

**Arrow Academy of Excellence**  
**August 2022 Board of Directors Meeting**

**Agenda**

**Date: August 11, 2022**

**Time: 6:00 pm**

**IN-PERSON MEETING**

**Location: 645 Semmes St, Memphis, TN 38114**

Call to Order – Barbara Conway – Board Chair

Old Business:

Review and approve July meeting minutes.

New Business

- Financial Reporting for Year-end 2022 (Introduction of New Bookkeeper)
- Director Webber/Beverly A./Kyle M. upcoming 2022 audit
- Review of written Audit procedures prior to the 2022 Audit
- Principal's report: Update – Dr. Bridget Lee
- Update from Education committee- Director King

Next meeting date: September 8, 2022

**Vision**

**“We envision Arrow Academy as a microcosm of an ideal city, where imagination, creativity, empathy, self-direction and collaboration thrive among our students.”**

**Missions**

**Arrow Academy of Excellence**  
provides a nurturing learning environment where academic and personal excellence promote the development of literacy, numeracy, and social skills that help build a foundation for a successful future

# Charter School Board Meeting Minutes

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## Arrow Academy of Excellence School Board Meeting Minutes Recorded - August 12th, 2021

Barbara Conway at 6:08 p.m., called the meeting to order.

### MISSION STATEMENT

**Vision:**

We envision Arrow Academy as a microcosm of an ideal city, where imagination, creativity, empathy, self-direction, and collaboration thrive among our students.

**Mission:**

ARROW ACADEMY OF EXCELLENCE CHARTER SCHOOL provides a nurturing learning environment where academic and personal excellence promote the development of literacy, numeracy, and social skills that help build a foundation for a successful future.

(Mission should always be stated to ensure the focus of any meeting is pertaining to our overall mission and that we know and understand our mission)

### MEETING PARTICIPANTS

MEMBERS	ATTENDANCE
Barbara Conway	Present (via phone)
Dr. Derek Henson	Present (via phone)
Chris Cherry	Present (via phone)
Miles Thomas	Present (via phone)
Preston King	Present (via phone)
Loretta Webber	Absent
Dr. Bridget Lee	Present (via phone)
Brenda Youngblood	Absent
LaJoyce Harris	Present (via phone)

Keidra Duncan	Present (via phone)
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## MINUTES APPROVAL

July minutes were reviewed, motion was made by LaJoyce Harris to accept the minutes, Preston King seconded, motion passed.

## Board Notes

### Voting Items:

**Board Topics to address: Old**

**Business Closed Items:**

- Review meeting minutes for July 2021 board minutes

### New Business- Open Items

- **Financial Reporting for period ending July 31st, 2021**
  - Discussion of Reimbursement Grant Regarding Secretary and In Person Line Expense (Due to Summer School Staffing)
  - Discussion of Apple Replacement Expense
  - Discussion of if Maintenance can be included in grant
  - Preston King moved to accept July Financials, Chris Cherry seconded, motion passed
- **Review the update School budget for 2021-2022 school year**
  - Discussion of 3 Year Grant and Balance being spread over 3 years
  - Discussion of Projected Goal Amount for \$283,000
  - Discussion of expenses like Special Education & Interventionist
  - Discussion of Student Travel and how it could be effected
  - Preston King motioned to accept revised budget, Chris Cherry seconded, motion passed
- **Principal's Report: Update - Dr. Bridget Lee**
  - Discussion of Quarantine and Possible Shut Down for 2 weeks
  - Discussion of Covid Protocol for Possible Student Infection
  - LaJoyce Harris moved to accept the Principal's Report, Dr. Henson seconded, motion passed
- **Education Committee- Introduction of New Student Principal- Preston King, Director**

## Budget Discussions

- **Discussions and Review of 2021-2022 annual budget was held, motion was made by Preston King, Chris Cherry seconded, motion passed**

## **Principal's Report (for Detail See Report)**

### **A. School Enrollment (100) / Projected (107)**

- a) KK-10 (19 previously enrolled)
- b) 1<sup>st</sup>- 19 (20 previously enrolled)
- c) 2<sup>nd</sup>-19 (19 previously enrolled)
- d) 3<sup>rd</sup>-18 (21 previously enrolled)
- e) 4<sup>th</sup>-18 (19 previously enrolled)
- f) 5<sup>th</sup>-16 (17 previously enrolled)

### **B. Summer Learning Program**

- a. Began July 6th and ended on July 29th
- b. 26 students completed the program
- c. Pre/Posttest were completed

### **C. Facilities Update**

- a. Technology Lab
- b. Network hardware installation August 23rd
- c. Intercom system has been installed
- d. G7 Environmental Services – Water Sampling for Lead

### **D. Staff Update**

- a. Principal---Dr. Bridget Chambers Lee
  - b. General Secretary- Jamaica Pryor
  - c. Curriculum Coordinator- Undria Cage
  - d. School Counselor- Terrica Hamlett (new)
  - e. Kindergarten- Jeanne Roth
  - f. 1<sup>st</sup> grade- TBA
  - g. 2<sup>nd</sup> grade- Mary White (new)
  - h. 3<sup>rd</sup> grade- Rikki Harris
  - i. 4<sup>th</sup> grade- Tia Barnes (new)
  - j. 5<sup>th</sup> grade- Rochelle Young
  - k. On-site maintenance- Derrick Avant
  - l. Teacher Assistant – Lakeisha Williamson
  - m. Teacher Assistant – Tiffany Buchanan (new)
  - n. Teacher Assistant/After Care (?)
  - o. ESL Part-time Teacher (?)
- We are in the process of seeking a certified first grade teacher
  - A part time ESL teacher for 2 students
  - One full time teacher assistant /two people to help with the after-care program
  - Dr. Lee has been servicing the after-care program.

### **E. Calendar**

- a. Teacher In-Service- August 2<sup>nd</sup> – 6<sup>th</sup>
- b. First Week of School for Students- August 9<sup>th</sup> – Aug 13<sup>th</sup>
- c. Open House/Title One Meeting – August 17<sup>th</sup>

**Meeting Organizer:** Chair-Barbara Conway  
**Meeting Location:** Arrow Academy of  
Excellence **School District:** Shelby County  
**School #:** 901-207-1891

**Next Meeting**

**Date:** September 9th, 2021, 6:00 pm Arrow Academy of Excellence Charter School

There being no further business to be transacted, and upon motion duly made by Preston King,  
seconded by LaJoyce Harris, the meeting was adjourned at 7:12 p.m