



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

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

**May 13th 2021 at 5:00 p.m.**

**Online meeting**

Board Members Present: Dan Freeman, Deann Segal, Debbie Burns, Rickina Thompson, Monique Constance-Huggins, Austin Dawkins.

Proxies provided to Dan Freeman: Kristin Roche, JP McFadden

Executive Director/Principal – Chantell Tarver-Berry

Online meeting due to COVID-19 pandemic: Meeting attendees connected via Zoom (Meeting ID: 886 9608 5630. Passcode: 81177.)

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

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

Mrs Tarver-Berry attended an emergency meeting with Rock Hill schools and they reviewed the Emergency Mask Document that Governor McMaster mandated. The mandate gives parents the option of allowing their child to not have to wear a face covering while in school. However, under current state guidelines children are required to wear a face covering. Therefore, the mandate is a bit conflicting. The Palmetto school will continue to require students and staff to wear a mask through next year. Rock Hill schools will be following the same protocol until at least December. The DHEC form was mandated on the 11th and can be found online.

#### 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 reported that the school is doing really well with enrollment. An enrollment summary document was included that provided a breakdown by grade level, ethnicity, gender, etc.
- Mrs. Tarver-Berry reported that 2 middle school students (brothers) have transitioned back to RHSD #3. However one may be returning in the fall.
- 3 students from the School has tested positive for COVID-19. They are in different households. There are zero positive staff tests.
- Mrs. Tarver-Berry provided an update on a candidate recently interviewed for the Reading Coach position. The Palmetto School received approval for the Reading Coach. Her name is Lindsey Derr. She is excited about coming onboard and working with the previous coach. She wants to start working with the Palmetto school staff before school is out. Mrs. Derr is leaving her position as a Rock Hill District school teacher to join the Palmetto School. She comes with a lot of experience. She already

has her literacy endorsement, including a Master's degree in literacy. She is used to working with Title 1 populations. She currently works in a Title 1 school so she is knowledgeable about working with kids that perform below grade level.

- The E-rate application sent by Mrs. Tarver was approved. The internet service will now be at no cost. It was \$1300.00, now it will be free through the state. The Palmetto school will receive 60 megabytes per second. The internet provider will come out to install the equipment at the new site in July of 2021.
- The Palmetto school will receive an allotment of funding from the state from the department of finance. The school just has to wait to see what the allotment will be.
- Mrs. Tarver-Berry verified that the Board Members received their Constant contact. It included a student success story and national charter school week. Debb will be able to report if the school received any PayPal or donations. Our donors are more traditional and like to mail in their checks. Therefore Mrs Tarver-Berry will be checking to see if checks have been received. It has been determined that some of the checks have been inadvertently intercepted in the past by the Children's Attention Home. Mrs. Tarver-Berry will ensure that she has received all of The Palmetto school checks upon her visit to the Attention Home next week. The Palmetto school will just be identified as the Palmetto school instead of the Palmetto school at the Children's Attention Home which will eliminate some of the confusion when checks come in.
- Mrs. Tarver-Berry has been talking to the state and to the Rock Hill facility Director. The Palmetto school may have the clearance by next week to access the new building. Mrs. Tarver-Berry is trying to get everything completed and approved by June 30<sup>th</sup> 2021.
- Half of the staff have been vaccinated.
- The Board has agreed to take a walk thru of the new facility together.
- Dan will reach out to Dan and Getty to see if they will be able to review the school lease and what they will charge to review it.

- **Board and Committee Reports:**

1. **Financial Report – Debs**

- Debs reviewed the financial statements to April 2021. There was a loss of \$7000.00 for the month of April which means that expenses exceeded income by \$7000.00. The total loss for the year is at \$98,000 which is before we account for the PPP funding. The PPP funds will balance out the P & L at the end of the year. The PPP loan funding is \$84,500. The statement will account for the funds in this financial year because the funds were not forgiven in the last financial year. The 98,000 will be reduced by \$84,500 at the year end. This month the remaining staff bonus was paid which was \$3750.00. The Palmetto school was billed \$10,000 but the dance program which was billed to the ABC grant. Therefore, there was a net of zero. The Palmetto school received their final quarterly pay from the United Way. The United Way grant will not be renewed next year. The donations from businesses and individuals are dwindling. The Palmetto School budgeted \$5000.00 to be received from businesses, the school has received \$16000 at the end of April. \$3600.00 was budgeted from individual donations, the school has received \$15,000 currently. The remaining income and expenses for the month were as expected. Debbie Burns is still waiting guidance regarding the PPP loan. The

