

**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 - November 14, 2019

### Presiding Chair

Barbara Conway at 5:30 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
<b>Barbara Conway-Chair</b>	<b>Present</b>
<b>Derek Henson-Vice Chair -</b>	<b>Present</b>
<b>Chris Cherry- Fundraiser Chair</b>	<b>Absent</b>
<b>LaJoyce Harris-Secretary</b>	<b>Present</b>
<b>Preston King- Education Chair</b>	<b>Via Phone</b>
<b>Loretta Webber- Treasurer</b>	<b>Present</b>
<b>Dr. Andrea Mayfield- Principal</b>	<b>Absent</b>
<b>Visiting Parent</b>	<b>Present</b>

### Minutes Approval

Derek Henson made a motion to approve the minutes, Dr. Mayfield second the motion to accept the approval of the September 2019 minutes with the final edits.

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

## Board Notes

### Voting Items:



### Board Topics to address:

### Old Business Closed Items:

- **Review and approved October 2019 board minutes.**
- **Review of monthly financials and Bookkeeper's report by board Treasurer**
- **Principal's monthly report**
- The roof was repaired on November 9<sup>th</sup>.
- We have contacted G7 Environmental to conduct the lead water testing. Testing will be done on Wednesday, November 13. Testing must be done by March 2020.
- Three exits were replaced by Siemens (back door, KK and 1<sup>st</sup> grade).

### **Arrow Academy of Excellence – Executive Call meeting**

**Date: November 4, 2019      Time: 7:30 pm      Location: Start meeting conference line**

### **Attendees:**

Barbara Conway- Board Chair  
Dr. Derek Henson – Board VP  
Preston King- Board Director  
Chris Cherry- Board Director

Dr. Andrea Mayfield – AAE Principal/Director  
LaJOYce Harris – Board Secretary

### **Absent-**

Loretta Webber – Board Treasurer

### Meeting Discussion:

Arrow Academy of Excellence Classroom Expansion- TFM #17370, Project # 2019-06-17-05

The Board of Directors held an emergency Executive meeting to review and discuss the Tennessee Fire Marshal's requirements for plan approval for use of the building 2<sup>nd</sup> floor for the educational purposes. Per revision note 75 of State Plan review, the building owner is required to provide a sprinkler system in basement of the building based on head count in accordance with IBC 903.3.5.1.1 of the fire code.

Per revision note 76 of State Plan review:

A manual fire alarm system that initiates the occupant notification signal utilizing an **emergency voice/alarm communication system** meeting the requirements of Section 907.5.2.2 and installed in accordance with Section 907.6 shall be installed in Group E occupancies. When automatic sprinkler systems or smoke detectors are installed, such systems or detectors shall be connected to the building fire alarm system.

**Review note: Based on the information provided I was not able to establish the fire alarm system is utilizing an emergency voice/alarm communication system. Due to the fact that the second floor is a change of occupancy to educational it is required to meet the current requirements of voice/alarm.**

**Based on the information above approved the quote to provide the service to upgrade the existing Fire Alarm system to meet the above requirements.**

## New Business

### New Business- Open Items

- Jones Construction submitted a proposal to complete the bathroom renovation on the second floor as requested by the plan reviewer for ADA compliance. Please see attached.
- Accepting Bids for the demolition of the house AAE purchased to build an additional parking lot.

**Meeting Organizer:** Chair-Barbara Conway

**Meeting Location:** Arrow Academy of Excellence

**School District:** Shelby County

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

- H & H Construction came to review property and will provide a bid for tear down, haul and leveling. They can create parking lot as well if desired.
- Board Member Loretta Webber asked for permission to view property before tear down and collect any collateral. Board agreed, but stated that AAE or affiliate partners will not be responsible for anything that may occur during her inspection.
- **The Board Goal: is to acquire \$500,000.00 in Grant funds for capital improvements and school growth to add classes 4 and 5 to maintain and increase student enrollment.**
- These are some efforts to acquire those funds:
  - United Ways – Donate monies to AAE.
  - AAE is set up to receive monies from Target. The board members will call the red card to add AAE as their school to donate to.
  - Kroger – Board Members will research this information to see if AAE can receive funds.
  - Box Tops were suggested to start back collecting by Board Member Harris to PTO member.
    - PTO Member will have PTO Meeting to join the AAE Board Meeting in December to share ideas.
  - Board Annual Event Idea: Proposed by Board Member LaJOYce Harris to do a 5k walk surrounding the school ending at the school with a block party and school showcase. This will be announcement/celebration of 5 years completion and starting 5<sup>th</sup> grade for upcoming year. Board Member Derek Henson & LaJOYce Harris will work together with organizing this event. All Board Members will participate and contribute.
    - Potential Dates May end of school year or End of July going into August for the new school year...
    - Harris will contact Start to Finish Event Mgmt for an estimate to setup the walk and local Orange Mound Community Advocate Britney Thornton- JUICE and LaTonia Blankenship- Melrose for community support.

