



# Entry 1 School Information and Cover Page

Created: 06/26/2018 • Last updated: 08/01/2018

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME** HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)  
(Select name from the drop down menu)

**b. CHARTER AUTHORIZER (As of June 30th, 2018)** NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 5

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	245 West 129th Street New York, NY 10027	646-556-6283	212-534-0700	<a href="mailto:principalpa1@hczpromise.org">principalpa1@hczpromise.org</a>

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Dr. Achil Petit
Title	Superintendent
Emergency Phone Number (###-###-####)	917-743-9430

**e. SCHOOL WEB ADDRESS (URL)** [www.hczpromise.org](http://www.hczpromise.org)

**f. DATE OF INITIAL CHARTER** 05/2004

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2004

# **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

## MISSION STATEMENT

The mission of the Harlem Children’s Zone Promise Academy Charter School (HCZ Promise Academy) is to provide high quality, standards-based academic programs for students, grades K-12, from underserved communities and underperforming school districts, and to provide students with the skills they need to be accepted by and succeed in college. HCZ Promise Academy promotes high achievement in all subjects through a demanding curriculum, extensive supportive services and the use of data-driven teaching methods. HCZ Promise Academy is committed to promoting academic accomplishment, positive character development, healthy lifestyles and leadership skills. In partnership with the Harlem Children’s Zone, HCZ Promise Academy addresses the educational and developmental needs of each student.

# **h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Data-Driven Instruction: The Promise Academy teaching philosophy is that all students have different instructional needs, and it is our job to find ways to identify and address those needs. Small-group targeted instruction is an integral design element in achieving high academic outcomes. Promise Academy uses periodic benchmark assessments including standards based unit tests, running records and student writing pieces for assessing reading levels and identifying individual areas for student growth.
Variable 2	Professional Development: PAI has always focused on building a core of highly qualified, driven teachers serving as beacons of experience to younger staff with great potential. Academic ELA and math coaches provide targeted feedback based on each teachers pedagogical strengths and areas for growth. Bi-weekly pds are provided to all ELA and math teachers based on the school's instructional priorities. New teachers are offered an intense three-week pd series that introduces them Promise Academy's school culture and curriculum and instruction.
Variable 3	College Readiness: To ensure that Promise Academy students get in and succeed in college, the school consistently aligns itself with collaborative programs. The Bard Early College program has been a useful tool in helping our high school

	<p>students become college ready while earning college credits. Promise Academy high schools also offers advanced placement classes and HCZ's College Success Office works with our high school students all the way through to college, providing support with college applications, financial advice and academic counseling.</p>
Variable 4	<p>Parent Engagement: PAI has a parent association called Promise Academy Parents Association (PAPA) in which members are instrumental in supporting PAI schools with parent engagement and parent events. The PAI board of trustees also has a parent representative that works with the Senior Manager of Parent Engagement to ensure that PAI parents have a voice. Parents are also provided with unique opportunities, such as workshops and events that is punctuated by a Parent Appreciation Banquet at the end of the school year.</p>
Variable 5	<p>Continuous Alignment: Over the past few years, Promise Academy has had a strong focus on alignment, not only with its sister school, PAII but across all grades within PAI. PAI continues to improve in this practice in the areas of professional development, Common Core, school culture, administration, partnerships and external opportunities for students and staff.</p>
Variable 6	<p>Recruitment: In order to find the best quality teachers, our Recruitment Manager works with the leadership team using the following strategies: attending and hosting teacher recruitment fairs and events at colleges/universities, internet job postings, advertisements, employee referrals and partnering with programs such as Teach for America. There is also a strong focus on training our teaching assistants and teaching fellows to become lead teachers through strong professional development and external programs such as Relay/GSE.</p>
Variable 7	<p>Wraparound Services: To effectively support Promise students and families at every stage of development, HCZ offers a pipeline of educational and social services to provide scholars with needed support to ensure that they begin on the same playing field as children from more affluent communities. Promise Academy has a full operational health center in addition to partnerships with proven organizations and HCZ programs so that scholars receive services they need to develop as healthy students.</p>
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2018** 1133

**j. GRADES SERVED IN SCHOOL YEAR 2017-18**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

**l1. FACILITIES**

Does the school maintain or operate multiple sites?

No, just one site.
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**l2. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	245 West 129th Street New York, NY 10027	212-360-3232	NYC CSD 5	K-12	No	
Site 2						
Site 3						

**I2a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit	646-582-1200	212-360-3230	<a href="mailto:achil.petit@hczpromise.org">achil.petit@hczpromise.org</a>
Operational Leader	Ari Browne	212-360-3230	347-852-1624	<a href="mailto:ari.browne@hczpromise.org">ari.browne@hczpromise.org</a>
Compliance Contact	Candice Ashby	212-360-3230	347-387-6835	<a href="mailto:candice.ashby@hczpromise.org">candice.ashby@hczpromise.org</a>
Complaint Contact	Candice Ashby	212-360-3230	347-387-6835	<a href="mailto:candice.ashby@hczpromise.org">candice.ashby@hczpromise.org</a>
DASA Coordinator	Ameenah Marshall	212-360-3230	347-852-1624	<a href="mailto:ameenah.jelks@hczpromise.org">ameenah.jelks@hczpromise.org</a>

**m1. Are any sites in co-located space? If yes, please proceed to the next question.** No

**IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC**

**m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.**

**Site 1 Certificate of Occupancy (COO)**

<https://nysed-cso-reports.fluidreview.com/resp/17233759/yFPTXS6fVy/>

**Site 1 Fire Inspection Report**

(No response)

**Site 2 Certificate of Occupancy**

(No response)

## Site 2 Fire Inspection Report

(No response)

## Site 3 Certificate of Occupancy

(No response)

## Site 3 Fire Inspection Report

(No response)