funds were received on March 9<sup>th</sup> 2021 and the school has 2 months to utilize the funds. It is intended to cover 2 months of rent and payroll. Debbie Burns anticipates submitting the forgiveness form in early June of 2021. The forgiveness will probably take place in July/August of the next financial year and the school will be able to recognize that as income then.

- **Budget**

Debbs presented the proposed budget for July 2021 to June 2022. In income, the Palmetto School is projecting funds in the amount of \$53,467 to cover the reading coach's salary. It is projected that funds will be received as planned if the enrollment remains the same. \$62,700 was allocated for Title 1 funds this year. All of this year's funds may not be used so there will be carryover of the Title One funds. The Palmetto school will be receiving secondary funds to cover the summer school program; for kids to make up work and learning loss through the pandemic; which will be about \$74,000. The Palmetto school has interest income on the bank balance. \$25,000 has been donated by businesses and \$37,000 donated by individuals. The Palmetto school is projected that the ABC grant will not be received this year. The school may apply for the Anne Springs grant which has been received in the past. \$35,000 is on the budget report for the fundraising breakfast, which is the same as last year's budget as well. The PPP forgiveness is included on the actuals for this year to date. It will be accounted for next year. The total income is \$610,000. We would need to dip into the reserves by \$105,000 to make the income match the expenses.

- **Expenses**

The primary program which includes teachers, teacher support staff, and their salaries is split into the general cost and title one funds. The summer program is included into this as well. A food warmer is needed for the new building which will cost \$2000.00, \$1000.00 for a refrigeration unit for lunches. The mini bus costs will be about \$20,000, however with the existing trade in prediction of \$10,000, the out of pocket expense for a mini bus will be \$10,000. This will be taken from the general funds. Its projected that \$1000.00 will be spent on professional development. The admin cost have been low because the kids are not in the classroom. Funds are budgeted just in case there are any repairs to the vehicles that have to be made. \$500.00 are allocated for bank fees. There are dues and fees to be paid to the SC Charter association. The insurance cost are undetermined because the school will be at a new location. Therefore the budget was increased to allot funds for that. Thus far, \$10,000 was spend on insurance, so an additional \$1000.00 has been added to that to make it \$11,000 for insurance. The building maintenance budget will remain the same as last year. New business cards, signage and brochures will need to be created due to the new location. There are funds allotted for that in the budget as well. Postage will remain at \$1000.00. The first year of the lease is \$6500.00. \$500.00 per month in utilities will be added.

- Duke power approved \$200 to be sent to the Palmetto School on behalf of Austin Dawkins to be received in the next couple of weeks.

- Dan sent the lease to Michael for review for insurance purposes. The board is awaiting feedback from Michael.

- **Salaries**

Debbs reviewed the back pay salaries spreadsheet. Deb added 1% increase to the salaries because it is unknown what the salaries will be next year. Debb provided a full list of employees and what the back pay would be. The breakdown included the employee's salary, their taxes, their health insurance and the retirement cost. The breakdown includes what each employee is currently paid and what they should have been paid if the increase was granted as well as the amount the employee is due.

### **Executive Session:**

Dan Freeman requested a motion for the Board to enter Executive Session to discuss salaries. A motion to approve was made by Kina Thompson, 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 April 8th, 2021 Board meeting minutes as prepared. A motion to approve was made by Debbie Burns, second by Deann Segal. The motion was unanimously approved.

### **Other Business:**

- Fundraising.
- Board Goals

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

### **Next Meeting:**

The next regular Board mee

<p><b><u>Board Goals for 2020 – 2021:</u></b></p> <ol style="list-style-type: none"><li>1. Attain fundraising goal of \$160,000</li><li>2. Provide opportunities for board members to fully use their potential, contacts, and resources</li><li>3. Increase donor base by expanding community awareness</li></ol>
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at 5:00 p.m.