promise academy

August 13, 2026

Section	**Purpose**	**Time**
1. Welcome & Framing	Reconnect to mission, name outcomes for the meeting	5 min
2. AI Strategic Priority	Jenna and Claire share updates from phase 1 of initiative and review implementation roadmap.	20 min
2. EP Progress Report	Samantha shares updates on goals, data, and priorities	25 min
3. Committee Reports	Each committee chair gives a concise update - Exec/ governance - Finance	15 min
4. Deep Dive	1. Board Composition Update	20 min
5. Closing & Next Steps	Confirm follow-ups, appreciation, and next meeting cadence	5 min

Promise Academy Board Meeting Notes

Date: August 13, 2026

Facilitators/ Guests: Andre Warren, Roland T. Woodson Jr., Tom Beazley, Jenna Bartkiewicz, Claire Hyde

Attendees: Samantha Buford, Diana Burton, Colenzo Hubbard, Katherine White, Emily Woodside, Anthony Branch, Candis Dawson

Date: August 13, 2026 **Time:** 3:57 PM – 5:33 PM

Location: Virtual Meeting **Recorded by:** Andre Warren

1. Call to Order & Welcome

2. Mission Alignment & Framing

The board briefly reconnected to Promise's mission: *"To educate, develop, and nurture the mind, body, and spirit of children so that they emerge as lifelong learners and worldready leaders."*

Andre framed the meeting outcomes:

- Review strategic priority updates
- Hear progress from the Executive Principal
- Receive committee reports
- Conduct a deep dive on board composition
- Confirm next steps and followup actions

3. AI Strategic Priority Update (Jenna & Claire)

Jenna and Claire presented Phase 1 updates on the AI initiative, including:

- Implementation progress
- Staff engagement and feedback
- Planned next steps in the roadmap

Board members expressed appreciation for the clarity and organization of the initiative. Jenna noted they will return later in the year with additional updates and encouraged board members to reach out with questions or recommendations.

Additional note: Tom shared that 3rd grade intervention occurs daily from 9:30–10:30 AM, inviting board members to visit during that window.

4. Executive Principal Progress Report (Samantha Buford)

Samantha provided updates on:

- Schoolwide goals and priority work
- Data trends
- Operational and instructional focus areas

Key points raised in discussion:

- Continued alignment with strategic priorities
- Ongoing participation in finance committee meetings to strengthen financial literacy and operational awareness
- Support structures for staff and coaching systems

5. Committee Reports

Finance Committee (Tom Beazley & Katherine White)

Updates included:

- Current enrollment projections adjusted to 435–440 students
- Use of Tennessee facilities funding to purchase the school building
- Additional facilities funds expected next year
- Timeline for finalizing the annual budget:
    - Finance Committee meets first Tuesday of each month
    - Board receives final budget in September for approval

Executive/Governance Committee (Anthony Branch)

Shared the **Executive Principal Evaluation Tool** draft in the chat. Committee updates included:

- The tool was shared as a draft, not final
- Board members will have until August 21 to provide feedback
- Finalization will occur after the next board meeting
- A governance committee member will attend finance committee meetings alongside Samantha for additional support

6. Deep Dive: Board Composition Update

Anthony led a review of current board membership and skill coverage.

Key discussion points:

- Identified gaps in legal, accounting/finance, marketing/communications, HR, and parliamentary procedure
- Tom shared updates from his meeting with New Memphis regarding potential board candidates
- Samantha will lead outreach to identified prospects
- AI will be used to support identification of additional skill gaps

7. Next Steps & Action Items

By August 21:

- Board members submit feedback on the EP Evaluation Tool draft.

Board Composition:

- Samantha leads outreach to potential candidates.
- Governance Committee continues skillgap analysis.

Finance Committee:

- Samantha and a governance committee member will attend upcoming meetings.
- Enrollment goal adjusted to 435–440.

Evaluation Tool:

- Governance Committee drafts updated version.
- Draft shared with full board at next meeting.

Andre confirmed all next steps and thanked members for their time and commitment.

8. Adjournment

The meeting adjourned at 5:33 PM.