## Budget Discussions

- ✓ Monthly Financials and Bookkeeper's report were reviewed.
- ✓ Additional maintenance costs were reviewed and discussed: Roof repairs, Redeemer's Group proposal, additional technology, Lead Water Testing,

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

Discussions:

1. Student Enrollment
  - a. Kindergarten- 18
  - b. 1<sup>st</sup> grade- 20
  - c. 2<sup>nd</sup> grade- 18
  - d. 3<sup>rd</sup> grade- 17
  - e. 4<sup>th</sup> grade- 15Total- 88
2. School Events/Operations

**Meeting Organizer:** Chair-Barbara Conway

**Meeting Location:** Arrow Academy of Excellence

**School District:** Shelby County

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

- a. Dr. Mayfield has been invited to present at the SCS annual Parent Summit & Transition Fair, November 16, Colonial Middle School. She will speak to parents on how to participate in the IEP process. Her topic is "The **I**nvolvement, **E**ngaged **P**arent during the IEP process. She will conduct two parent sessions.
  - b. A SCS Charter School office representative will be conducting a school visit on Wednesday, December 4<sup>th</sup> from 9-11. The visit will consist of Dr. Mayfield presenting the school's data and goals to the representative on a PowerPoint, the representative visiting classes and observing a ELA and a math lesson and touring the school. It is highly suggested that the AAE's Board president attend this visit.
  - c. Arrow Academy of Excellence will have a Beta Club. The Beta National Beta Club is one of the largest, independent, non-profit, educational youth organizations in America. Beta prepares today's students to be tomorrow's leaders. Beta provides a platform to positively influence the lives of our students and also impact our communities. Beta provides a platform to recognize students for their achievement, leadership, service, and commendable character. We will induct our first National Beta Club members on December 3<sup>rd</sup> at 5:00 pm. Five 4<sup>th</sup> grade students have been invited to be inducted. Ms. Young (4<sup>th</sup> grade teacher) is the Beta Club's faculty advisor.
  - d. The SCS School Showcase will take place on Saturday, December 7<sup>th</sup> from 10-3 at Hickory Ridge Mall. The showcase will allow us to put our school on display. We will have a table with brochures and other novelties for perspective parents. I will be purchasing pencils, pens, and cups to give to parents.
3. Facilities and Maintenance
- a. The roof was repaired on November 9<sup>th</sup>.
  - b. We have contacted G7 Environmental to conduct the lead water testing. Testing will be done on Wednesday, November 13. Testing must be done by March 2020.
  - c. Three exits were replaced by Siemens (back door, KK and 1<sup>st</sup> grade).
  - d. Jones Construction submitted a proposal to complete the bathroom renovation on the second floor as requested by the plan reviewer for ADA compliance. Please see attached.
4. School Funds
- a. The Little Caesar's fundraiser was a success. We made a profit of \$978 from sales and parents donated \$22 to make the profit balance to \$1,000.
  - b. The PTO met on November 7<sup>th</sup>. We have scheduled another in-school fundraiser for Dec. 19<sup>th</sup>. The students will have a movie day where they will purchase movie food for \$6 and movie tickets for \$.25. All concessions will be donated by parents. We are projecting a profit of about \$550-\$600. Please support some of our students by purchasing a \$6.50 movie tray and pass.
  - c. We received reimbursement for \$2,033 from the Security Grant from last year.
  - d. We have been awarded \$1,554.20 for this year from the Safe Schools Grant. These funds will be used to cover the evacuation maps needed in all rooms and to add cameras on the second floor.
5. Calendar
- a. Thanksgiving Break: Nov. 25-29
  - b. Beta Club Induction: Dec. 3 (5 pm)
  - c. SCS School visit: Dec. 4 (9-11)
  - d. School Showcase: Dec. 7 (10-3)

**Meeting Organizer:** Chair-Barbara Conway

**Meeting Location:** Arrow Academy of  
Excellence

**School District:** Shelby County

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

- e. Christmas program: Dec. 18 (1 pm)
- f. Movie Day: Dec. 19 (11:00-2:30)

### **Next Meeting**

**Date:** December 5, 2019, 5:30 pm Arrow Academy of Excellence Charter School

### **Adjournment**

There being no further business to be transacted, and upon motion duly made by Dr. Derek Henson, seconded and approved by Loretta Webber, the meeting was adjourned at 6:50 p.m.