</sup> round of SBA Paycheck Protection Program (PPP) loans and the associated application process was briefly reviewed. The requirements for the loan as outlined by the SBA have been reviewed by Debs Feldman (School bookkeeper) and Mr. McFadden. The Palmetto School is expected to qualify for the 2<sup>nd</sup> round of PPP loans as it did with the 1<sup>st</sup> PPP loan. The current PPP loan application deadline is March 31, 2021. The loan forgiveness process is expected to operate as it did with the 1<sup>st</sup> PPP loan, however, this information has not been released by the SBA at this time.
- The School's signature card will be updated with Arthur State Bank based on the current Executive Committee members.

## **Public Comments:**

- No public comments were received.

## **Action Items:**

- Dan Freeman requested a motion to accept the February 11, 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 approve staff bonuses of \$1,000 for teachers and \$500 for support staff to be distributed in March 2021. A motion to approve was made by Austin Dawkins, second by Deann Segal. The motion was unanimously approved. Debbie Burns recused herself from the vote due to a conflict of interest.
- Dan Freeman requested a motion to approve applying for the SBA Paycheck Protection Program (PPP) loan on behalf of the Palmetto School. A motion to approve was made by Debbie Burns, second by JP McFadden. The motion was unanimously approved.

### **Other Business:**

- Dan Freeman will schedule a walk through with Hope Fellowship Church at the previously discussed main school campus building for Board members to tour the campus. The facilities at the Hope Fellowship Church location could potentially accommodate the School hosting future fundraising events. Additional information will also be obtained from Mindful Missions regarding a potential partnership as well as the building requirements for Mindful Missions.
- **Fundraising** – Mrs. Tarver-Berry plans to email donors a Spring newsletter via ConstantContact in the coming weeks. The \$20,000.00 grant with Grace Lutheran Church reviewed by Mrs. Tarver-Berry during the February Board meeting was briefly discussed. The application deadline for the grant is March 31, 2021. The Palmetto School has applied for the grant.

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

### **Next Meeting:**

The next regular Board meeting will be held online on April 8, 2021 at 5:00 p.m.