

BOARD OF DIRECTORS



645 Semmes Street, Memphis, TN 38111

AAE Formation Board Agenda

Call to Order
President

AAE Formation Board

Opening Prayer

Director, Grant Writing

Approval of Agenda
President

AAE Formation Board

Approval of AAE Formation Board August 26, 2013, Meeting Minutes

Updates:

From AAE Interim Executive Director

- AAE Budget- Beverly Anderson
 - Detailed Financial Report' including Balance Sheet, Itemized Expense Report and Income Statement
- Building Renovation: Update on completion of building and expected date to occupy
 - New Contract Agreement with current location for the students
 - Layout of floor plan and total cost of building renovations including change orders or additional cost outside original contract agreement
- Chronology of AAE Events

Old Business:

- Principal Position
- Teachers' Position
- Other AAE Staff
- Annette Baldwin Contract

New Business:

- Steps of moving forward
- Board and School Partnership

Tuesday, September 10, 2013

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Closing Remarks

Adjourn

Tuesday, September 10, 2013

BOARD OF DIRECTORS



AAE FORMATION BOARD MEETING MINUTES

AUGUST 26, 2013

[5:45PM]

[IN PERSON MEETING]

(A) MEETING CALLED BY	Barbara Conway, President
(B) TYPE OF MEETING	AAE Formation Board Meeting
(C) FACILITATOR	Barbara Conway, President
(D) NOTE TAKER	LaJoyce Harris
(E) TIMEKEEPER	Official start time 6:08 pm – 7:10 pm (open prayer by Preston King)
(F) ATTENDEES	B. Conway, L. Anderson-Webber, D. Henson, P. King, A. Baldwin, B. Anderson, and L. Harris

ARTICLE I. AAE INTERIM EXECUTIVE DIRECTOR WAS ALLOWED TO PRESENT AND ADDRESS THE BOARD WITH UPDATES OF THE SCHOOL:

Section 1.01 Renovation Update- verbally

Section 1.02 Currently using The Healing Center for student's daily education needs and has been reported to SCS.

Section 1.03 Certificate of occupancy- Facility should be ready by September 24 2013

Section 1.04 State Fire Marshal Inspection and Clearance (originally rejected at state level)

- (A) FIRE ALARMS
- (B) FOOD PREP IN KITCHEN CLEARING ANY HEALTH ISSUES.
- (C) HAD TO REBUILD FLOOR 5 TIMES TO KEEP FROM SINKING IN
- (D) GATE TO THE DUMPSTER AND AIR CONDITIONER ISSUES

Section 1.05 Classrooms need ceilings put in.

Section 1.06 Allotted amount for renovations was \$200,000, to-date have spent \$12,000. With change orders total renovation cost will be \$222,000 as of now, unless something else comes up.

ARTICLE II. TO GAIN CERTIFICATE OF OCCUPANCY WILL NEED THE FOLLOWING

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Section 2.01 Criminal Background Check

Section 2.02 Resumes

Section 2.03 Signed Contract between School Leader and Governance Board

Section 2.04 \$8,000 for the changes in the contract

Section 2.05 All Board Meeting Minutes

ARTICLE III. ENROLLMENT:

Section 3.01 40 students were projected for K and 1st grade the 2013-2014 school year

Section 3.02 Currently enrolled 30 students and had 1 child to withdraw.

Section 3.03 Potential of 1 student thus far in the need of Special Education

ARTICLE IV. FINANCE:

Section 4.01 Presented to Board- Operating Budget, P & L Report, Fundraising Report, and Constructions Cost

ARTICLE V. OTHER ISSUES/CONCERNS PRESENTED FROM AAE INTERIM EX. DIRECTOR

Section 5.01 Signing of Checks

Section 5.02 No longer wants a 1 year Ex. Director Contract, she feels the need to remain the overseer of the project of the school as a Project Manager.

Section 5.03 Will not contact Board or call, Board needs to come see her.

Section 5.04 Having a governance Board vs. formation board and reporting structure

Section 5.05 After Care Concerns

ARTICLE VI. BOARD ADDRESSED CONCERNS:

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Section 6.01 Board agreed that there must be a clear understanding of roles and state regulations.

Section 6.02 Board agreed all those on the board currently will stay in place until a sound structure and members are in place. Any existing board member has the option to continue as a board member.

Section 6.03 Board President made it clear; she has given orders to her and Preston King to not sign anymore "blank" check for the school.

Section 6.04 Board discussed to meet the following week to discuss matters and process for moving forward.

ARTICLE VII. NEXT MEETING:

(A) MONDAY SEPTEMBER 16, 2013 AT 5:45PM

ARTICLE VIII. NEW ITEMS TO DISCUSS:

Section 8.01 Official reports & current contracts

Section 8.02 Board Meeting Guidelines & Protocol

Section 8.03 AAE Organization Chart

Section 8.04 Interim Ex. Director and Board Agreement

(A) DISCUSSION OF CONTINUATION AS THE EX. DIRECTOR VS. PROJECT MANAGER (THE NEED OF AN EDUCATORS PROS AND CONS)

(B) DISCUSSION ABOUT SPECIAL EDUCATION PROGRAM FOR 1 STUDENT (ARE THERE ANY ALTERNATIVE SOLUTION)