

**Arrow Academy of Excellence**  
**September 2023 Executive Meeting**

**Agenda**

Date: November 16, 2023

Time: 6:00 pm This is an In-Person Meeting

**The meeting date has been changed due to a Math Curriculum for students and Parent, on Thursday, November 8<sup>th</sup> from 5pm until 7pm.**

**You should receive your Zoom notice for the meeting.**

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

Call to Order – Barbara Conway – Board Chair

Approval items:

Vote of Approval for August and September minutes

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

**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 - November 16th, 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 (Virtual)
Preston King	Present
Loretta Webber	Present (Virtual)
Dr. Bridget Lee	Present
LaJoyce Harris	Present (Virtual)
Keidra Duncan	Absent

Rogenia Finnie	Present (Virtual)
Curtis Turner	Present (Virtual)

## MINUTES APPROVAL

October minutes were reviewed with no corrections, Loretta Webber made the motion, and seconded by Curtis Turner, motion passed.

## Board Notes

### Voting Items:

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

- Review meeting minutes for October 2023 board minutes

### New Business- Open Items

- **Financial Report - Bookkeeper – Treasurer Review (Finance Committee)**
  - Discussion of Bonus Payouts
  - Discussion of pending ERC Receivable
  - Discussion of Maxim Contract Teachers
  - Discussion of Accounts Payable
  - Discussion of P&L Report
  - Loretta Webber made a motion to accept financials, Dr. Henson seconded, motion passed
- **Principal's Report**
  - Discussion of Priority Status Update Waiting Period
  - Discussion of Annual Visit from Charter Office
  - Discussion of Boiler installation and heating needs in Kindergarten Class
  - Discussion of donation needs
- **Committee Reports: Fundraising and Education/Bylaws**
  - Discussion of City of Memphis grant for ArrowTown

## Budget Discussions

- Financial Reports for November 2023

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

**A. School Enrollment (89) / Projected (100)**

Grade	Number of Students
KK	12
1 <sup>st</sup>	14
2 <sup>nd</sup>	20
3 <sup>rd</sup>	16
4 <sup>th</sup>	18
5 <sup>th</sup>	09

**B. School Operation**

- a. We are still waiting on the results of Priority Status from the state.
- b. Our annual site visit from the charter office will be held on Tuesday December 5<sup>th</sup>.
- c. We are still in the process of looking for a part-time ESL teacher due to the increase in enrollment of our ESL population.

**C. Facilities Update**

- a. Gipson Mechanical has completed the boiler installation, however we are in need of a new heating unit for our kindergarten class.
- b. Decisions still need to be made about our roof repair.
- 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**

November 15<sup>th</sup> - 2<sup>nd</sup> Quarter Progress Reports Issued  
November 17<sup>th</sup> - "E" Party for selected students  
November 20 – 24 - Thanksgiving Holiday  
December 5<sup>th</sup> - Charter Site Visit

We are always in need of donations/support in getting funds to help in repairing and maintaining our facility. Thanks so much to those who donated to the Fall Holiday celebration.

**Meeting Organizer:** Chair-Barbara Conway

**Meeting Location:** Arrow Academy of  
Excellence **School District:** Shelby County

**School #:** 901-207-1891

**Next Meeting**

**Date:** Dec. 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 4:32 p.m