

**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 October 1, 2024, at 4:08 p.m.

**Members Present:**

Patrick Washington, Anthony Branch (virtual), Diana Burton, Grady Garrison (virtual), Charles Gerber, Teresa Leary Handy (virtual), Gary Millender (virtual), Katherine White (virtual), Emily Woodside

**Parent Teacher Organization Members Present:** none

**Visitor(s):**

- Toremika Brown, Chief of Special Populations, Promise Academy (virtual)
- Toby Finley, Principal, Promise Academy Spring Hill
- Carmen Fondren, Financial Manager, Promise Academy
- Kimbra McBride, Chief Academic Officer, Promise Academy (virtual)
- Kristen McGlasson, Chief of Operations, Promise Academy (virtual)
- Jeffrey Monroe, Principal, Promise Academy Hollywood
- Tiffany Smith, Assistant Principal, Promise Academy Spring Hill (virtual)
- Ricky Richardson, Chief of Safety & Technology, Promise Academy
- Greg Thompson, Founder/CEO, GT3 Group LLC (virtual)

**Call to Order: Charles Gerber**

**Invocation: Anthony Branch**

**Motion: To accept and approve the amended October 1, 2024 agenda reflecting the addition of Carmen Fondren to Department & School Reports and movement of the Title IX & Sexual Harassment policy review/adoption to the next board meeting. Motion was seconded and approved.**

**Motion: To accept and approve the June 11, 2024 board meeting minutes. Motion was seconded and approved.**

**Old Business - Dr. Patrick Washington**

- Audit
  - o Promise Academy Spring Hill audit has been completed and submitted
  - o Promise Academy Hollywood should have final audit report at the end of the week

### **New Business – Dr. Patrick Washington**

- New and Revised Policy Adoption: Isolation & Restraint; Foster Care; Social Media; Artificial Intelligence
- Pre-Kindergarten Services Contract with Porter-Leath

**Motion: To accept and adopt the following Promise Academy Policies as presented: Isolation & Restraint; Foster Care; Social Media; Artificial Intelligence. Motion seconded and approved.**

**Motion: To accept and approve the Pre-Kindergarten Services Contract between Promise Academy and Porter-Leath as presented. Motion seconded and approved.**

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

- Teacher Licensure: PAHW (83% fully licensed); PASH (94% fully licensed)
- Linkit: Loading historical student data for the dashboard
- Developing 1-page student data summaries for report card conferences
- Teacher Observations August – September 2024 (PAHW 72; PASH 126); Data is captured in SchoolMint
- Scorecards: Submitted to Tennessee Public Charter School Commission (TPCSC ) monthly for PASH; Submitted to MSCS quarterly for PAHW
- Competitive Facilities Grant Application is open (up to \$500k/school). Facilities priorities include:
  - PASH – roof replacement in sections; chiller; replacement of some classroom locks and the cafeteria door
  - PAHW - blinds for classroom windows; replacement of stair tread; cafeteria floor repair/replacement

### **Department Report – Kristen McGlasson for Dr. Kiasi Malone, Accountability**

- School Improvement Plans for PAHW and PASH are complete
- School Improvement Grant for PASH has been approved
- Working on a strategic attendance plan (Never Be Absent) including incentives

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

- Case assessments will be completed this week
- Khan Academy will be ready for use after Fall Break
- Established a curriculum adoption committee to find a new reading curriculum; First meeting: October 17th
- Conducting an early literacy workshop beginning October 19th

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

- RTI for 1<sup>st</sup> Quarter complete/AIMSweb complete
- Interventionists are working on survey-level assessments

- SPED – identifying students and meeting with parents
- Hiring a school counselor (shared between both schools)

**Department Report – Ricky Richardson, Safety & Technology**

- Navigate 360 software for school security- allows digital uploads to the state; includes a unified lockdown app with imbedded chat
- New visitor management system – all visitors subject to instant background check via scanned government-issued id

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

- First 45 days of school – strong start
- Student attendance – 20-day average: 96%
- School-wide: Working on building habits that will lead to success

**Principal Report – Toby Finley, Principal, Promise Academy Spring Hill (PASH)**

- Met enrollment target of 383 students
- Teacher staffing – all certified; Need to hire an interventionist
- Building culture that drives instruction
- Challenge: improve 91% attendance rate – will meet with parents
- Continue to share best practices within the network with Lavinia support for observations

**Discussion: Causes of Absenteeism/low enrollment**

- Transportation
- Housing/Uniforms etc.
- Considering capping enrollment in certain grades

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

- Working on reimbursements; Finished ESSER 3.0 reimbursements for PASH
- Christmas Bags - \$6,000 needed to cover the costs of gift bags for all students across the network. Communication will be coming soon.

**Promise 20<sup>th</sup> Anniversary – Dr. Patrick Washington**

- Presented 20<sup>th</sup> Anniversary paperweight awards to board members who could not attend the September 10<sup>th</sup> event

**Revised FY24-25 Budget Review – Greg Thompson (GT3)**

The revised FY24-25 budget was distributed and discussed.

- Hollywood (PAHW) Revised FY24-25 Budget Review
  - Budget is based on 240 students
  - Reviewed revenue and expense drivers
  - This is a breakeven budget
  - Hollywood is in a tight cash position and is using a line of credit
  
- Spring Hill (PASH) Revised FY24-25 Budget Review
  - Budget based on 360 students
  - As a TPCSC member, Spring Hill has access to more grants
  - Reviewed revenue and expense drivers
  - This is a breakeven budget
  - Spring Hill is in a better cash position and is using a small line of credit.
  - Long-term goal: build surpluses and cash reserves

**Motion: To approve and accept the Revised FY24-25 Budgets for PAHW and PASH as presented. Motion seconded and approved.**

**Additional Discussion – Dr. Patrick Washington**

- Half-Day Board Retreat (9:00 am – 12:00 pm) date TBD
- Board on Track Board Training (due 6/30/2025)

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

**President’s Report – none**

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

**Meeting adjourned at approximately 5:28 pm**

**Next Board Meeting: Thursday, November 14, 2024**

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**Charles Gerber, President**

*Grady Garrison*

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**Grady Garrison, Secretary**