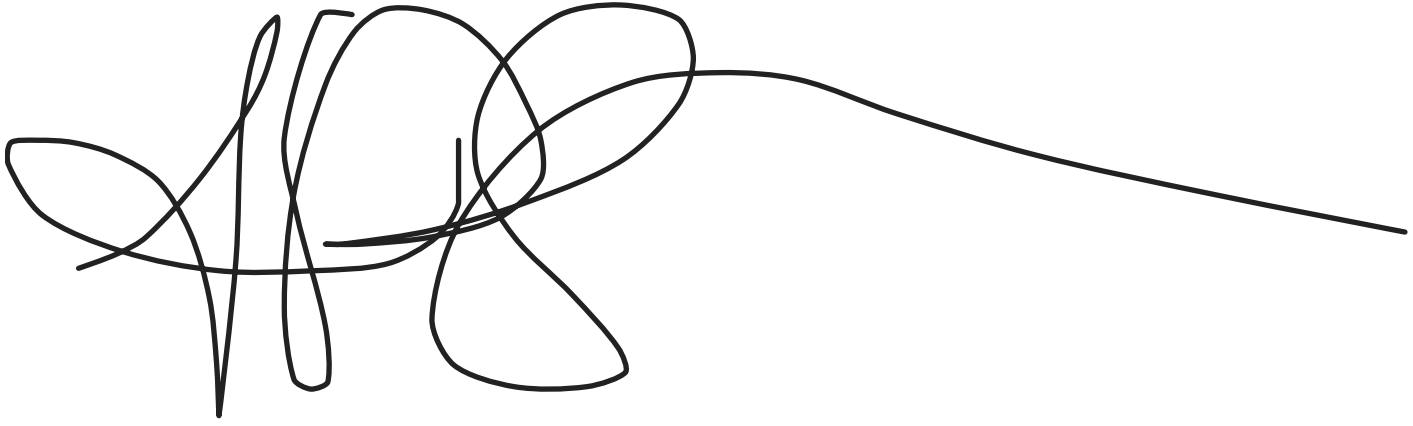
**n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).** No

**o. Name and Position of Individual(s) Who Completed this Annual Report.** Dr. Achil Petit (Superintendent), Candice Ashby (Director of Compliance and Reporting), Ari Browne (Director of Information Systems)

**p. Our signatures (Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

A highly stylized, cursive handwritten signature in black ink. It features several large, overlapping loops and a long, sweeping horizontal line extending to the right.

**Signature, President of the Board of Trustees**

A cursive handwritten signature in black ink. It starts with a large, rounded 'C' and continues with several smaller, connected loops and a final horizontal stroke.

**Date**

2018/07/30

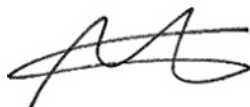
**Thank you.**

# Certificate of Occupancy

**CO Number: 122430850F**

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b>	<b>Borough:</b> Manhattan	<b>Block Number:</b> 01933	<b>Certificate Type:</b> Final
	<b>Address:</b> 245 WEST 129 STREET	<b>Lot Number(s):</b> 20	<b>Effective Date:</b> 06/12/2017
	<b>Building Identification Number (BIN):</b> 1089330	<b>Building Type:</b> Altered	
<b>This building is subject to this Building Code: 2008 Code</b>			
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b>	1-B	(2014/2008 Code)
	<b>Building Occupancy Group classification:</b>	E	(2014/2008 Code)
	<b>Multiple Dwelling Law Classification:</b>	None	
	<b>No. of stories:</b> 5	<b>Height in feet:</b> 77	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> Fire alarm system, Sprinkler system		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None			



Borough Commissioner




Commissioner



*Certificate of Occupancy*

CO Number: 122430850F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	242	OG	E		3	CLASSROOMS, LOCKERS, OFFICES, WORKSHOPS, STORAGE, BIKE STORAGE
CEL	3	OG	F-2		3	TELECOM ROOM, LAUNDRY
CEL	4	OG	S-1		3	STORAGE
CEL	3	OG	H-3		3	EMERGENCY GENERATOR ROOM, GAS SERVICE ROOM
CEL	17	OG	B		3	HEALTH CARE, EXAM ROOMS, DENTAL ROOMS, OFFICES, LOCKERS
001	37	60	A-3		3	STAGE
001	419	100	A-3		3	CAFETERIA
001		100	F-2		3	TELECOM ROOM
001	519	OG	A-3		3	MULTI-PURPOSE ROOM-NON-SIMULTANEOUS USE AS A GYMNASIUM
001	692	OG	A-3		3	MUTIPURPOSE ROOM - NON-SIMULTANEOUS USE AS AUDITORIUM
001	91	100	E		3	STORAGE, KITCHEN, LOCKERS, OFFICES, AFTER SCHOOL MULTI-PURPOSE ROOM, CONFERENCE ROOM
001	22	60	B		3	HEALTH CENTER, RECEPTION, WAITING AREA, OFFICES
002	10	60	B		3	OFFICES, CONFERENCE ROOM



Borough Commissioner



Commissioner

*Certificate of Occupancy*

CO Number: **122430850F**

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
002	544	60	E		3	CLASSROOMS
002		100	F-2		3	TELECOM ROOM
002	144	100	A-3		3	PLAY/TERRACE
003	243	100	A-3		3	PLAY/TERRACE
003	16	60	B		3	OFFICES, CONFERENCE ROOM
003	516	60	E		3	CLASSROOMS, LIBRARY, TEACHER'S LOUNGE
003		100	F-2		3	TELECOM ROOM
004		100	F-2		3	TELECOM ROOM
004	526	60	E		3	CLASSROOMS, LIBRARY
004	15	60	B		3	OFFICES, CONFERENCE ROOM
005	583	60	E		3	CLASSROOMS, TEACHER'S LOUNGE
005		100	F-2		3	TELECOM ROOM
005	14	60	B		3	OFFICES



Borough Commissioner

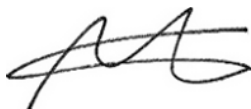


Commissioner

*Certificate of Occupancy*

CO Number: 122430850F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
RO F	5	100	F-2		3	MECHANICAL ROOMS
<b>END OF SECTION</b>						



Borough Commissioner



Commissioner

**END OF DOCUMENT**



# Entry 2 NYS School Report Card Link

Created: 07/23/2018 • Last updated: 07/27/2018

## HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)

**1. CHARTER AUTHORIZER (As of June 30th, 2018)** NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

## 2. NEW YORK STATE REPORT CARD

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<https://data.nysed.gov/reportcard.php?instid=800000057519&year=2017&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&hscocompleters=1&postgradcompleters=1&38ELA=1&38MATH=1&48SCI=1&naep=1&cohort=1&regents=1&nyseslat=1&elemELA=1&elemMATH=1&elemSci=1&secondELA=1&secondMATH=1&unweighted=1&gradrate=1>



# Entry 3 Progress Toward Goals

Created: 07/30/2018 • Last updated: 11/01/2018

## PROGRESS TOWARD CHARTER GOALS

**Board of Regents-authorized and NYCDOE-authorized charter schools only.** Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

#### 2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	Throughout the course of the school’s next charter term, it will earn a score of B or better in “Performance” section of the citywide Progress Report.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports.
Academic Goal 2	Throughout the course of the school’s next charter term, the school will show progress towards achieving earning 75 percent of 3–8 graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State ELA examination.	NYS ELA exam scores	Met	In 16-17, 49.2% of the 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the ELA exam. In 17-18, 55.8% of the 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the ELA exam. This increase indicates progress toward 75% proficient.

