

## **Arrow Academy of Excellence**

### **July 2023 Executive Meeting**

#### **Agenda**

**Date: August 10, 2023**

**Time: 6:00 p.m.**

**IN PERSON Meeting – Please make every effort to be ON-Time. Thank you. A link is being sent for those who cannot attend in person.**

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

**Call to Order – Barbara Conway – Board Chair**

#### **Approval items:**

##### **Vote of Approval for July minutes**

- **Financial Report- Bookkeeper – Treasurer Review (Finance Committee)**
- **Principal Report**
- **Committee reports:**
  1. **Fundraising committee**

**Marketing and communication presentation from Summer Interns**

#### **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

## Arrow Academy of Excellence School Board Meeting Minutes Recorded - August 10th, 2023

Barbara Conway at 6:03 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
Dr. Derek Henson	Present
Chris Cherry	Present
Miles Thomas	Present
Preston King	Present (Virtual)
Loretta Webber	Present (Virtual)
Dr. Bridget Lee	Present
LaJoyce Harris	Present
Keidra Duncan	Absent

Rogenia Finnie	Present (virtual)
Curtis Turner	Present

## MINUTES APPROVAL

July minutes were reviewed with no corrections, Dr. Henson made the motion, and seconded by Chris Cherry, motion passed.

## Board Notes

### Voting Items:

**Board Topics to address: Old**  
**Business Closed Items:**

- Review meeting minutes for July 2023 board minutes

### New Business- Open Items

- **Financial Report - Bookkeeper – Treasurer Review (Finance Committee)**
  - Discussion of PNL Report
  - Discussion of Receipt of USAC and other client services
  - Discussion of establishing a business line of credit or a loan, depending on circumstances
  - Discussion of current payroll
  - Curtis Turner made a motion to accept financials, Mrs. Finnie seconded, motion passed
  - Dr. Henson made a motion for AAE to establish a line of credit for Operational Expenses (including payroll & benefits), Turner seconded, motion passed
- **Principal's Report**
  - Discussion of Student recruitment and Enrollment
  - Discussion of Departmentalizing of 4th & 5th Grade classes
  - Discussion of After School Care
  - Discussion of open house Aug. 24th
  - Supply List for Each Grade
- **Committee Reports: Fundraising and Education/Bylaws**
  - Discussion of City of Memphis grant for ArrowTown
- **Marketing and Communications Report from Summer Interns**

## Budget Discussions

- Financial Reports for July 2023

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

**A. School Enrollment (80) / (65) / Projected (100)**

<b>Grade</b>	<b>Number of Students</b>
KK	6
1 <sup>st</sup>	11
2 <sup>nd</sup>	13
3 <sup>rd</sup>	15
4 <sup>th</sup>	13
5 <sup>th</sup>	7

**B. School Operations**

- a. TCAP scores are still embargoed by the state. We are waiting for them to release scores for the school. We did show a significant amount of growth in most areas.
- b. The School Improvement Plan for this school year is due by the end of the month. We are working diligently on getting this complete.
- c. We are still in the process of hiring teachers for the new school year. We have hired the needed TA's, a new administrative secretary, and aftercare staff. We are still in need of a music teacher.
- d. We are in the process of applying for a line of credit with First Horizon Bank to help cover the operating expenses which includes payroll for the school.
- e. Miles and a few college students over the summer have worked hard on creating a marketing plan for the school. We are waiting for them to finalize this plan so that we can recruit more students to our school.
- f. I have been in contact with Code Crew to implement the STEM program at our school for one of our support classes, however the cost is very expensive to offer for a support class. The afterschool price would be more feasible, but all students would not be exposed to the program. I did send information about our school because there is some potential for grant funding on their end.
- g. I would like to thank each of you for coming out to support the Arrows on their first day of school. Also, the Corvette Club represented with backpacks and school supplies for each grade level and students were excited to take pictures with the cars.

- h. A big thank you goes out to Ms. Lynnette Morrison for donating 120 backpacks and school supplies.
- i. Today Benchmark Reality – Mr. Dickerson and Ms. Allen donated 100 water bottles to the students and staff.

### **C. Facilities Update**

- a. Gipson Mechanical is in the process of completing our boiler and hot water tank. This work began on July 5<sup>th</sup> and is still in progress.
- b. We need to make some decisions about the roof repair. The bid and pictures of the roof was included in last month's report. This bid is to repair the roof due to water leaking in the building.
- c. We are always in constant need of donations to help secure funds for the following items

New security system/cameras/ new card readers/Siemens - \$52,335.00 – Two-part upgrade – Part one is an expansion of the existing system and part two is a complete upgrade of the access control system.

Secured fence for our backyard  
Kitchen repairs  
Backyard repairs  
Playground equipment  
Signage on the right side of the building  
Windows

### **D. Calendar**

August 24<sup>th</sup> - Open House

We are always in need of donations/support in getting funds to help in repairing and maintaining our facility.

### **Next Meeting**

**Date: Sept. 14th, 2023**

There being no further business to be transacted, and upon motion duly made by Barbara Conway, seconded by Dr. Henson, the meeting was adjourned at 7:36 p.m