

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 Record

9/24/2014 12:31:14 PM

Presiding Chair

Barbara Conway at 6:43 p.m. called the meeting to order.

Mission Statement

Reading of the Mission of the school by Principal of School (*going forward 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*) *Principal Williamson if you would like to provide your mission and/or vision statement for the school, I can insert.*

Meeting Participants

Attendees	Not Present/Did Not Attend
Barbara Conway-Chair	Derek Henson-Vice Chair-via phone
LaJoyce Harris-Secretary	Loretta Webber- Treasurer-via phone
Preston King- Member	Parent- TBD
Raychellet Williamson- Principal	
Others in Attendance: (Staff, vendors, authorizer) none	

Minutes Approval

<Name>, <Title>

Minutes from previous meeting was not reviewed.

Board Notes

- ✓ Derek Henson moved, Preston King second for the reinstatement of LaJoyce Harris from Interim Executive Director to Board of Directors, executive member as Secretary and Voting Member. Motion passed unanimously.
- ✓ Derek Henson moved, Preston King second for approval to pay renewal of Liability Insurance to cover board and principal under our current basic insurance plan. Motion passed by majority vote.
- ✓ Preston King moved, Derek Henson second to approve the Air Conditioner Unit repairs. Motion passed unanimously.
- ✓

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Budget Discussions

- ✓ Financial Reporting policy needs to be written. All Financials need to be reviewed and approved by Treasurer. Executive Summary/Report by school Bookkeeper should be provided for board meetings prior to the meeting.
- ✓ Budget review for additional staffing and other school supplies needs approval to purchase or contract.
- ✓ **July 2014 Bank Statements have been reviewed and are ready for reconciliation by Accountant, Beverly Anderson and Principal Williamson.**
- ✓ **Moving forward, AAE Accountant will be provided with a printed copy of the bank statements no later than the 5th of the month for the previous month and only after receiving authorization from the Board Treasurer, Loretta Webber with confirmation that they have been reconciled and all discrepancies have been resolved and/or explained.**
- ✓ **Further moving forward, please scan and send by email all invoices needed to be paid every Friday by end of day and will be returned no later than Monday end of day. In my absence, please forward to AAE Board Secretary, LaJoyce Harris for review to pay. Also any payments over \$1,000 Board Chair and School Admin can only sign. Under \$1,000 Treasurer. In absence of Board Chair, Treasurer. In Absence of Treasurer, Secretary.**

Principal's Report

Discussions:

- **Enrollment was reported at 59 students**
 - ✓ (21 K, 17 1st Grade, 21 2nd Grade)
- **Staffing:**
 - Current Staff**
 - ✓ K Teacher- April Woods (New Hire)
 - ✓ 1st Grade Teacher- Shana Rivers (Returning Teacher)
 - ✓ 2nd Grade Teacher- Rickki Lyndsey (New Hire)
 - ✓ Office Manager- Lucyetta Williamson (New Hire)
 - ✓ Custodial/Building Manager - Charles Williams (Returning in a different role)
 - ✓ After Care Services- Charles Williams (Contractor)
Note: Charles Contract needs to be finalized and signed
 - ✓ Bookkeeper: Beverly Anderson (Contract/Vendor)

Staffing Needs presented for approval based on budget

- ✓ Teacher's Assistant & Tutor (specialize in reading)
- ✓ Nurse: 4 hrs **for 1 day a week**
- ✓ Support Classes: 4 classes a week for 33 weeks

(These items are under review; approval is based on budget approval and presented to treasurer)

➤ **Upcoming Events**

- ✓ Local 24 Morning Show the Bright Spot @ 9am
- ✓ Open House
- ✓ Field Trip 29th – Pink Palace
- ✓ Appearance at Ridgeway Pre-K Learning Center

Marketing Plan is being developed for an ongoing presence of our school and community involvement. Calendar of events will be published online and/or communicated at Board Meetings.

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New Business

- Update Board Policies and Procedures
- Budget/Finance SOP
- 2013-2014 Annual Report
- Teacher and Administrator Evaluation (TEAM)

Committee Notes

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

Committee Reports

1. Finance
2. Fundraising
3. Community Outreach and Parent Involvement
4. Education

Committee Announcements

N/A

Next Meeting

Date: 9/11/14 6:30pm Arrow Academy of Excellence Charter School

Topic: <Meeting Topic> Not presented at the meeting

Goal: <Meeting Goal> Not presented at the meeting

Adjournment

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:18 p.m.

Respectfully Submitted:

LaJoyce Harris, Secretary

Committee & Board Approval

Approved on: September 18, 2014

Signature of Officer for Board Approval

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Signature of Committee Approval (principal approval)

Attachments: Supporting Documents

- Minutes Approval Form (will be provided after approval at 9/11/14 meeting)
- Budget/Finance Complete Report: Purchase Order Approvals, Invoice Approvals, Payroll, Insurance Statement, Bank Statements, Profit & Loss, Expense Report, Grant Budget and Reimbursement or any other supporting documents needing signature should be provided.
- Support Classes (Be Inspired)