

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

# Charter School Board Meeting Minutes

## Arrow Academy of Excellence School Board Meeting Minutes Recorded - March 7, 2019

### Presiding Chair

Barbara Conway at 5:00 p.m., called the meeting to order.

### Mission Statement

#### Vision:

At **ARROW ACADEMY OF EXCELLENCE CHARTER SCHOOL** we prepare, develop, and launch (K-3) learners on a trajectory for college and career readiness, to compete globally and contribute locally.

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

#### Mission:

- End Illiteracy
- End Innumeracy

*(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-Chair	<b>Present</b>
Derek Henson-Vice Chair -	<b>Present</b>
Chris Cherry- Fundraiser Chair	<b>Present</b>
LaJoyce Harris-Secretary	<b>Absent</b>
Preston King- Education Chair	<b>Absent</b>
Loretta Webber- Treasurer	<b>Present</b>
Dr. Andrea Mayfield- Principal	<b>Present</b>
Parent's -	<b>NA</b>
Others in Attendance: (Staff, vendors, authorizer)	<b>Marilyn Johnson (absent)</b>

### Minutes Approval

Moved second: Approval of the minutes with edits for 2019, Board Meeting.

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## Board Notes

### Voting Items:

### Board Topics to address:

#### Old Business

- Treasurer Loretta Webber – reported that the 2018 audit has not been completed by Banks, Finely and White. We received an email from John Hatcher asking for additional information. Mr. Hatcher also met with the school's bookkeeper and Principal, Dr. Andrea Mayfield to discuss the missing information. Per an email conversation we ask the all information be verified by the auditor and notice be sent to the bookkeeper, treasurer, Board Chair and Principal noting any additional requirements to close the audit and submit to the state.
- The monthly financial reports were unavailable for review due to an unexpected death in our bookkeeper's family and she had to travel out-of-town.

#### New Business- Open Items

- Because the Board Administrative was unable to attend the meeting, the minutes from the previous meeting were not approved.
- Director Preston King presented the board with information and SCS Charter school requirements for the principal's annual PAF. The appraisal for the TEAM concept must be made by trained qualified peer that has received training from the State of Tennessee. Director King has contacted an individual that was referred by SCS Charter School. The evaluation will begin April 1, 2019.
- Dr. Andrea Mayfield provide the Board Members with a monthly update of the school's events. Performance, grant submission and student update. The report is attached with the meeting minutes.
- Dr. Mayfield also present the application for Board Members, for the Parent's representative, Mrs. Brenda Youngblood. The Board accepted Mrs. Youngblood Application.

## Budget Discussions

- ✓ No recent changes.

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## Principal's Report (for Detail see report)

### Discussions:

- Audit Update – requested documents are due to auditor (upload into secure drawer by Wednesday, March 6). After review, auditor will set date.
- **Personnel & Student Enrollment:**
  - a. KK 17
  - b. 1<sup>st</sup> 19
  - c. 2<sup>nd</sup> 21
  - d. 3<sup>rd</sup> 19
  - e. Total 76
- **Winter benchmark academic data:**
  - a. Math – 46% proficient
  - b. Reading-61% proficient
- **We are scheduled to pay the Annual Authorizer Fee March 31, 2019**
  - a. Flat Admin Fee - \$35,000
  - b. Per Pupil Allocation -\$8,758.76
  - c. 3S% Per Pupil Admin Fee – A\$19,444,45
  - d. October Admin Fee - \$9,598.78
  - e. **February Admin Fee - \$9,598.78**

## ENROLLMENT PRACTICES/POLICY

- **SCS has requested AAE's enrollment process to ensure that our charter is following enrollment practices as outlined in TCA § 49-13-113 and State Board Rule 0520-14-01-04.**
  - a. **The 2019 – 2020 enrollment capacity, by grade.**
  - b. **The enrollment window and, if necessary, the date of your enrollment lottery.**
  - c. **Your enrollment policy and, if any, your waitlist procedures.**

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## **BOARD MEETING POLICIES**

### ➤ **Non-Network Governing Boards**

**Please be mindful of TCA §8-44-108(b)(2), (3)** states “if a physical quorum is not present at the location of a meeting of a governing body, then in order for a quorum of members to participate by electronic or other means of communication, the governing body must make a determination that a necessity exists. Such determination, and recitation of the facts and circumstances on which it was based, must be included in the minutes of the meeting” and “if a physical quorum is not present at the location of a meeting of a governing body other than a state debt issuer, the governing body... must file such determination of necessity, including the recitation of the facts and circumstances on which it was based, with the office of the secretary of state no later than two (2) working days after meeting...” This applies to all charter schools who operate only one charter school in Tennessee or elsewhere. **If you are a single-site operator, please be aware that law prohibits governing board meetings held by conference call.**

### ➤ **Governing Boards**

**Governing Board, please remember to update your Board pages to reflect accurate meeting times, dates, and locations. Meeting notice should include the time, date, and location of the governing board meeting at least eight days in advance of the meeting (Sunder v. Health partners, Inc. 997-S.W.2d 140). Please take care to mark any meetings as cancelled or rescheduled that have been properly cancelled or rescheduled by your governing board. Our Office has attended several board meetings this year only to find the meeting has been cancelled or rescheduled without proper notice, Further, please ensure your meeting is being held at the location listed on line. If you are holding meetings at your central office, but the website says you are holding them at a school or an offsite location, you may have violated open meeting laws.**

### ➤ **Grants Applied for**

**a. Charter School Grant Fund – submitted; will know early in March if we are invited to continue through the process.**

### ➤ **Upcoming – TNReady windows April 15 – May 4**

## **NEED ANALYSIS**

**To support measures of success, we need to increase and build capacity:**

- 1. Review current contract for copier upgrades.**
- 2. Purchase new technology for student use.**

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➤ **Data Report**

➤ **Finance: See Budget Discussion for details and Bookkeeper Reports**

➤ **Upcoming Events:**

**Discuss the Fund Raiser Project – Valentine Day - Tentative Date - February 2020.**

## **New Business**

## **Committee Notes**

No committees or sub-committee notes or minutes were presented.

**Fundraising - No fundraising activities scheduled at this time.**

## **Committee Reports**

- |                              |                                       |
|------------------------------|---------------------------------------|
| 1. Finance- Loretta Webber   | 4. Community and Parent Involvement – |
| 2. Fundraising- Chris Cherry | 5. Education- Preston King            |
| 3. Marketing/Advertising-    |                                       |

## **Committee Announcements**

## **Next Meeting**

**Date: April 11, 2019, 5:00 p.m.,** Arrow Academy of Excellence Charter School

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**Topic:** See Agenda and review notes

**Goal:**

### **Adjournment**

There being no further business to be transacted, and upon motion duly made by Derek Henson, seconded and approved by LaJoyce Harris, the meeting was adjourned at 6:00 p.m.

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Respectfully Submitted:

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LaJoyce Harris, Board of Directors-Secretary

### **Committee & Board Approval**

Approved on:

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Signature of Officer for Board Approval

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Signature of Committee Approval (principal approval)

### **Attachments: Supporting Documents**

- Minutes Approval
- Budget/Finance Complete Report
- Principal Report
- Monthly Calendar