

**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 April 6, 2023, at 4:10 p.m.

Members Present:

Patrick Washington, Candis Dawson Taylor, Grady Garrison (virtual), Charles Gerber (virtual), Colenzo Hubbard (virtual), Teresa Leary Handy (virtual), Gary Millender (virtual), Katherine White, Emily Woodside

Parent Teacher Organization Members Present: none

Visitor(s):

- Carmen Fondren (virtual), Accounting/Finance, Promise Academy
- Dr. Kiasi Malone, Principal, Promise Academy Hollywood
- Kimbra McBride, Principal, Promise Academy Spring Hill
- Kristen McGlasson, Director of Operations and Personnel, Promise Academy
- Ricky Richardson, Director of IT, Promise Academy
- Greg Thompson, Founder/CEO, GT3 Group LLC

Invocation: Father Colenzo Hubbard

Call to Order: Charles Gerber

Introduction of New Board Members: Patrick Washington

Motion: To accept and approve November 10, 2022 board meeting minutes. Motion was seconded and approved.

Celebrations & Spotlights – Patrick Washington

- Success of the Promise Academy State of the Network Assembly held at First Baptist Broad on March 23, 2023; over 600 parents attended.

Finance Report: Greg Thompson (GT3)

- Overview of GT3 Organization
- Promise Academy Monthly Financial Update (Through February 28, 2023) was distributed and discussed. Topics covered:
- Promise Academy Financial Management and Planning overview by month
- Hollywood Financial Update (notes are directly from the report):

- Revenue: Better than budget (~\$5.41M projected total revenue) due to higher Title 1 allocation, philanthropy, and TN per pupil (facilities funding)
 - Expenses: Forecasted expenses somewhat higher than budget ~\$5.5M forecast vs. \$5M budget). PAH will continue to seek savings and control costs
 - Projected Net Income: Projecting a small deficit driven by expense trends (See FY2023 Budget Summary)
- Spring Hill Financial Update (notes are directly from the report):
 - Revenue: Total projected revenue is currently \$5.76M, contingent upon the successful release and draw down of grants funding.
 - Expenses: Expense categories are similar to PAH. Total expenses are projected to be ~\$5.80M.
 - Net Income is currently projected at a small deficit; we will refine and work to find additional areas of savings (See FY2023 Budget Summary)
- Promise Academy Financials Overall:
 - Cash as of 4/3/23: Hollywood \$290,243; Spring Hill \$559,119
 - What to Watch: Enrollment trends, grant reimbursement timing, intercompany costs and line-item trends
 - Profit and Loss details are included in the appendix of the financial report
- Additional financial discussion:
 - Hollywood is awaiting ESSR payments; Approximately 204 reimbursements have been submitted to the district since February 1, 2023
 - Spring Hill's audit is still in process
 - TISA: The new funding formula will be incorporated into next year's budget. Initial state-issued estimates indicate a potential 10% boost to our current funding.
 - Spring Hill ESSR funds: ASD delayed the submission window for ESSR 2 and ESSR 3 for 8 months. We will now begin submitting reimbursements.
 - Plan to build an emergency fund and not rely on philanthropy for basic operations. Philanthropy should be used for incentives related to teacher retention, hiring and performance.

Motion: To approve financials as presented. Motion was seconded and approved.

Academic Updates: Kimbra McBride, Promise Academy Spring Hill (PASH)

- **Tutoring:**
 - Started in January, Targeting students with TCAP performance levels of Proficient and/or Approaching last year

- M, T, W from 3:30-4:4:30 pm; Focus: Math
- Teachers are using data to reteach skills and provide additional practice. Class activities are aligned with tutoring. The instructional schedule has been adjusted to ensure standards are being mastered.
- Tutors: Coaches and two math teachers

Academic Updates –Kiasi Malone, Promise Academy Hollywood (PAH)

- **Tutoring:**
 - Targeting students with TCAP performance levels of Proficient and/or Approaching last year
 - Two days a week from 3:30-4:4:30 pm; Focus: Reading and Math
 - Students earn daily incentives for meeting strategic goals
 - Students showing most growth on TCAP in their class/grade may earn \$100.

Third Grade Retention Law Update – Patrick Washington and Kiasi Malone

- Kiasi Malone is developing an appeals process that would allow Promise to promote 3rd graders (at risk of being retained) to the 4th grade after they have attended summer school provided all other requirements have been met.
- A student can qualify for an appeal if they score in the 40th percentile or higher in reading on our universal reading screener (I-Ready) or were impacted by a catastrophic event .
- If an appeal is granted, parent options for their scholars include:
 - Retesting for proficiency, or
 - 90% attendance at summer school showing adequate growth, or
 - Tutoring for the entire 4th grade year with automatic retention if they do not test Proficient on the 4th grade reading test
- Parent meetings have happened but have not been well-attended. A video and more frequent communication about the retention guidelines will be considered.
- Additional related discussion included: Percentage of students in Shelby County who were not reading at grade-level last year; mandated summer school ; legislation regarding the number of students per classroom; Lavinia Group’s contribution to TCAP preparation; Accelerated Reader (AR)

Facilities Grants Update – Kristen McGlasson

- Promise has received over \$800K in grants for school renovations. An overview of grant allotment and project list by school was distributed and reviewed.

- Hollywood: Grants will be used for LED Lighting; an intercom system; windows; wall/water damage repair; AC/Heat in Annex; stairwell tread
- Spring Hill: Grants will be used for automatic gate installation; new windows (K-1 grade); LED lighting; carpet replacement; intercom system; parking lot paving
- Window replacement will take 2-3 months; Lighting will be done after hours; All work will be scheduled to minimize disruption to students.

Motion: To accept the proposed Third Grade Retention Law Appeal Process as presented. Motion was seconded and approved.

Technology Update – Rick Richardson

- Today’s meeting is being held using updated technology and equipment (64 in. high- definition, touch screen monitor)

Executive Director’s Report – Patrick Washington

- An overview of the Multi-Classroom Leader (MCL) job description was distributed and discussed. Topics included:
 - Introduction of the Multi-Classroom Leader (MCL) model and leadership staffing changes needed to support the new model.
 - MCL duties: teaching (part-time), developing lesson plans, facilitating daily practice sessions with teachers, data analysis, and mentoring teachers
 - Current coaches are eligible to apply for the MCL positions. Applicant screening for hiring will be handled by Greenhouse Talent.
 - Transition Plan for new model: April 17th – begin looking for school leaders; Next two weeks- onboarding Malone (Chief of Accountability), McBride (Director of Academics) and Brown (Network SPED Lead) in new roles
 - Additional discussion: Required Praxis Academy attendance for unlicensed teachers; 3% Cost of Living increase

Motion: To adjourn. Motion was seconded and approved.

President’s Report – none

Parent/Teacher Organization (PTO) Report – none

Next Board Meeting: Thursday, May 11, 2023 at 4:00 pm

Meeting adjourned at approximately 5:48 pm

Charles C. Gerber, President

Grady M. Garrison, Secretary