Academic Goal 3	Throughout the course of the school's next charter term, the school will show progress towards achieving 75 percent of 3—8 graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State Mathematics examination.	NYS Math exam scores	Met	In 16-17, 63.9% of 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the math exam. In 17-18, 64.4% of 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the math exam. This increase indicates progress toward 75% proficient.
Academic Goal 4	Throughout the course of the school's next charter term, the school will show progress towards achieving 75 percent of 4th and 8th graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State Science examination	NYS Science exam scores	Not Met	Goal partially met: In 16-17, 95.5% of 4th graders and 64.3% of 8th graders who have been at the school for two or more years earned a level 3 or above on the science exam.  In 17-18, 95.2% of 4th graders and 59.5% of 8th graders who had been at the school for two or more years earned a level 3 or above on the science exam. 4th grade students remained above 75 percent passing the exam but 8th grade students did not make progress towards achieving 75 percent proficient. 4th grade met the goal, but 8th grade did not.
Academ	Throughout the course of the school's next charter term, the school will show progress	NYC DOE Progress		N/A: The DOE no longer produces

Academic Goal 5	towards earning a score of B or better on the "Progress" section of the citywide Progress Report.	Reports		graded Progress Reports.
Academic Goal 6	Throughout the next charter term, each grade-level cohort of the same students (i.e. students who are in the school for two years in a row) will reduce by a quarter the gap between the percent at or above Level 3 on the previous year's State ELA exam (baseline) and 75 percent at or above Level 3 on the current year's State ELA exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's ELA exam, the school is expected to demonstrate some growth (above 75 percent) in the current year (relevant for schools serving grades 3-8). (For measuring this goal, the difference will be calculated by subtracting the percentage of students who scored proficient on the NYS ELA test enrolled at the school on BEDS day of year 1 of the new charter term from the percentage of the same students who scored proficient	NYS ELA exams	Not Met	Matched cohorts of students who took the ELA test in both 16-17 and 17-18 and had been at the school for two or more years in 17-18 were created. In this matched cohort, 47.9% of students were proficient in 16-17 and 52.8% were proficient in 17-18. In order to meet the goal of a 25% increase in the difference between 47.9 and 75, the proficiency rate would have to increase by 6.8 points from 16-17 to 17-18. Because the proficiency rate increased by 4.9 points, we did not meet this goal.

	<p>on the NYS ELA test in year 2 of new charter term and were continuously enrolled for two consecutive years on BEDS day.)</p>			
<p>Academic Goal 7</p>	<p>Throughout the next charter term, each grade-level cohort of the same students will reduce by a quarter between the percent at or above Level 3 on the previous year's State Math exam (baseline) and 75 percent at or above Level 3 on the current year's State Math exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's Math exam, the school is expected to demonstrate growth (above 75 percent) in the current year. (Relevant for schools serving grades 3-8.) (For measuring this goal, the difference will be calculated by subtracting the percentage of student who scored proficient on the NYS MATH test enrolled at the school on BEDS day of year 1 from the percentage of the same students who scored proficient on the NYS MATH test in year 2 and were continuously enrolled</p>	<p>NYS Math exams</p>	<p>Not Met</p>	<p>Matched cohorts of students who took the math test in both 16-17 and 17-18 and had been at the school for two or more years in 17-18 were created. In this matched cohort, 66.9% of students were proficient in 16-17 and 62.0% were proficient in 17-18. Because the percent of students proficient decreased, we did not meet this goal.</p>



	for two consecutive years on BEDS day)			
Academic Goal 8	Throughout the next charter term, the school will show progress towards having 75% of students enrolled in grades 9-11 accumulate 10 or more credits towards graduation. The school will be accountable for all credits accumulated by students who were continuously enrolled in the school including students who have dropped out or enrolled in an accredited GED program, however, excluding the credits accumulated by students who have transferred from or to another school, were incarcerated, left the country, or died during the school year. The school will report this each September by submitting a report of student credit accumulation from the previous school year for purposes of the NYC DOE Progress Report.	Annual credit accumulation for high school students		Not yet available. The NYC DOE progress report has not been released.

**2. Do have more academic goals to add?** Yes

**2017-18 Progress Toward Attainment of Academic Goals**

Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
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		Goal		
Academic Goal 9	Each year, 75% of each cohort who have been in high school for at least 3 years will have scored at least 65 on the New York State Regents examinations in ELA.	NYS English Regents Exam	Met	97% of cohort T and 88% of cohort U have scored at least a 65 on the ELA Regents exam.
Academic Goal 10	Each year, 75% of each cohort will have scored at least 65 on the New York State Regents examinations in Math	NYS Math Regents exams	Met	97% of cohort T and 97% of cohort U, 95% of cohort V, and 89% of cohort W have scored at least a 65 on the Math Regents exam.
Academic Goal 11	Each year, 75% of each cohort will have scored at least 65 on the New York State Regents examinations in Science (Living Environment, Chemistry, or other).	NYS Science Regents exams	Met	100% of cohort T and 93% of cohort U, 100% of cohort V, and 91% of cohort W have scored at least a 65 on the Science Regents exam.
Academic Goal 12	Each year, 75% of each cohort who have been in high school for at least 3 years will have scored at least 65 on a New York State Regents examinations in History (Global Studies or U.S. History).	NYS Social Studies Regents exams	Met	99% of cohort T and 92% of cohort U have scored at least a 65 on a History Regents exam.
Academic Goal 13	Each year, at least 75% of each student cohort (as defined by NYSED) graduates within five years	Cohort Graduation Rate	Met	Goal met: 100% of students in cohort S graduated within five years.
Academic Goal 14	Throughout the next charter term, it will achieve a B grade or better in the college readiness index	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress

	measure on the NYC DOE Progress Report.			Reports
Academic Goal 15	Throughout the next charter term, 80% of students enrolled in classes designed towards college accreditation will earn the minimum amount of college credits.	College credit accumulation	Met	Students enrolled in classes designed towards college accreditation earned at least the minimum amount of college credits in 89% of classes taken.
Academic Goal 16	Each year, the percent of students in grades 3-8 performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of the Community School District in which the school is located. This will be measured by an analysis of performance compared to CSDs conducted by NYCDOE.	NYS ELA exam		N/A: The DOE calculations are not yet available.

