

Arrow Academy of Excellence
September 2023 Executive Meeting

Agenda

Date: September 14, 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**
 2. **Marketing and Communications**

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 - September 14th, 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
Loretta Webber	Present (Virtual)
Dr. Bridget Lee	Present
LaJoyce Harris	Present
Keidra Duncan	Absent

Rogenia Finnie	Present
Curtis Turner	Present

MINUTES APPROVAL

August 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 August 2023 board minutes

New Business- Open Items

- **Financial Report - Bookkeeper – Treasurer Review (Finance Committee)**
 - Discussion of Accounts Recievable
 - Discussion of AP Report
 - Discussion of Tag Grant Reimbursement
 - Discussion of Summer School Reimbursement
 - Discussion of Balance Sheet
 - Discussion of PNL Report
 - Curtis Turner made a motion to accept financials, Mrs. Finnie seconded, motion passed
 - Dr. Henson made a motion for AAE to establish a \$29,000 sign-on bonuses payouts across various staff members , 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**
 - Discussion of billboard transaction and photo release forms needed from Parents

Budget Discussions

- Financial Reports for September 2023

Principal's Report (for Detail See Report)

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

Grade	Number of Students
KK	12
1 st	13
2 nd	19
3 rd	15
4 th	16
5 th	08

B. School Operation

- a. **Arrow Academy of Excellence received a Level 4 out of 5 Rating based on the Tennessee Value-Added Assessment System (TVAAS) composite scores.** The composite score includes all grade Levels 3 – 5 in ELA/Math & Science. What does this mean? **Arrow students made substantially more growth than expected in a year according to the Tennessee Department of Education.**

We also earned a **Level 5 distinction in Mathematics.**

- b. The School Improvement Plan for this school year is still a work in progress. We are working diligently to get this complete.
- c. We are still in need of one 2nd grade teacher, one teacher assistant, an administrative secretary.
- d. We were approved for the line of credit with First Horizon Bank to help cover the operating expenses which includes payroll for the school.
- e. Retention and Sign-On Bonuses will need to be approved by the board tonight.
- f. The Fire Marshall was here today for our inspection. There are some opportunities that we will need to correct after this visit.

C. Facilities Update

- a. Gipson Mechanical is in the process of completing our boiler and hot water tank. This work began on July 5th 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

September 14th - Owl Fest
September 15th – Hispanic Heritage Month Begins, Games with Grands – 9:00am – 10:30am.
September 18th – World Famous Chocolate Fundraiser Begins
September 21st – Parent Conferences – 4pm – 7pm

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

Next Meeting

Date: Oct. 19th, 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