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 June 14, 2018

Presiding Chair

Barbara Conway at 6:00pm 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	Present
Derek Henson-Vice Chair -	Absent
Chris Cherry- Fundraiser Chair	Present
LaJoyce Harris-Secretary	Present
Preston King- Education Chair	Present
Loretta Webber- Treasurer	Present
Dr. Andrea Mayfield- Principal	Present
Parent-	N/A
Others in Attendance: (Staff, vendors, authorizer)	N/A

Minutes Approval

Loretta Webber moved, Chris Cherry second: Approval of the minutes for May 2018 Board Meeting.

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Board Notes

Voting Items:

- Evaluation and review of fire service contract and renewal contract options.
  - Loretta Webber moved to move forward with option 3, which is a 3 year contract for fire service with (T/I, monitoring and block of 20 specialist hours). Second by Chris Cherry. Vote: All YES.

Board Topics to address:

Old Business Closed Items:

All items closed

New Business- Open Items

Board transcriber for board meetings resigned. Board chair presented a resume for board members to review for consideration. Until decision is made Board Secretary, LaJOYce Harris will record monthly board meeting minutes.

Budget Discussions

- ✓ Ensure most recent Financial Policy is kept on file at the school.
- ✓ Budget will be reconciled for final approval and signed by June 30th, 2018.
- ✓ Submitted two grants for literacy. Grant writer is the project manager over all grants awarded. Expenses are reimbursed thru EPlan.
- ✓ Add notes on aging reports: which accounts are automatic deducted, if paid, don't show on report as an outstanding balance.

Principal's Report (for Detail see report)

Discussions:

- **Personnel/ Enrollment:**
  - ✓ Total ending enrollment 81 with 92% passing and 6 students retained.
  - ✓ Retained students- retained students were given priority to attend the Read to Be Ready literacy camp.

- **Operations:**
  - ✓ Roof top unit repair vs. replacement estimated was provided to ensure the new classes added for upstairs will be ready before start of school year in August. The Board agreed to repair the unit in lieu of replacing.

- **Curriculum:**
  - ✓ Required to have a counselor on staff, still awaiting SCS to confirm level of requirements.
  - ✓ ELL needed for 1 hr of service per student of daily instruction
  - ✓ Read to be ready program began June 4th
  - ✓

- **Finance:** See Budget Discussion for details and Bookkeeper Reports
  - ✓ Submitted 2 additional grants that will support AAE's focus on literacy
  - ✓ Additional Positions required have been adjusted and should reflect in the budget
  - ✓ Facilities Improvement Grant work is in progress.

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- **Upcoming Events:**

  May Day June 30th Block Party

  Triple Bottom Line (School) projects:

New Business

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Committee Notes

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

Education- Presented education rubric used to evaluate the school principal for the school year 2017-2018.

Committee Reports

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

Committee Announcements

Next Fundraiser is planned for June 30, 2018. AAE Block Party.

Next Meeting

Date: July 12, 2018, 5:30 pm Arrow Academy of Excellence Charter School
Topic: See Agenda and review notes
Goal:

Adjournment

There being no further business to be transacted, and upon motion duly made by Preston King, seconded and approved Chris Cherry, the meeting was adjourned at 7:30 pm.

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Respectfully Submitted:

LaJoyce Harris, Board of Directors-Secretary

Committee & Board Approval

Approved on: July 12, 2018

Signature of Officer for Board Approval

Signature of Committee Approval (principal approval)

Attachments: Supporting Documents

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