**3. Do have more academic goals to add?** (No response)

**2017-18 Progress Toward Attainment of Academic Goals**

Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Each year, the percent of students in grades 3-8 performing at or above Level 3 on the			

Academic Goal 17	State Math exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of the Community School District in which the school is located. This will be measured by an analysis of performance compared to CSDs conducted by NYCDOE	NYS Math exam		N/A: The DOE calculations are not yet available.
Academic Goal 18	Each year, the percent of students in the high school accountability cohort passing an English Regents exam with a score of 65 or above by the end of their fourth year will exceed that of the students in the high school accountability cohort from a group of similar schools as determined by the NYC DOE Progress Report peer schools	NYS English Regents exam scores		N/A: The DOE calculations are not yet available.
Academic Goal 19	Each year, the percent of students in the high school accountability cohort passing a Math Regents exam with a score of 65 or above by the end of their fourth year will exceed that of the students in the high school accountability cohort from a group of similar schools as determined by the NYC DOE Progress Report peer schools.	NYS Math Regents exam scores		N/A: The DOE calculations are not yet available.

<p>Academic Goal 20</p>	<p>Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City</p>	<p>NYS ELA exam scores</p>	<p>Met</p>	<p>Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.</p> <p>The pass rates for each tested grade are as follows:  3rd grade: PA, 70.4%; Black, 38.7%; Latino, 40.0%  4th grade: PA, 68.8%; Black, 37.5%; Latino, 38.4%  5th grade: PA, 27.3%; Black, 25.3%; Latino, 27.1%  6th grade: PA, 61.7%; Black, 35.0%; Latino, 38.4%  7th grade: PA, 49.4%; Black, 29.2%; Latino, 31.1%  8th grade: PA, 56.0%; Black, 38.6%; Latino, 41.0%</p>
<p>Academic Goal 21</p>	<p>Each year, the percent of students performing at or above Level 3 on the State Math exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City</p>	<p>NYS Math exam scores</p>	<p>Met</p>	<p>Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.</p> <p>The pass rates for each tested grade are as follows:  3rd grade: PA, 79.3%; Black, 36.5%; Latino, 40.7%  4th grade: PA, 76.3%; Black, 29.7%; Latino, 33.6%  5th grade: PA, 61.6%; Black, 23.7%; Latino, 28.9%  6th grade: PA, 56.8%; Black, 21.5%; Latino, 26.9%  7th grade: PA, 46.0%; Black, 21.2%; Latino,</p>

				26.5% 8th grade: PA, 64.3%; Black, 19.3%; Latino, 22.9%
Academ ic Goal 22	Each year, the School will have an annual average student attendance rate of at least 95% as calculated by ATS	ATS average daily attendance	Met	Goal Met: average attendance was 95%.
Academ ic Goal 23	Each year, 95% of all students enrolled on the last day of the school year who do not move out of district will return the following September	ATS enrollment and discharge records	Met	97.3% of students who were enrolled on the last day of the 2017-2018 school year and who did not move out of the district or graduate, returned to Promise Academy in September 2018.
Academ ic Goal 24				
Academ ic Goal 25				
Academ ic Goal 26				
Academ ic Goal 27				
Academ ic Goal 28				
Academ ic Goal 29				
Academ ic Goal 30				
Academ ic Goal 31				

Academ ic Goal 32				
Academ ic Goal 33				
Academ ic Goal 34				
Academ ic Goal 35				
Academ ic Goal 36				
Academ ic Goal 37				
Academ ic Goal 38				
Academ ic Goal 39				
Academ ic Goal 40				
Academ ic Goal 41				
Academ ic Goal 42				
Academ ic Goal 43				
Academ ic Goal 44				
Academ ic Goal 45				

## 4. ORGANIZATIONAL GOALS

### 2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will comply with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Reporting submissions to the DOE and NYSED, Board minutes, ATS and internal systems.	Met	
				Goal partially met: We have met or exceed enrollment and retention effort for applicants eligible for free and reduced lunch. For students with disabilities and English Language Learners, our recruitment efforts for special education students have included talking to parents in the community, especially St. Nicholas Housing, about the special education services we provide. Since



<p>Org Goal 2</p>	<p>Per the 2010 amendment to the Charter Schools Act, the school shall demonstrate good faith efforts to attract, retain, and meet or exceeded enrollment and retention targets as prescribed by the Board of Regents through the State Education of students with disabilities, English language learners , and students who are eligible applicants for the free and reduced price lunch program</p>	<p>ATS</p>	<p>Not Met</p>	<p>some of our lottery applicants have siblings already in Promise Academy, we consistently speak to our Promise families about our services, taking care to dispel the stigmas surrounding Individual Education Plans (IEPs). Promise Academy hosts community events for parents about <a href="http://Understood.org">Understood.org</a>, which is an online resource for parents of children who learn differently. Going forward, we plan to continue our efforts to host events and draw in families within the Harlem community to share information about special education processes and the services we offer at our Promise Academy Charter Schools. For ELL, The Baby College (one of HCZ's programs) blankets the neighborhood with teams of outreach workers who encourage participation of all families with a child in the appropriate age range. Outreach teams include workers who speak Spanish and</p>
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				French, as well as some of the more common West African dialects spoken within the community. Year-over-year, we have seen an upward trend, although marginal. Yet, we anticipate that building on our current practices will result in continued growth of ELL students.
Org Goal 3	As reflected in the Board minutes, the Superintendent or Principals will present Program reports that outline enrollment, attendance, discharge status, IEP, and ELL numbers as well as any available testing results at every Board of Trustees meeting. The Superintendent or Chief Financial Officer will present an up-to-date Financial Report as well.	Board Meeting Minutes	Met	
Org Goal 4				
Org Goal 5				

**5. Do you have more organizational goals to add?** No

**6. FINANCIAL GOALS**

## 2017-18 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be measured each year by an analysis of student enrollment figures in ATS	Enrollment Data	Met	BEDS enrollment was 1,138, which is within 15% of the contracted 1,250 students.
Financial Goal 2	Upon completion of the each school year the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings .	Financial Data	Met	
Financial Goal 3	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Financial Data	Met	
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Created: 07/06/2018 • Last updated: 07/31/2018

## HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)Section Heading

### Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	19221568
Line 2: Year End FTE student enrollment	1262
Line 3: Divide Line 1 by Line 2	15231

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

### Notes:

**The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:**

**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**

**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	13030164
Line 2: Management and General Cost (Column)	118906
Line 3: Sum of Line 1 and Line 2	13149070
Line 5: Divide Line 3 by the Year End FTE student enrollment	10419

**Thank you.**

Financial Statements and Supplementary  
Information Together with  
Reports of Independent Certified Public Accountants

