

DRAFT AGENDA
BOARD MEETING
Archway Charter School
October 21, 2025

Item I: CALL TO ORDER

The board meeting was held at 5:03pm on 10/21/25 via Zoom. In attendance were:

- Matt Metcalf - via Zoom
- Yusufu Jinkiri - via Zoom
- Daphne Smith - via Zoom
- David Herndon - via Zoom

Item II: ADOPTION OF THE AGENDA

Mr. Metcalf requested a motion to adopt the agenda.

- Motion: Jinkiri
- Second: Smith
- There being no discussion and following a vote in favor by all members present and participating, the motion carried.

Item III: APPROVAL OF THE MINUTES

- [Minutes from 9.16.25](#)

Mr. Metcalf made a motion to approve the minutes from the 9/16/25 meeting.

- Motion: Jinkiri
- Second: Smith
- There being no discussion and following a vote in favor by all members present and participating, the motion carried.

Item IV: OLD BUSINESS

- Background Checks
- Statement of Academic Interest

Board members were reminded to follow through with these requirements.

Item V: NEW BUSINESS

- **Action Item: Director of Operations, Launch Phase**
- **Action Item: Director of Admissions & Community Engagement**



A question was raised as to whether these positions should be 1099 or W2. Based on the initial conversation it was determined that more information should be gathered before approving the job descriptions. The items were tabled until the next meeting.

Item VI: EXECUTIVE DIRECTOR REPORT

- OptimaEd MOU
- CSP Grant Submission
- Enrollment Timeline Update
- Funding Opportunities

Dr. Herndon provided an update on the items above.

Item VII: FINANCIAL REPORT

- None

Item VIII: COMMITTEE REPORTS

- None

Item IX: NEXT MEETING

- November 18, 2025 - 5pm

Item X: ADJOURN

Mr. Metcalf requested a motion to adjourn.

- Motion: Jinkiri
- Second: Smith
- There being no discussion followed by a vote in favor by all members present and participating, the motion carried.

