

Arrow Academy of Excellence
September 2023 Executive Meeting

Agenda

Date: October 12, 2023

Time: 6:00 p.m.

This is a Virtual Meeting –Due to the school being out for Fall Break.

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 - October 19th, 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
Curtis Turner	Present (Virtual)

MINUTES APPROVAL

September minutes were reviewed with no corrections, Dr. Henson made the motion, and seconded by Preston King, motion passed.

Board Notes

Voting Items:

Board Topics to address: Old
Business Closed Items:

- Review meeting minutes for September 2023 board minutes

New Business- Open Items

- **Financial Report - Bookkeeper – Treasurer Review (Finance Committee)**
 - Discussion of Medical Expenses (medical benefits)
 - Discussion of aftercare fundraising income
 - Discussion of Fundraiser
 - Discussion of Verizon Expenses
 - Discussion of Balance Sheet
 - Discussion of P&L Report
 - Preston King made a motion to accept financials, Mrs. Finnie seconded, motion passed
- **Principal's Report**
 - Discussion of Priority Status
 - Discussion of Facilities Update
 - Discussion of After School Care
 - Discussion of Fundraiser
- **Committee Reports: Fundraising and Education/Bylaws**
 - Discussion of City of Memphis grant for ArrowTown

Budget Discussions

- Financial Reports for October 2023

Principal's Report (for Detail See Report)

A. School Enrollment (83) / Projected (100)

Grade	Number of Students
KK	13
1 st	13
2 nd	18
3 rd	14
4 th	17
5 th	08

B. School Operation

- a. We are still waiting on the results of Priority Status from the state.
- b. The School Improvement Plan has been submitted to the state.
- c. Our Annual Site Visit from the Charter office will be held on Tuesday December 5th.
- d. We have hired a 2nd grade teacher who should be coming aboard in the next couple of weeks. We are still in need of an administrative assistant, and we are also looking for a part-time ESL teacher due to the increase in enrollment of our ESL population.
- e. We were approved for the line of credit with First Horizon Bank to help cover the operating expenses which includes payroll for the school.
- f. Congratulations to board members Dr. Derek Henson and Ms. LaJoyce Harris on helping Arrow Academy of Excellence to receive funds for the Memphis City Council Community Grant Project. Dr. Henson may be able to give us more details about this grant.
- g. Thanks to all that donated to our World Finest Chocolate Fundraiser. If you would like to donate you still have time.
- h. Kudos and thank you to Ms. Jack, Mrs. McGowan, and team for helping to get our audit finalized in a timely manner!

C. Facilities Update

- a. Gipson Mechanical are in the final stages of completing our boiler and hot water tank project which began on July 5th.
- b. Decisions still need to be made about our roof repair. I have attached a copy of the first bid and Mr. Turner had another company to come out on Monday to look at the roof. Once we get the second bid, we can decide how to handle this situation from there. 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

October 9th – 13th - Fall Break
October 16th – 2nd 9 weeks Begins
October 25th – Report Cards Issued
October 27th – Honors Program
October 31st – Fall Holiday Celebration Parties (Trunk-o-Treat)

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

If you would like to donate (nut-free) candy or your trunk for the Trunk-o-Treat Party please drop candy off at the school at any time before Oct. 31st or come to the parking lot at 1:00pm on Oct.31st with (nut free) candy, small toys or stickers to pass out to our Arrows. Thank you so much in advance.

Next Meeting

Date: Nov. 16th, 2023

Meeting Organizer: Chair-Barbara Conway

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

School #: 901-207-1891

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