

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

March 14, 2019 at 6:00 p.m.
Science Lab, 505 University Drive, Rock Hill, SC

Board Members Present –Elaine Bilton, Kevin Davis, Dan Freeman, Trish Johnson, Cindy Kelly, Tricia Palm, Rick Norwood, Ann Terry, and Dan Wilde

Proxies provided: Emily Brown, Monique Constance-Huggins and Kristin Roche.

Interim Executive Director/Principal – Gary Baggett

The meeting was called to order by chair Dan Freeman, who welcomed Gary to the meeting.

Executive Director's Report

- There are currently 39 students with middle school being largest group. 14 students are from CAH (mostly middle school) and 25 are from offsite.
- Gary has revised the Volunteer Handbook and shared copies with the Board. He explained how it is used in training of volunteers in the School.
- Issues of safety & security have been discussed with CAH staff and resolutions have been put in place, including Ring Doorbell and processes for how visitors will be admitted to the School or Home.
- Gary has prepared written materials to be distributed to parents regarding the new security policy on access. He will follow up with voice messages and text messages. It was suggested that written piece require a parent signature to insure understanding of the new procedures.
- CAH Board requested discussion of how School staff handles discipline. Gary has provided the Home and Board with a copy of the procedures for the PBIS (Positive Behavioral Intervention Support) program.
- Gary will follow up on any outstanding grant proposals that might have been underway with Hugh.
- School needs volunteer(s) who can help to clean up vegetable planting area and assist with Kate's Crops planting grant School has received in past. It was suggested that Wilson's Nursery, Applied Tech at RHSD or York County Master Gardeners might be able to assist.

Board & Committee Reports

1. Financial Report and Balance Sheet were distributed and reviewed by Elaine Bilton. Revenue stands around \$308K and expenses around \$297K. Title 1 funds may be lower going forward since student population has changed from all CAH students.
2. Expansion Task Force completed its tasks to have new charter and new contracts prepared and approved, which both documents have been.
3. Executive Director Search Team has prepared and posted the job description and is received applications for the next 30 days at a specifically-created gmail account, accessible to the entire team. Dan Freeman will send the completed job description to the entire Board as information. Team will meet March 25 to begin review of applicants.
4. Interest has been shown by persons interested in bookkeeper position with the School. Gary is conducting interviews at this time. Dan Wilde asked if current bookkeeper might be persuaded to continue.
5. Discussion was held on several areas of the School/Home lease agreement. Several items will change now that student population has changed. Dan Freeman reviewed what the changes will probably be. The lease will be revised and approved prior to current end of lease on June 30, 2019.
6. With the new charter, the School must conduct Board elections in a very different manner. Every parent has one vote for each student. Staff members can vote. There are other steps to be taken as well. Dan is to meet with SC Alliance to review how School should proceed and he will report back to the Board. Dan Wilde suggested that an Election Committee be formed as this process will be detailed and time-consuming. Timeline is to be determined but hope is to have completed before school ends.

Fundraising Report

Emily has agreed to co chair this committee and is setting up a conference call with the committee members and Grace Lewis, an area development person with Boys & Girls Clubs. Group will determine value of having a development director for the School.

Other Business:

- *A motion was approved to accept the February 2019 meeting minutes as prepared.*

- The reception for Hugh went very well. He seemed pleased by the event and the gifts. If any Board members would like to contribute to the expenses of this event (\$322), they should send checks to the School with memo *Hugh's reception*. Those who expended money for the event can then request reimbursement for their expenditures.
- The annual **Arts Night** will be held on May 21.

Next Meeting:

The next regular Board meeting will be held on *April 11 at 6:00 p.m.*