

**MINUTES OF MEETING OF
THE BOARD OF DIRECTORS OF
PROMISE ACADEMY**

A meeting of the Board of Directors of Promise Academy was held at the Promise Academy Hollywood (PAHW) Library Conference Room/Google Meet Conference Call on September 21, 2021, at 5:08 p.m.

Members Present:

William Hill, Diana Burton, Grady Garrison, Charles Gerber, Colenzo Hubbard, Teresa Leary Handy, Carol Russell, Emily Woodside

Parent Teacher Organization Members Present: none

Visitor(s): Beth Bailey, Director of Finance, Promise Academy

Treasurer's Report – Beth Bailey

- **Hollywood:** Financial summary (Promise Hollywood) was distributed (unaudited as of September 14, 2021)
 - o Net Cash as of September 14, 2021 : \$79,428
 - o Unaudited Net Income as of June 30, 2021: \$267,221
 - o Budgeted net income of \$30,720
 - o Cash is always lower at this time of year because a lot of expenses are paid at the beginning of the school year.
 - o We draw on our line of credit (LOC) as needed until things settle down. We are starting to see this now.

- **Spring Hill:** Financial summary (Promise Spring Hill) was distributed (unaudited as of September 14, 2021)
 - o Net Cash as of September 14, 2021: \$ 202,251
 - o Unaudited Net Income as of June 30, 2021 : \$214,252
 - o Budgeted loss of \$428,012

- **SCS Snow Damage:**
 - o Receivable (due from SCS): \$448,000
 - o SCS in the process of issuing payments - \$500k deductible to be allocated. We are waiting for them to set a meeting to discuss.

- **ESSER 2.0:**
 - o Hollywood (HW) Allocation: \$942,629
 - o Spring Hill (SH) Allocation: \$960,487
 - o We are getting ready to submit invoices

- **ESSER 3.0:**
 - o Hollywood (HW) Allocation: \$2,112,231 (needs assessment still pending approvals at SCS)
 - o Spring Hill (SH) Allocation: \$894,138 (needs assessment still pending approvals at ASD)
 - o William Hill and Beth Bailey are wrapping up numbers for the amended budget due to ESSER 3.0 funding. This will be presented at the next board meeting for approval.
- **Audit**
 - o Begins September 22
 - o Auditors will be onsite sometime next week
 - o Audit should be wrapped up before Thanksgiving for submission by 12/31/21
- **Additional Finance Discussion**
 - o Spring Hill BEP at \$10k/student

Executive Director's Report – William Hill

- **Promise Academy SY 21-22 Handbooks:** The following handbooks were distributed and reviewed:
 - o Faculty/Staff
 - o COVID -19 Parent/Student
 - o COVID -19 Staff (addendum to Faculty/Staff Handbook)
 - o All handbooks have been brought up to date and submitted to SCS
- **Promise Academy, Hollywood (HW) Request for Proposals (RFP):** The following RFPs were distributed and reviewed:
 - o RFP for Roofing Services to replace existing roof at Promise Hollywood
 - Different parts of the roof are in varying condition
 - Job estimate issued by TN Home Improvers, LLC D/B/A Brian Elder Roofing on 9/3/2021: \$168,750.00
 - o RFP for Painting Services at Promise Hollywood
 - Project will cover interior painting as well as exterior doors
 - Job estimate issued by X-Pert Painting on 9/9/2021: \$117,125.00
- **Academic Update:** the following academic-related documents were distributed and discussed:
 - o Our Vision for Students
 - o School Year 2020-2021 TCAP Data
 - o District (Promise Academies) Transformation Review Self-Assessment (June 2021)
 - o School Year 2021-2022 Network Theory of Action (action needed to meet academic goals)

Additional Discussion:

- Faculty/Staff Vaccination Rate: Currently at 80% for all staff. 85% at PAHW 69% at PASH (started school year below 50%); Unvaccinated faculty/staff must adhere to all COVID protocols
- Attendance: Student attendance dipped below 90% at PASH at the beginning of the year and remains a challenge at PAHW. PASH is now at 95% and we are implementing several attendance interventions at PAHW to address student attendance.
- Next RFP may cover window replacement at Hollywood
- New Promise Academy sign at Hollywood and Matthews Ave.
- What we are doing differently: changes in our approach to reading, implementing the Science of Reading, new phonics/ phonemic awareness programs; new CKLA writing program aligned to best practices; new Tier-III programs for our students most in need. RTI for every child not just for the bottom 25% in academic performance; Math: whole group instruction and small group instruction (based on need); using data to drive instruction

April 13, 2021 and May 25, 2021 meeting minutes were accepted and approved.

Motion: To approve contents of the three, Promise Academy 2021-2022 Handbooks (Faculty/Staff, COVID-19 Parent/Student, and COVID-19 Staff) as presented during the September 21st Board meeting. Motion seconded and approved.

Motion: To approve the job estimate of \$168,750.00 submitted by TN Home Improvements, LLC. /Brian Elder Roofing to replace the existing roof at Promise Academy Hollywood as outlined in the Request for Proposal (RFP). Motion seconded and approved.

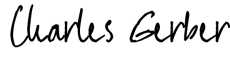

Motion: To approve the job estimate of \$117,125.00 submitted by X-Pert Painting for painting services at Promise Academy Hollywood as outlined in the Request for Proposal (RFP). Motion seconded and approved.

President’s Report – none

Parent/Teacher Organization (PTO) Report – none

Next Board Meeting: November 16, 2021, 5 – 6:30 pm at PAHW

Meeting adjourned at approximately 6:24 pm

DocuSigned by:

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Charles Gerber, President

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Grady M. Garrison, Secretary