

**The Palmetto School at the Children's Attention Home
Board Retreat
Title I & Board Meeting
Minutes**

August 18, 2018 at 9:00 a.m.
STEAM Lab, 505 University Drive, Rock Hill, SC

Board members present: Monique Constance-Huggins, Ann Terry, Kevin Davis, Elaine Bilton, Dan Wilde, Cindy Kelly, Patti Mercer, Emily Brown, Dan Freeman, Wes Climer

Retreat Minutes

- Chairman Dan Freeman led the board in a game about the school, gave a presentation about board member duties, and asked board members to complete the online orientation.
- Cindy Kelly presented the new handbook and explained the contents.
- Board members completed commitment forms.
- The board discussed evaluating the executive director in the spring. The board previously approved an evaluation tool to assist the board with the evaluation process.
- The board discussed the need for a strategic plan due to the Family First Prevention Services Act that places children under twelve in foster homes. The board brainstormed general topics to include in a strategic plan, which the board will discuss in the future during board meetings.
- Dr. Hugh Wilson presented the annual report. The school served children from counties across South Carolina with a majority of students from York County. The school served a total of 64 students, 21 students from outside of the Children's Attention Home (CAH) and 43 from the CAH. Dr. Wilson presented data showing significant improvement in student grade level performance for math and reading and in classroom behavior for students attending the school for six months or more.

Title I & Board Meeting Agenda

Executive Director's Report - Dr. Hugh Wilson

1. Title I Report
 - a. The school had 33 students on the last day of class, 7 from the CAH and 26 from outside the CAH.
 - b. The State assigned a new transformation coach.
 - c. 75 people attended the recent parents night funded by Title I.
2. Priority School - Due to priority school program changes, the State will determine funding in November.

Executive Session

1. Motion to enter Executive Session to discuss Executive Director Contract & Compensation - Motion: Wes Climer, 2nd: Elaine Bilton, Unanimously approved

Motions following Executive Session

1. Motion to award the executive director/principal \$4000 in recognition of his work in 2017-2018 school year - Motion: Ann Terry, 2nd: Dan Wilde, Unanimously approved.
2. Motion to amend the executive director's contract to replace the last bullet point with: The Board may award additional incentives of up to 5% of salary annually for meeting mutually agreed upon goals. Motion: Emily Brown, 2nd: Monique Constance-Huggins, Unanimously approved.

Board & Committee Reports

1. Financial Report - Treasurer Elaine Bilton presented reports showing all assets, liabilities, and equity of the school; the profit and loss statement from 2017-2018, the 2018-2019 budget.
2. Expansion Task Force Report
 - a. The task force is working on a draft of the new charter and will send it to the Charter School Alliance for comments soon.
 - b. The school must enter into a contract with the RHSD by April. This is a requirement for the new charter. The task force plans to begin work on this soon.
 - c. Dr. Wilson plans to meet with the new assistant superintendent soon.

Fundraising Reports

1. Taste of Fort Mill - Currently, the event lacks a chair, and six of the seven committees lack chairs.
2. Circle of Caring Breakfast Committee - Elaine Bilton
 - a. The breakfast will have a raffle instead of a silent auction this year. The committee is asking each board member to procure a raffle item, which board members should deliver to the school.
 - b. Sponsorship are due October 15. Each board member received a card detailing the sponsorship levels.
 - c. The committee is asking each board member to sell 8 tickets. Board members present at the meeting received their tickets. Please do not sell tickets to prior sponsors (list provided to board members).
3. Family Trust Golf Tournament
 - a. Dr. Wilson needs hole sponsors (\$100 each) and raffle items.
 - b. The tournament is Sept. 18.

Other Business

1. The board unanimously approved the June minutes.

Next board meeting: September 13, 2018 at 6:00 p.m