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**

For the years ended June 30, 2018 and 2017

# HARLEM CHILDREN'S ZONE PROMISE ACADEMY CHARTER SCHOOL

## TABLE OF CONTENTS

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	<b>Page(s)</b>
Report of Independent Certified Public Accountants	1 - 2
Financial Statements:	
Statements of Financial Position as of June 30, 2018 and 2017	3
Statement of Activities for the year ended June 30, 2018	4
Statement of Activities for the year ended June 30, 2017	5
Statements of Cash Flows for the years ended June 30, 2018 and 2017	6
Notes to Financial Statements	7 - 13
Supplementary Information:	
Schedule of Functional Expenses for the year ended June 30, 2018	15
Schedule of Functional Expenses for the year ended June 30, 2017	16
Report of Independent Certified Public Accountants on Internal Control over Financial Reporting and on Compliance and Other Matters Required by <i>Government</i> <i>Auditing Standards</i>	17 - 18
Schedule of Findings and Questioned Costs	19



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## **REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

To the Board of Trustees of  
**Harlem Children’s Zone Promise Academy Charter School:**

### **Report on the financial statements**

We have audited the accompanying financial statements of the Harlem Children’s Zone Promise Academy Charter School (the “School”), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### **Management’s responsibility for the financial statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor’s responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Supplementary information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedules of Functional Expenses for the years ended June 30, 2018 and 2017 are presented for purposes of additional analysis and are not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other reporting required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report, dated October 30, 2018, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*Grant Thornton LLP*

New York, New York  
October 30, 2018

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
Statements of Financial Position  
As of June 30, 2018 and 2017

---

ASSETS	<u>2018</u>	<u>2017</u>
Cash	\$ 304,283	\$ 585,447
Restricted cash	70,755	70,720
Contributions receivable	625,000	-
Government grants and contracts receivable	1,031,194	926,921
Due from related parties	2,229,609	992,178
Due from <i>Harlem Children's Zone</i> - 457(f) plan	5,690,673	5,503,083
Property and equipment, net	1,029	5,208
Other assets	64,248	125,821
Contribution receivable - contributed space	<u>65,951,246</u>	<u>67,783,225</u>
Total assets	<u>\$ 75,968,037</u>	<u>\$ 75,992,603</u>
 <b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 2,027,148	\$ 1,815,523
457(f) plan liability	<u>4,205,622</u>	<u>3,705,162</u>
Total liabilities	<u>6,232,770</u>	<u>5,520,685</u>
 <b>CONTINGENCIES</b>		
<b>NET ASSETS</b>		
Unrestricted	3,784,021	2,688,693
Temporarily restricted	<u>65,951,246</u>	<u>67,783,225</u>
Total net assets	<u>69,735,267</u>	<u>70,471,918</u>
Total liabilities and net assets	<u>\$ 75,968,037</u>	<u>\$ 75,992,603</u>

*The accompanying notes are an integral part of these financial statements.*

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
Statement of Activities  
For the year ended June 30, 2018

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>			
Revenue:			
Government grants and contracts	\$ 19,961,649	\$ -	\$ 19,961,649
Other income	10,964	-	10,964
Total revenue	<u>19,972,613</u>	<u>-</u>	<u>19,972,613</u>
Support:			
Contributions:			
Related parties	2,282,201	-	2,282,201
Others	1,265,720	-	1,265,720
Contributed services - related party	529,733	-	529,733
Total support	<u>4,077,654</u>	<u>-</u>	<u>4,077,654</u>
Net assets released from restrictions	<u>1,831,979</u>	<u>(1,831,979)</u>	<u>-</u>
Total revenue and support	<u>25,882,246</u>	<u>(1,831,979)</u>	<u>24,050,267</u>
<b>EXPENSES</b>			
Program services:			
Regular education	20,498,115	-	20,498,115
Special education	3,277,656	-	3,277,656
Total program services	<u>23,775,771</u>	<u>-</u>	<u>23,775,771</u>
Management and general	<u>1,011,147</u>	<u>-</u>	<u>1,011,147</u>
Total expenses	<u>24,786,918</u>	<u>-</u>	<u>24,786,918</u>
Change in net assets	1,095,328	(1,831,979)	(736,651)
Net assets, beginning of year	<u>2,688,693</u>	<u>67,783,225</u>	<u>70,471,918</u>
Net assets, end of year	<u>\$ 3,784,021</u>	<u>\$ 65,951,246</u>	<u>\$ 69,735,267</u>

*The accompanying notes are an integral part of this financial statement.*

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
Statement of Activities  
For the year ended June 30, 2017

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>			
Revenue:			
Government grants and contracts	\$ 18,718,392	\$ -	\$ 18,718,392
Other income	25,611	-	25,611
Total revenue	<u>18,744,003</u>	<u>-</u>	<u>18,744,003</u>
Support:			
Contributions:			
Related parties	3,452,431	-	3,452,431
Others	66,155	-	66,155
Contributed services - related party	459,497	-	459,497
Total support	<u>3,978,083</u>	<u>-</u>	<u>3,978,083</u>
Net assets released from restrictions	<u>1,831,979</u>	<u>(1,831,979)</u>	<u>-</u>
Total revenue and support	<u>24,554,065</u>	<u>(1,831,979)</u>	<u>22,722,086</u>
<b>EXPENSES</b>			
Program services:			
Regular education	19,957,433	-	19,957,433
Special education	3,042,050	-	3,042,050
Total program services	<u>22,999,483</u>	<u>-</u>	<u>22,999,483</u>
Management and general	<u>1,053,644</u>	<u>-</u>	<u>1,053,644</u>
Total expenses	<u>24,053,127</u>	<u>-</u>	<u>24,053,127</u>
Change in net assets	500,938	(1,831,979)	(1,331,041)
Net assets, beginning of year	<u>2,187,755</u>	<u>69,615,204</u>	<u>71,802,959</u>
Net assets, end of year	<u>\$ 2,688,693</u>	<u>\$ 67,783,225</u>	<u>\$ 70,471,918</u>

*The accompanying notes are an integral part of this financial statement.*

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Statements of Cash Flows**  
**For the years ended June 30, 2018 and 2017**

---

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (736,651)	\$ (1,331,041)
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation	4,179	43,779
Change in contribution receivable - contributed space	1,831,979	1,831,979
Changes in assets and liabilities:		
Increase in contributions receivable	(625,000)	-
Increase in government grants and contracts receivable	(104,273)	(360,554)
Increase in due from related parties	(1,237,431)	(286,897)
(Increase) decrease in due from <i>Harlem Children's Zone</i> - 457(f) plan	(187,590)	827,450
Decrease in other assets	61,573	94,028
Increase (decrease) in accounts payable and accrued expenses	211,625	(407,176)
Increase (decrease) in 457(f) plan liability	<u>500,460</u>	<u>(976,273)</u>
Net cash used in operating activities	<u>(281,129)</u>	<u>(564,705)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Change in restricted cash	<u>(35)</u>	<u>(35)</u>
Net decrease in cash	(281,164)	(564,740)
Cash, beginning of year	<u>585,447</u>	<u>1,150,187</u>
Cash, end of year	<u>\$ 304,283</u>	<u>\$ 585,447</u>

*The accompanying notes are an integral part of these financial statements.*

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2018 and 2017**

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**1. NATURE OF OPERATIONS**

Harlem Children's Zone Promise Academy Charter School (the "School") is a public charter school that is open to all New York City public school children via a lottery. Opened in 2004, the School features small class sizes, an extended day and year, high expectations, and access to an extended support system through its Institutional Partner, Harlem Children's Zone, Inc. ("HCZ").

