

**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) Zoom Conference Call, on June 11, 2024, at 4:07 p.m.

**Members Present:**

Patrick Washington, Anthony Branch, Diana Burton, Candis Dawson Taylor (virtual), Charles Gerber (virtual), Teresa Leary Handy (virtual), Emma Redden (virtual), Katherine White (virtual), Emily Woodside

**Parent Teacher Organization Members Present:** none

**Visitor(s):**

- Toremika Brown, Chief of Special Populations, Promise Academy
- Carmen Fondren, Financial Manager, Promise Academy
- Dr. Kiasi Malone, Chief of Accountability, Promise Academy
- Kimbra McBride, Chief Academic Officer, Promise Academy (virtual)
- Kristen McGlasson, Chief of Operations, Promise Academy
- Jeffrey Monroe, Principal, Promise Academy Hollywood
- Tiffany Smith, Assistant Principal, Promise Academy Spring Hill (virtual)
- Ricky Richardson, Director of IT, Promise Academy
- Greg Thompson, Founder/CEO, GT3 Group LLC (virtual)

**Call to Order: Charles Gerber**

**Invocation: Anthony Branch**

**Motion: To accept and approve August 24, 2023 and February 29, 2024 board meeting minutes. Motion was seconded and approved.**

**Promise Shout Outs - Dr. Patrick Washington**

- Promise Academy Administration Team

**Finance Report – Greg Thompson (GT3)**

- Promise Academy Financial Update was distributed and discussed.
  - Hollywood Year-to- Date Through 3-31-2024 Financials:
    - Lower revenue (from lower enrollment/TISA) offset by ESSER 3.0 rollover and watching expenses
    - Cash balance at 5-20-2024: \$392,344
    - School has paid down the line of credit from Truist
    - We expect to be in a surplus at both schools by the end of the fiscal year.
  - Spring Hill Year-to- Date Through 3-31-2024 Financials :
    - We will make it over the surplus line
    - Cash balance at 5-20-2024: \$838,445
    - School has a line of credit outstanding of \$350K from Truist

### **Finance-related Discussion – Patrick Washington**

We are moving away from the small classroom model. Staffing will be based on student enrollment and will be adjusted accordingly. Discussion included:

- Timing of staffing adjustments
- Unlicensed teachers
- Recruitment of students and teachers

### **FY25 Draft Budget Review – Greg Thompson (GT3)**

FY25 Draft Budget was distributed and discussed.

- Hollywood Draft Budget Review
  - We need to get to 275+ students for the proposed budget to work. Estimated per pupil is \$12,600 (avg.); Discussed TISA formula
  - ESSER is rolling off but we will continue to receive Title I
  - Surplus builds cash reserves
- Spring Hill Draft Budget Review
  - Budget based on 360 students
  - Per pupil is slightly different than Hollywood
  - Spring Hill gets other grants from being under Tennessee Charter School Commission
  - Spring Hill has the same budget structure as Hollywood

**Motion: To approve and accept the FY25 Draft Budgets for PAHW and PASH as presented. Motion seconded and approved.**

**Old Business – Dr. Patrick Washington**

- Audit
  - Greg Thompson: New auditors (Marston Group) have everything they need to complete the 2022/ 2023 audits which should be completed by the end of June.
- TN Public Charter Commission
  - Dr. Patrick Washington: The Tennessee Public Charter Commission is reviewing our policies for compliance. Policy updates will require adoption by the Promise Academy Board of Directors

**New Business – Dr. Patrick Washington**

- School Year 24-25 Staff Member by position list distributed
- 20-year anniversary of Promise Academy in November
- School Year 24-25 School Calendar distributed
- Promise Academy Policies were distributed for Board review and adoption: Curriculum Adoption and Development; Grievances and Complaints; Instructional Materials; Public Records; Student Attendance

**Motion: To approve and accept the 2024-2025 school calendars for PAHW and PASH as presented. Motion seconded and approved.**

**Discussion: Student Attendance and Chronic Absenteeism**

- Chronic Absenteeism defined as missing 18 or more days (excused or unexcused) in a single school year
- Students missing 25 days of school are referred to the Office of District Attorney of Truancy
- Chronic Absence Rate:
  - SY22-23 PAHW 30%; PASH 17.4%;
  - SY23-24 PAHW 14.6%
- Parent notification software in Powerschool at PASH has had a positive impact on attendance. MCSC has not permitted PAHW to add the software to Powerschool.

