

**Arrow Academy School Board  
Minutes for Regular Board Meeting  
Wednesday, March 20, 2024 at 4:00 PM  
Save Our Streets Ministries Workshop  
1730 Groesbeck, Bryan, TX 77803**

**Item 1: Call to Order**

The board meeting was called to order at 4:09 PM by David Shellenberger.

**Item 2: Establishment of a Quorum**

David Shellenberger, Myrna Lopez, Sam Smith, and Tony Bloom were the board members present. Curt Mackey, Audrey Sanders, Rico Sedeño, Jessica Lambert, Trudy Stansbury, and Tara Branch were the staff members present.

**Item 3: Public Comments**

None.

**Item 4: Consent Agenda**

- a. Approval of Minutes of Meeting held February 21, 2024
- b. New Hires, Terminations, & Resignations

The floor was opened for questions or concerns regarding the items listed in the consent agenda. A motion was presented by Tony Bloom and seconded by Myrna Lopez to approve the consent agenda. The motion passed unanimously.

**Item 5: Instruction/Curriculum Operations**

No discussion needed.

**Item 6: Operations Report**

a. Instructional Materials Allotment and TEKS Certification 2024-25

Rico Sedeño, COO, presented the 2024-2025 Instructional Materials Allotment and TEKS Certification Survey to the board, along with a synopsis of the process required. He explained that for each subject, Arrow Academy has at least two state resources that cover all required TEKS. A motion was presented by Sam Smith and seconded by Tony Bloom to approve the Instructional Materials Allotment and TEKS Certification Survey for the 2024-2025 school year as presented. The motion passed unanimously.

b. Academic Calendars for 2024-2025

Dr. Audrey Sanders, Superintendent, presented the two 2024-2025 Academic Calendars; one for the Houston campuses and one for the Save Our Streets Center, located in Bryan. After reviewing the proposed calendars, a motion was presented by David Shellenberger to approve the 2024-2025 Academic Calendars as presented and Myrna Lopez seconded the motion. The motion passed unanimously.

c. Nutrition Update

Rico Sedeño, COO, updated the board on the increased pricing for an adult breakfast, due to the increased cost of food. The board was asked to approve the \$3.10 Adult Breakfast Price, an increase of \$0.10 from the previous year. A motion was presented by Tony Bloom to approve the \$3.10 Adult Meal Pricing and Sam Smith seconded the motion. The motion passed unanimously.

d. Caterer Addendum

Rico Sedeño presented the Arrow Academy Caterer Addendum to the board. The Addendum is incorporated into the Contract between Arrow Academy and The Healthy Lunch Box. A motion was presented by Sam Smith to approve Caterer Addendum as presented to the board, and Myrna Lopez seconded the motion. The motion passed unanimously.

## Item 7: Policy & Procedures

### a. Nutrition Procurement Procedures & Code of Conduct

Dr. Audrey Sanders presented the Arrow Academy Child Nutrition Food Services Department Code of Conduct to the board. This Code of Conduct has been created to establish and maintain effective oversight over the Arrow Academy Food Services Department's financial management system that provides reasonable assurance that the Arrow Academy Food Services Department is managing the program in compliance with all federal, state, and local regulations and terms and conditions of the program award and; to establish and maintain effective oversight over those definitive actions related to the procurement process, establish standards of ethical conduct and integrity for procurement actions, and provide full and open competition in all procurement actions. The floor was opened for questions. A motion was presented by Myrna Lopez to approve the Nutrition Procurement Procedures & Code of Conduct as presented and Tony Bloom seconded the motion. The motion passed unanimously.

## Item 8: Finances

### a. Check Registers & Top Vendors

Mr. Curt Mackey, CFO, presented the check registers and top vendor reports to the board. The Check Registers show a detailed history of each transaction that has been processed by Arrow Academy for the period indicated. The Top Vendors report shows the top 25 vendors for the period indicated. New expenses were addressed along with larger expenses. The floor was opened for discussion. A motion was presented by Sam Smith and seconded by David Shellenberger to approve the Check Registers & Top Vendors. The motion passed unanimously.

### b. Monthly Financial Report

Mr. Curt Mackey also presented each of the Monthly Financial Statements to the board along with explanations for Arrow's financial position compared to the current budget. He also presented the Monthly Graphs which highlight the latest enrollment and attendance data for the district. The floor was opened for discussion. A motion was presented by Sam Smith and seconded by David Shellenberger to approve the Monthly Financial Report. The motion passed unanimously.

### c. Skyward SaaS Contract Renewal Approval

Curt Mackey presented the Skyward SaaS Contract Renewal to the board for approval. The floor was opened for discussion. A motion was presented by Tony Bloom and seconded by Myrna Lopez to approve the Skyward SaaS Contract Renewal as presented. The motion passed unanimously.

## Item 9: Personnel

No discussion needed.

## Item 10: Executive Session Pertaining to Personnel (Government Code Section 551.074)

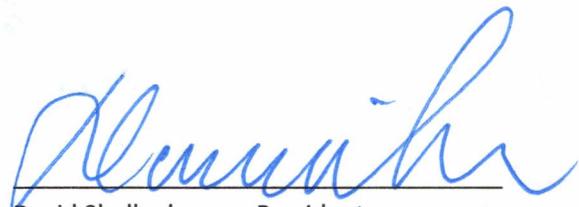
No discussion needed.

## Item 11: Schedule Next Board Meeting & Board Training

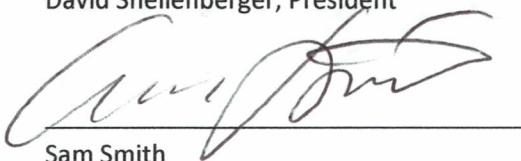
### a. Wednesday, April 17, 2024

## Item 12: Adjourn Meeting

David Shellenberger, Board President, adjourned the board meeting at 4:54 PM.



David Shellenberger, President



Sam Smith



Tony Bloom

Carmen Maxwell, Secretary

Myrna Lopez

Submitted by Tara Branch  
March 20, 2024