HCZ is a not-for-profit organization that offers a wide array of education and social programs to the children and families of Harlem. Created in 1970 as a truancy prevention agency (then called "Rheedlen Centers for Children and Families"), HCZ has expanded its services to address the needs of children from birth through college, and as part of that mission, it also works to strengthen families and the surrounding community.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("US GAAP").

The financial statement presentation conforms with US GAAP for non-profit organizations, which requires that the School report information regarding its financial position and changes in net assets according to three classes of net assets, as follows:

Unrestricted net assets

Net assets that are not subject to donor-imposed stipulations and are, therefore, available for the general operations of the School.

Temporarily restricted net assets

Net assets which include resources that have been limited by donor-imposed stipulations that either expire with the passage of time and/or can be fulfilled by the actions of the School pursuant to those stipulations.

Permanently restricted net assets

Net assets which include funds whereby the donors have stipulated that the principal contributed be invested and maintained in perpetuity. Income earned from these investments is available for expenditures according to restrictions, if any, imposed by donors. At June 30, 2018 and 2017, the School did not possess any permanently restricted net assets.

**Property and Equipment**

Property and equipment purchased for a value greater than \$5,000 and with depreciable lives greater than one year are carried at cost, net of depreciation. Significant additions or improvements extending asset lives are capitalized; normal maintenance and repair costs are expensed as incurred. Leasehold improvements are amortized based on the lesser of the estimated useful life or remaining lease term.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2018 and 2017**

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Property and equipment used in operations are depreciated over their estimated useful lives using the straight-line method, as follows:

	<u>Useful Life (Years)</u>
Furniture, fixtures, and equipment	5
Leasehold improvements	5 - 31.5

**Revenue**

The School derives its revenue principally from the New York State and New York City governments, through the New York City Department of Education (“DOE”) Office of Charter Schools, based on pupil enrollment for regular and special education. The balance of the revenue and support is derived from contributions and other government grants and contracts.

Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by explicit donor-imposed restrictions. Revenues based on pupil enrollment are recognized over the period earned. Revenue from grants and contracts is recognized as the related expenses are incurred, or services performed, in accordance with the terms of the respective grant or contract agreement. Amounts received in advance are reported as deferred revenue.

The School records contributions of cash and other assets when an unconditional promise to give such assets is received from a donor. Contributions are recorded at the fair market value of the assets received and are classified as either unrestricted, temporarily restricted or permanently restricted support, depending on whether the donor has imposed a restriction on the use of such assets. When a donor restriction expires (i.e., when a stipulated time restriction ends and/or a purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions.

**Receivables**

Receivables contain some level of uncertainty surrounding timing and amount at collection. Therefore, management provides an allowance for doubtful accounts based on the consideration of the type of receivable, responsible party, the known financial condition of the respective party, historical collection patterns and comparative aging. These allowances are maintained at a level management considers adequate to provide for subsequent adjustments and potential uncollectible accounts. These estimates are reviewed periodically and, if the financial condition of a party changes significantly, management will evaluate the recoverability of any receivables from that organization and write off any amounts that are no longer considered to be recoverable. Any payments subsequently collected on such written-off receivables are recorded as income in the period received. As of June 30, 2018 and 2017, no allowance for doubtful accounts was required.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2018 and 2017**

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**Accounting for Income Taxes**

The School recognizes the tax effects from an uncertain tax position in the financial statements only if the position is “more-likely-than-not” to be sustained if the position were to be challenged by a taxing authority. The assessment of the tax position is based solely on the technical merits of the position, without regard to the likelihood that the tax position may be challenged.

The School is exempt from federal income tax under Internal Revenue Code (“IRC”) section 501(c)(3), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the IRC. The School has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it was nexus; and to identify and evaluate other matters that may be considered tax positions. The School has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements for the years ended June 30, 2018 or 2017.

**Estimates**

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Reclassifications**

Certain items in the 2017 financial statements have been reclassified to conform to the current year presentation. These reclassifications did not have any effect on total assets, liabilities, net assets, revenues or expenses.

**3. CASH**

The School maintains cash balances in financial institutions, which generally exceed the amount insured by the Federal Depository Insurance Corporation (“FDIC”) and subject the School to credit risk. The School monitors this risk on a regular basis and has not experienced, nor does it anticipate, nonperformance by any of these financial institutions.

**4. RESTRICTED CASH**

Pursuant to an addendum to the Charter Agreement dated August 4, 2008, with the DOE, the School is required to set up an escrow of at least \$70,000. In the event of termination of the Charter, whether prematurely or otherwise, the School shall establish and follow procedures consistent with those required by Section 2851(2)(t) of the New York State Education Law in its use of the escrow.

**5. PUPIL ENROLLMENT AND OTHER REVENUES FROM GOVERNMENT AGENCIES**

Under the School’s Charter Agreement and the Charter Schools Act, the School is entitled to receive funding from state and federal sources that are available to public schools. These funds include New York



**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
Notes to Financial Statements  
June 30, 2018 and 2017

City pupil enrollment funds, federal food subsidies, and Title I and Title II funds. The calculation of the amounts to be paid to the School under these programs is determined by the State and is based on complex laws and regulations, enrollment levels, and economic information related to the home school districts of the children enrolled in the School. If these regulations, some of which are relatively new in the State of New York, were to change, or other factors included in the calculations were to change, the level of funding that the School receives could vary significantly.