**Motion: To accept and adopt the following Promise Academy Policies as presented: Curriculum Adoption and Development; Grievances and Complaints; Instructional Materials; Public Records; Student Attendance. Motion seconded and approved.**

## **Department Report – Kristen McGlasson, Operations**

- Summer Boost (summer school)
  - Grant awarded from Bloomberg Foundation
  - May 28 – June 28, 2024 (22 days of instruction)
  - Includes a promotional aspect for students who failed or had chronic absenteeism
  - Serves students with lower test scores
  - Enrichment supported by the Lavinia Group
  - Students are bussed to their respective Boys & Girls Club programs
- Operations
  - Teach 901
  - Greenhouse Talent – used to recruit teachers. Currently looking to fill positions for gifted students and student engagement
  - Building Improvement priorities:
    - PASH – roof replacement in sections; replace and paint rotting wood
    - PASH – scrape and repaint walls in 2<sup>nd</sup>/3<sup>rd</sup> grade hallway
    - PAHW - replace water heater
- Work Focus
  - Curriculum ordering
  - Submitting historical data to Linkit to ensure the data dashboard is ready for the 24-25 school year

## **New Business (continued) – Dr. Patrick Washington**

- Khan Academy Pilot – reading program for 2<sup>nd</sup> grade
- Teach for America (TFA) Ignite Program – piloting tutoring program for 3<sup>rd</sup> grade
- Memphis Teacher Residency/Reading Specialist Certification Program- a few MCLs have completed the program

## **Department Report – Dr. Kiasi Malone, Accountability**

- Wins
  - School improvement grants awarded will be shared across network
  - Completed the Relay leadership program and will be going again
  - Created internal data dashboard
- Wishes

- Asana Project Management Software
- Work Focus
  - School improvement plan for PASH due July 1st
  - Review and update policies
  - Creation of gifted program serving students from both schools
  - Working on developing deeper HR knowledge and personal Individual Learning Plan that aligns with school goals

### **Department Report – Toremika Brown, Special Populations**

- Wins
  - PAHW students exceeded goals: 4.4 over in ELL; 4.2 over in Literacy; scored A for gains
  - RTI program consistency, collaboration and shared strategies
- Wishes
  - Build capacity in interventionist toolbox; maintain growth at grade-levels
  - Interventionists to be taught solid reading strategies
- Work Focus
  - AIMSweb use for data analysis and application
- Goals
  - Increase parent participation by 25%
  - Increase student achievement

### **Department Report – Ricky Richardson, Technology**

- Wins
  - Secured PASH parking lot
  - Recycled 400 devices
- Work Focus
  - Leveraging social media to increase student enrollment and enhance teacher recruitment
- Individual Learning Plan Goal
  - Build teacher knowledge base

### **Principal Report – Jeffrey Monroe, Promise Academy Hollywood (PAH)**

- Wins
  - Held open house for Promise families in May 2024
- Work

- Recruitment: Developing comprehensive recruitment plan with Power Solutions

### **Principal Report – Tiffany Smith (AP), Promise Academy Spring Hill (PASH)**

- Wins
  - Student Recruitment: great recruitment efforts (going into neighborhoods, attending festivals and fairs); Need 30+ students to meet recruitment goal
- Work Focus
  - Updating student information tracker

### **Department Report – Carmen Fondren, Finance Manager, Promise Academy**

- Wins
  - Acclimating to new position
  - Caught up on \$2M in past and future reimbursements
- Work Focus
  - Developing new financial management systems
  - Continuing to meet deadlines
- Goals
  - Start planning budgets and forecasts

### **Department Report – Kimbra McBride, Academics**

- Work Focus
  - Curriculum vetting for the following school year
  - Consider moving K-2 to a skills-based report card instead of letter grades

### **Special Announcements:**

- Dr. Handy has published a children's book

### **Dates to Remember (as listed on the agenda):**

- June 28 – Last day for Summer Programming
- July 1 -5: Promise is closed for the week
- July 25-26: Administrative Days (Classroom Setup)
- August 27: Board Meeting

**Motion: To adjourn. Motion was seconded and approved.**

**President's Report – none**

**Parent/Teacher Organization (PTO) Report – none**

**Next Board Meeting: Tuesday, August 27, 2024**

**Meeting adjourned at approximately 5:47 pm**