

**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) PD Room (2nd Floor) Zoom Conference Call, on August 24, 2023, at 4:06 p.m.

Members Present:

Patrick Washington, Anthony Branch, Diana Burton, Stephanie Chittom (virtual), Grady Garrison (virtual), Charles Gerber, Colenzo Hubbard (virtual), Teresa Leary Handy (virtual), Gary Millender (virtual), Emma Redden (virtual), Katherine White, Emily Woodside

Parent Teacher Organization Members Present: none

Visitor(s):

- Jeffrey Monroe, Principal, Promise Academy Hollywood
- Lacey Smith, Assistant Principal, Promise Academy Hollywood
- Toby Finley (virtual), Principal, Promise Academy Spring Hill
- Tiffany Smith (virtual), Assistant Principal, Promise Academy Spring Hill
- Brandy Colvin, Multi-Classroom Leader, Promise Academy Hollywood
- Deidre White, Multi-Classroom Leader, Promise Academy Hollywood
- Carmen Fondren, Financial Manager, Promise Academy
- Terry Russell, Executive Assistant, Promise Academy
- Toremika Brown, Chief of Special Populations, Promise Academy
- Dr. Kiasi Malone, Chief of Accountability, Promise Academy
- Kimbra McBride, Chief Academic Officer, Promise Academy
- Kristen McGlasson, Chief of Operations, Promise Academy
- Ricky Richardson, Director of IT, Promise Academy
- Greg Thompson, Founder/CEO, GT3 Group LLC
- Candice Miller (virtual), Porter-Leath
- Karen Harrell (virtual), SVP, Porter-Leath
- Gwendolyn Woods, VP Operations, Boys & Girls Club

Invocation: Father Colenzo Hubbard

Call to Order: Charles Gerber

Motion: To accept and approve August 24, 2023 meeting agenda as presented. Motion was seconded and approved.

Motion: To accept and approve April 6, 2023 board meeting minutes. Motion was seconded and approved.

Celebrations & Spotlights –Patrick Washington

- Celebrate staff for job well done
- Academics- PAHW achieved Level 5 status for 2nd year in a row; PASH achieved Level 3 status
- Enrollment- Goal is 300 students; PAHW (253 students); PASH (350 students); Hopeful enrollment will improve after Labor Day

New Staff Introductions – Patrick Washington

Each of the following staff members briefly discussed their title and professional background/tenure

- Jeffrey Monroe, Principal, Promise Academy Hollywood
- Lacey Smith, Assistant Principal, Promise Academy Hollywood
- Toby Finley (virtual), Principal, Promise Academy Spring Hill
- Tiffany Smith (virtual), Assistant Principal, Promise Academy Spring Hill
- Brandy Colvin, Multi-Classroom Leader, Promise Academy Hollywood
- Deidre White, Multi-Classroom Leader, Promise Academy Hollywood

Note: Three Multi-Classroom Teachers from Spring Hill listed on the agenda were not in attendance due to the Open House being held at Promise Academy Spring Hill during the meeting time.

Partnership Report – Karen Harrell and Candice Miller, Porter-Leath Pre-K

- Promise has three PreK classrooms: 2 classrooms at PASH and 1 classroom at PAHW
- All classes are fully-enrolled with 20 students each
- Staff did not change from last year except for the PAHW classroom
- Students met all Brigance and I-Station goals
- In addition to health programs, Porter-Leath has partnerships with the following organizations to support student enrichment: Brooks Museum (Art), Memphis Library System (Literacy), Waterford (Application for at-home enrichment includes coach and free device)

Partnership Report – Gwendolyn Woods, VP Operations, Boys & Girls Club

- Successful summer camp
- Kimberly Berg is the new director at Promise Academy
- Planning to secure homework folders from teachers to support students in homework completion
- Afterschool Program Stats: PAHW – avg. 70 students/day; PASH – avg. 120 students /day; There is a waiting list.

Department Report – Dr. Kiasi Malone, Chief of Accountability, Promise Academy

- Liaison between Promise and MCS, Tennessee State Board of Education and TN Public Charter School Commission
- Working on the school improvement program due to the state by September 1st

Department Report – Kimbra McBride, Chief Academic Officer, Promise Academy

- Ensures academic integrity
- Oversees curriculum, assessments, teacher professional development, and plans the PLC community

Department Report – Rick Richardson, Director of IT, Promise Academy

- Keeps Promise Academy on the cutting edge of technology, ensures all technology is functioning
- Planning to hire a technology assistant

Department Report – Toremika Brown, Chief of Special Populations, Promise Academy

- Special **Populations** at both schools include SPED (70 students); ELL (40 students) and RTI

Department Report – Kristen McGlasson, Chief Operations Officer, Promise Academy

- Responsibilities include:
 - Facilities
 - Human Resources (Licensure, Hiring, and on-boarding)
 - School Calendar
 - Memphis Shelby County Schools/Tennessee Public Charter School Commission Score Cards

Department Report – Carmen Fondren, Finance Manager, Promise Academy

- Liaison between GT3 and Executive Director Office
- Ensures adherence to budgets and supports financial reporting

Department Report – Terry Russell, Executive Assistant, Promise Academy

- Supports Executive Leadership Team; Located the Hollywood Campus annex

Executive Director’s Report – Patrick Washington

- Baldrige Assessment Update – currently building an infrastructure; will have to have a series of meetings for planning
- Tennessee Public Charter School Commission – almost done with the process of transitioning into the commission and renewing our charter application.
- Board on Track: Mandatory board member training
- Board Calendar – board meeting and financial committee meeting calendars presented

Motion: To accept and approve the 2023-2024 Promise Academy Board Meeting calendar as presented. Motion seconded and approved.

Finance Report – Greg Thompson (GT3) and Stephanie Chittom

- Promise Academy Financial Update was distributed and discussed.

- Hollywood 2022-2023 Year-End Financials:
 - Deficit (\$212,275)
 - We are still due approximately \$800,000 from the ASD (ASD submission window was delayed by 9 months)
- Spring Hill 2022-2023 Year-End Financials:
 - Deficit (\$55,685).
- Hollywood 2023-2024 Proposed Budget Review:
 - Surplus built in: \$56,835
 - Cash Flow: Hollywood has a line of credit of \$200K drawn down with Truist and \$100K with ManUp
- Spring Hill 2023-2024 Proposed Budget Review:
 - Surplus built in: \$147,270
 - Cash Flow: Spring Hill has as line of credit of \$350K drawn down with Truist and \$100K with Man Up
- This is the first year of TISA, the new funding formula: Avg. \$11,800/student; Some children are eligible for more funding but an average was used for budget purposes.
- We need to pay down \$750,000 in debt across both campuses
- Audit – Stephanie Chittom
 - PAHW should be done this week
 - PASH should be completed in the next couple of weeks
 - Our current firm is moving away from school audits so we will be sending out bids for new auditors.
- Man Up Loan

Motion: To approve and accept the 2023-2024 Proposed Budgets for PAHW and PASH as presented. Motion seconded and approved.

Motion: To approve and accept the loan agreement between Promise Academy and Man Up as presented. Motion seconded and approved.

Motion: To adjourn. Motion was seconded and approved.

President’s Report – none

Parent/Teacher Organization (PTO) Report – none

Next Board Meeting: Thursday, October 26, 2023 at 4:00 pm

Meeting adjourned at approximately 5:28 pm

Charles C. Gerber, President

Grady M. Garrison, Secretary