

**BOARD OF DIRECTORS**



645 Semmes Street, Memphis, TN 38111

## **AAE Formation Board Agenda**

Call to Order

AAE Formation Board President  
Barbara Conway

Opening Prayer

Approval of Agenda

AAE Formation Board President  
Barbara Conway

Approval of AAE Formation Board September 10, 2013, Meeting Minutes

### **Old Business:**

- **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
- **Staff**
  - Principal Position
  - Teachers' Position
  - *Other AAE Staff ( we need to see the contract agreement for all independent contractors)*
  - Annette Baldwin Contract

### **New Business:**

- Steps of moving forward
- Board and School Partnership
- Finalize the agreement for Executive Director
- Review and approve AAE program booklet obtained from the last meeting
- Review Construction contract and Layout of floor plan and total cost of building renovations including change orders or any additional cost outside original contract agreement
- Discuss best means of reporting Board information to parents
- Discuss AAE Audit requirements and reporting.
- Chronology of AAE Events

Monday, September 16, 2013

## BOARD OF DIRECTORS



Closing Remarks & Prayer

Adjourn

Monday, September 16, 2013

## BOARD OF DIRECTORS



# AAE FORMATION BOARD MEETING

## MEETING MINUTES

SEPTEMBER 16, 2013

[6:00 PM]

[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 6:10 pm – 7:22 pm
(F) ATTENDEES	B. Conway, L. Anderson-Webber, D. Henson, P. King, A. Baldwin, B. Anderson, and L. Harris

### ARTICLE I. ACCEPTING OF MINUTES FROM SEPTEMBER 10, 2013

**Section 1.01 Motion to Approve by: Derek Henson and 2<sup>nd</sup> by LaJoyce Harris. All Board Members voted as YES to approve.**

### ARTICLE II. AAE INTERIM EX. DIRECTOR AGREEMENT WITH SCHOOL AND BOARD

**Section 2.01 On- hold: Was not reviewed and signed. Annette Baldwin asked for time to review and come for approval.**

### ARTICLE III. AAE FORMATION BOARD TO GOVERNANCE BOARD:

**Section 3.01 Need to dissolve Formation Board and Vote in the Governance Board. Board will need to include a parent from the school.**

- (A) FORMATION WILL NOT DISSOLVE AT THIS TIME AND WILL BE ADDRESSED AT THE NEXT MEETING PER PRESIDENT BARBARA CONWAY

### **Section 3.02 Charter School Agreement Sponsor with SCS**

- (A) ON- HOLD: NEED TO BE REVIEWED BY BOARD, SIGN AND TURNED BACK TO SCS  
(B) BY-LAWS NEED TO BE REVIEWED AND APPROVED BY GOVERNANCE BOARD

## BOARD OF DIRECTORS



### **Section 3.03 Nonprofit Letter Filed**

(A) FORM 3367C AND TAX FORM 1023

ARTICLE IV. REVIEW CONSTRUCTION CONTRACT AND LAYOUT OF FLOOR PLAN AND

**Section 4.01 Total cost of building renovations including change orders or any additional cost outside original contract agreement**

**Section 4.02 \$150K was under original contract**

**Section 4.03 Change Orders**

**Section 4.04 Project Engineer**

ARTICLE V. STUDENT ENROLLMENT AND NEEDS

**Section 5.01 29 students Total: 17 1<sup>st</sup> Grade; 12 Kindergarten**

**Section 5.02 Special Education Needs: # potential students**

ARTICLE VI. DISCUSS BEST MEANS OF REPORTING BOARD INFORMATION TO PARENTS

**Section 6.01 Newsletter & Website**

ARTICLE VII. DISCUSS AAE AUDIT REQUIREMENTS AND REPORTING

**Section 7.01 Working with Joseph Lee to obtain guidelines/reports**

ARTICLE VIII. CHRONOLOGY OF AAE EVENTS

**Section 8.01 Fundraiser starting back in NOV**

ARTICLE IX. OPEN TOPICS:

**Section 9.01 Grant Opportunities**

## BOARD OF DIRECTORS



ARTICLE X.     AAE INTERIM EXECUTIVE DIRECTOR PRESENT AND ADDRESS THE BOARD WITH UPDATES OF THE SCHOOL:

### **Section 10.01       Renovation Update- verbally**

(A) CURRENTLY USING THE HEALING CENTER FOR STUDENT'S DAILY EDUCATION NEEDS AND HAS BEEN REPORTED TO SCS.

(B) CERTIFICATE OF OCCUPANCY- FACILITY SHOULD BE READY BY SEPTEMBER 24' 2013

### **Section 10.02       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

(E) CLASSROOMS NEED CEILINGS PUT IN

**Section 10.03       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 XI.     TO GAIN CERTIFICATE OF OCCUPANCY WILL NEED THE FOLLOWING

**Section 11.01       Criminal Background Check**

**Section 11.02       Resumes**

**Section 11.03       Signed Contract between School Leader and Governance Board**

**Section 11.04       \$8,000 for the changes in the contract**

**Section 11.05       All Board Meeting Minutes**

ARTICLE XII.    ENROLLMENT:

**Section 12.01       40 students were projected for K and 1<sup>st</sup> grade the 2013-2014 school year**

**Section 12.02       Currently enrolled 30 students and had 1 child to withdraw.**

**Section 12.03       Potential of 1 student thus far in need of Special Education**

ARTICLE XIII.   FINANCE:

## **BOARD OF DIRECTORS**



**Section 13.01** Presented to Board- Operating Budget, P & L Report, Fundraising Report, and Constructions Cost

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

**Section 14.01** Signing of Checks

**Section 14.02** 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 14.03** Will not contact Board or call, Board needs to come see her.

**Section 14.04** Having a Governance Board vs. Formation Board and reporting structure

**Section 14.05** After Care Concerns

ARTICLE XV. BOARD ADDRESSED CONCERNS:

**Section 15.01** Board agreed that there must be a clear understanding of roles and state regulations.

**Section 15.02** 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 15.03** Board President made it clear; she has given orders to her and Preston King to not sign anymore "blank" check for the school.

**Section 15.04** Board discussed to meet the following week to discuss matters and process for moving forward.

ARTICLE XVI. NEXT MEETING: MONDAY SEPTEMBER 16, 2013 AT  
5:45PM

ARTICLE XVII. NEW ITEMS TO DISCUSS:

## **BOARD OF DIRECTORS**



**Section 17.01**      **Official reports & current contracts**

**Section 17.02**      **Board Meeting Guidelines & Protocol**

**Section 17.03**      **AAE Organization Chart**

**Section 17.04**      **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)