The amounts received and receivable from government agencies and included as revenue in the financial statements consisted of the following as of and for the years ended June 30, 2018 and 2017:

	2018		2017	
	Revenues	Receivable	Revenues	Receivable
City of New York (Pupil enrollment)	\$ 18,338,938	\$ 408,275	\$ 17,451,139	\$ 508,947
Outside the City of New York				
(Pupil enrollment)	38,943	38,943	55,015	4,469
Title I	516,104	325,989	435,050	239,240
Title II	125,745	90,544	24,479	19,584
E-rate	144,746	15,343	49,124	11,673
Food Service - Federal and State of New York	797,173	152,100	703,585	143,008
Total grants and contracts from government sources	<u>\$ 19,961,649</u>	<u>\$ 1,031,194</u>	<u>\$ 18,718,392</u>	<u>\$ 926,921</u>

**6. PROPERTY AND EQUIPMENT, NET**

At June 30, 2018 and 2017, property and equipment consisted of the following:

	2018	2017
Equipment	\$ 348,297	\$ 348,297
Furniture and fixtures	<u>19,577</u>	<u>19,577</u>
	367,874	367,874
Less: accumulated depreciation	<u>(366,845)</u>	<u>(362,666)</u>
Total	<u>\$ 1,029</u>	<u>\$ 5,208</u>

Depreciation expense for the years ended June 30, 2018 and 2017 amounted to \$4,179 and \$43,779, respectively.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2018 and 2017**

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**7. RETIREMENT PLAN**

The School maintains the Alerus Tax Deferred Annuity Plan (the "Plan") with Alerus Retirement Solutions for all eligible employees. The Plan is non-contributory and employees become eligible once they have reached age 21 and have completed one year of service. Employees participating in the Plan will be fully vested after completing six years of service. Employer contributions made to the Plan are discretionary. For the years ended June 30, 2018 and 2017, contributions made to the Plan amounted to \$354,484 and \$139,528, respectively.

**8. RELATED-PARTY TRANSACTIONS**

**Contributions**

*457(f) Plan*

HCZ maintains a discretionary 457(f) plan for certain eligible employees of the School. Employees become eligible to participate in this plan based solely at the discretion of the School's Board of Trustees. Prior to the fiscal year ended June 30, 2017, amounts contributed to the Plan became vested five years after the date of the initial contribution for all eligible employees. Beginning July 1, 2016, the vesting period became bifurcated between teachers and administrative staff, such that amounts contributed to the Plan now vest three and five years after the date of the initial contribution for eligible teachers and administrative staff, respectively. Amounts contributed to the Plan are paid to eligible employees when vested. Terminated employees become vested immediately at the date of their termination. HCZ provides the School with an annual subsidy to cover this cost by contributing to a HCZ investment account. During fiscal 2018 and 2017, HCZ provided a net subsidy of \$1,195,126 and \$1,275,231, respectively, for contributions to the 457(f) plan. These amounts are recorded within contributions – related parties and a corresponding expense on the accompanying statements of activities. The cumulative amount due from HCZ relating to the 457(f) plan totaled \$5,690,673 and \$5,503,083 at June 30, 2018 and 2017, respectively. The cumulative amount due to eligible employees totaled \$4,205,622 and \$3,705,162 at June 30, 2018 and 2017, respectively. Amounts due from HCZ in excess of amounts due to eligible employees represents reimbursements of amounts already paid by the School in advance of receiving the funds from HCZ.

*Other*

Certain expenses are shared amongst the School, HCZ and Harlem Children's Zone Promise Academy II Charter School ("PA II"). Shared expenses primarily relate to prorated salaries and other expenses that are allocated amongst the School, HCZ and PA II. Amounts may also be received by the School on behalf of HCZ or PA II, and amounts may also be granted to the School from HCZ. At June 30, 2018 and 2017, due from related parties totaled \$2,229,609 and \$992,178, respectively, pertaining to these related party transactions.

HCZ also provided the School with grants in the amounts of \$1,086,550 and \$2,177,200 in fiscal 2018 and 2017, respectively, which are included in contributions – related parties on the accompanying statements of activities.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2018 and 2017**

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**Contributed Services**

HCZ provides the School with certain services at no cost. For the years ended June 30, 2018 and 2017, the School recognized revenues and corresponding expenses for contributed services of \$529,733 and \$459,497, respectively.

*Contribution receivable - contributed space*

During the fiscal year ended June 30, 2011, HCZ entered into agreements for the construction of a new charter school (the "School Project"). The agreements provided that the New York School Construction Authority (the "SCA") contribute up to \$60,000,000 towards the School Project, with the estimated balance of approximately \$40,000,000, to be contributed by HCZ or other donors. After completion of construction and issuance of the certificate of occupancy, title to the School Project was transferred to the DOE, leased back to HCZ, and portions of the premises sub-leased to the School. The lease agreement designates HCZ and the School as initial users of the premises.

Upon execution of the sublease agreement in fiscal 2015, the School recorded \$73,279,162 as a contribution receivable - contributed space, and recognized temporarily restricted contribution revenue, which represents the imputed fair value of the space under the lease. The receivable is being amortized to rent expense, and the related temporarily restricted net assets are released from restrictions, over the term of the lease. For each of the years ended June 30, 2018 and 2017, amortization expense totaled \$1,831,979. The sub-lease is for a period of 40 years and will expire in August 2054. Under the terms of the lease, the School is not required to pay any consideration for use of the space.

**9. CONCENTRATION OF RISK**

The School is dependent on various government agencies for funding and is responsible for meeting the requirements of such agencies. If the School were to lose students or the related government funding, it could have a substantial effect on the School's ability to continue operations.

As discussed in Note 8, HCZ makes contributions to the School and donates services. If this relationship were to change or cease, such change could have a substantial effect on the School's ability to continue operations.

**10. CONTINGENCIES**

**Government Agency Audits**

The School participates in a number of federal and state programs. These programs require that the School comply with certain requirements of laws, regulations, contracts, and agreements applicable to the programs in which it participates. All funds expended in connection with government grants and contracts are subject to audit by government agencies. While the ultimate liability, if any, from any such audits of government contracts by government agencies is presently not determinable, it should not, in the opinion of management, have a material effect on the School's financial position or change in net assets. Accordingly, no provision for any such liability that may result has been made in the accompanying financial statements.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2018 and 2017**

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**Litigation**

The School, in the normal course of its operations, is a party to various legal proceedings and claims. While it is not feasible to predict the ultimate outcomes of such matters, management of the School is not aware of any claims or contingencies that would have a material adverse effect on the School's financial position or change in net assets.

**11. SUBSEQUENT EVENTS**

The School evaluated its June 30, 2018 financial statements for subsequent events through October 30, 2018, the date the financial statements were available to be issued. The School is not aware of any subsequent events which would require recognition or disclosure in the financial statements.

