

MINUTES
BOARD MEETING
Archway Charter School
July 27, 2026

Item I: CALL TO ORDER

The board meeting was held at 6:05pm on via Zoom. In attendance were:

- Matt Metcalf - via Zoom
- Yusufu Jinkiri - via Zoom
- Portia Collins - via Zoom
- David Herndon - via Zoom

Item II: ADOPTION OF THE AGENDA

Mr. Metcalf requested a motion to adopt the agenda.

- Motion: Jinkiri
- Second: Collins

Item III: APPROVAL OF THE MINUTES

- [Draft Minutes from 6.30.26 Meeting](#)

Mr. Metcalf requested a motion to adopt the agenda.

- Motion: Collins
- Second: Jinkiri

Item IV: OLD BUSINESS

- Background Checks

Item V: NEW BUSINESS

- Action Item:
 - Approve School [Transportation Plan](#)
 - [SafeRiders](#)
 - [Clarksdale Bus Tours](#)

Mr. Metcalf requested a motion to approve the school's transportation plan.

- Motion: Collins
- Second: Jinkiri
 - Approve School [Food Service Plan](#)



- [Archway Charter School - Financial Records and Form 990 Board Resolution](#)
- [Archway Charter School - CNP Board Resolution](#)

Mr. Metcalf requested a motion to approve the school's food service plan, the "Financial Records and Form 990" board resolution, and the "CNP" board resolution.

- Motion: Jinkiri
- Second: Collins
- Next Steps for Implementation of [Board Action Plan](#)
 - Priority Area 1: Board Recruitment
 - Mrs. Collins will drive the first steps of this plan. Before the next meeting, she will draft a process for onboarding new members to include a questionnaire, steps outlining the process, and a deliverable to highlight the process and expectations for Archway board members.
 - Priority Area 2: Financial Reporting
 - Mr. Metcalf will follow up with D. Hinckley in early August to ensure board financial reports are in alignment with best practices. At the next board meeting (August 2026) the board will discuss the creation of the Finance Committee.
 - Priority Area 3: Board Level Fundraising Support
 - Dr. Herndon will work with the team to create a giving portal on the school's website. Each board member has agreed to make a monthly or yearly donation to the school.
 - Priority Area 4: Board Engagement
 - Dr. Herndon will create and distribute a brief poll to board members to gauge dates for an in-person board meeting, and perhaps align that with a school event so that board members can attend a school function.

The board discussed the action plan generated by K. Allen Consulting following board training held at the end of June 2026. Immediate action items are listed above, and the board has agreed to engage with the action plan each meeting until all steps are completed. The board has agreed that its highest priority is expansion, and so Priority Area 1 received the most attention as expansion is necessary to properly fill committees and board officer positions.



Item VI: EXECUTIVE DIRECTOR REPORT

- Enrollment Update
- Hiring Update
- Finance Update
- Board Meeting Rhythms & Calendar

Dr. Herndon provided an update on all items above. Additionally, Dr. Thornton's State of the School was provided via email.

Item VII: FINANCIAL REPORT

- No financial report was provided.

Item VIII: COMMITTEE REPORTS

- None

Item IX: NEXT MEETING

- August 17, 2026 @ 5pm

Item X: ADJOURN

Mr. Metcalf adjourned the meeting at 7:09pm.