**SUPPLEMENTARY INFORMATION**

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Schedule of Functional Expenses**  
**For the year ended June 30, 2018**

	<u>Regular Education</u>	<u>Special Education</u>	<u>Management and General</u>	<u>Total</u>
Salaries	\$ 11,471,576	\$ 1,834,310	\$ 626,979	\$ 13,932,865
Payroll taxes	1,027,568	164,308	56,162	1,248,038
Employee benefits	2,004,498	320,520	109,556	2,434,574
Retirement plan contribution	<u>291,863</u>	<u>46,669</u>	<u>15,952</u>	<u>354,484</u>
Total personnel services	<u>14,795,505</u>	<u>2,365,807</u>	<u>808,649</u>	<u>17,969,961</u>
Admissions	42,027	6,720	2,297	51,044
Classroom supplies	127,946	20,459	-	148,405
Contracted services	702,586	112,344	38,400	853,330
Depreciation	3,441	550	188	4,179
Equipment rental and maintenance	172,209	27,536	9,412	209,157
Food	1,002,920	160,367	-	1,163,287
Hardware/software/software maintenance	185,845	29,717	10,157	225,719
Insurance	92,734	14,828	5,068	112,630
Occupancy	2,004,047	320,448	109,531	2,434,026
Office supplies and furniture	211,533	33,824	11,561	256,918
Printing, publications, and memberships	62,887	10,056	3,437	76,380
Special services/incentives	481,563	77,002	-	558,565
Staff travel	18,002	2,879	984	21,865
Student travel	284,616	45,510	-	330,126
Telephone and internet	41,866	6,694	2,288	50,848
Training	136,117	21,765	7,439	165,321
Uniforms	100,495	16,069	-	116,564
Miscellaneous	<u>31,776</u>	<u>5,081</u>	<u>1,736</u>	<u>38,593</u>
Total other than personnel services	<u>5,702,610</u>	<u>911,849</u>	<u>202,498</u>	<u>6,816,957</u>
Total expenses	<u>\$ 20,498,115</u>	<u>\$ 3,277,656</u>	<u>\$ 1,011,147</u>	<u>\$ 24,786,918</u>

*This schedule should be read in conjunction with the accompanying financial statements and notes thereto.*

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
**Schedule of Functional Expenses**  
**For the year ended June 30, 2017**

	<u>Regular Education</u>	<u>Special Education</u>	<u>Management and General</u>	<u>Total</u>
Salaries	\$ 11,385,301	\$ 1,735,426	\$ 661,549	\$ 13,782,276
Payroll taxes	1,030,764	157,116	59,893	1,247,773
Employee benefits	2,094,148	319,204	121,682	2,535,034
Retirement plan contribution	<u>115,262</u>	<u>17,569</u>	<u>6,697</u>	<u>139,528</u>
Total personnel services	<u>14,625,475</u>	<u>2,229,315</u>	<u>849,821</u>	<u>17,704,611</u>
Admissions	69,587	10,607	4,043	84,237
Classroom supplies	176,575	26,915	-	203,490
Contracted services	425,987	64,932	24,752	515,671
Depreciation	36,165	5,513	2,101	43,779
Equipment rental and maintenance	209,695	31,963	12,184	253,842
Food	910,714	138,817	-	1,049,531
Hardware/software/software maintenance	135,812	20,701	7,891	164,404
Insurance	102,096	15,562	5,932	123,590
Occupancy	1,960,283	298,800	113,903	2,372,986
Office supplies and furniture	78,639	11,987	4,569	95,195
Printing, publications, and memberships	77,598	11,828	4,509	93,935
Special services/incentives	422,462	64,395	-	486,857
Staff travel	33,040	5,036	1,920	39,996
Student travel	222,744	33,952	-	256,696
Telephone and internet	106,560	16,243	6,192	128,995
Training	265,236	40,429	15,412	321,077
Uniforms	91,616	13,965	-	105,581
Miscellaneous	<u>7,149</u>	<u>1,090</u>	<u>415</u>	<u>8,654</u>
Total other than personnel services	<u>5,331,958</u>	<u>812,735</u>	<u>203,823</u>	<u>6,348,516</u>
Total expenses	<u>\$ 19,957,433</u>	<u>\$ 3,042,050</u>	<u>\$ 1,053,644</u>	<u>\$ 24,053,127</u>

*This schedule should be read in conjunction with the accompanying financial statements and notes thereto.*

**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS REQUIRED BY  
*GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees of  
**Harlem Children’s Zone Promise Academy Charter School:**

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Harlem Children’s Zone Promise Academy Charter School (the “School”), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2018.

**Internal control over financial reporting**

In planning and performing our audit of the financial statements, we considered the School’s internal control over financial reporting (“internal control”) to design audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express an opinion on the effectiveness of the School’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School’s financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in the School’s internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



**Compliance and other matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Intended purpose**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

The signature of Grant Thornton LLP is written in a cursive, handwritten style.

New York, New York  
October 30, 2018

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY CHARTER SCHOOL**  
Schedule of Findings and Questioned Costs  
For the year ended June 30, 2018

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None noted.



# Entry 5c Additional Financial Docs

Last updated: 11/01/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

## Section Heading

### 1. Management Letter

(No response)

**Explanation for not uploading the Management Letter.**

Not applicable due to no internal control matters that meet the reporting requirement.

### 2. Form 990

(No response)

**Explanation for not uploading the Form 990.**

Six-month extension has been granted.

### 3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

**Explanation for not uploading the Federal Single Audit.**

We will file within 9-months after the end of our fiscal year.

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.**

Not applicable.

## 5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/20293546/pN6H0Nalce/>

**Explanation for not uploading the Escrow evidence.** (No response)

## 6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

**Explanation for not uploading the Corrective Action Plan.** Not applicable due to no internal control matters that meet the reporting requirement.



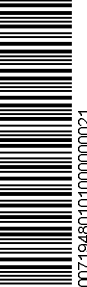
JPMorgan Chase Bank, N.A.  
 P O Box 182051  
 Columbus, OH 43218 - 2051

August 01, 2018 through August 31, 2018  
 Account Number: **000002922761222**

**CUSTOMER SERVICE INFORMATION**

Web site: **www.Chase.com**  
 Service Center: **1-877-425-8100**  
 Deaf and Hard of Hearing: 1-800-242-7383  
 Para Espanol: 1-888-622-4273  
 International Calls: 1-713-262-1679

00071948 DRE 802 210 24418 NNNNNNNNNN 1 000000000 66 0000  
 HCZ PROMISE ACADEMY I  
 CHARTER SCHOOL-ESCROW A/C  
 35 E 125TH ST  
 NEW YORK NY 10035-1816



00719480101000000021

**SAVINGS SUMMARY**

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$70,757.95</b>
Deposits and Additions	1	2.98
<b>Ending Balance</b>	<b>1</b>	<b>\$70,760.93</b>
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$2.98
Interest Paid Year-to-Date		\$23.56

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

**TRANSACTION DETAIL**

DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$70,757.95</b>
08/31	Interest Payment	<b>2.98</b>	70,760.93
	<b>Ending Balance</b>		<b>\$70,760.93</b>

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Performance Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.



August 01, 2018 through August 31, 2018  
Account Number: **000002922761222**

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**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation .

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



# Entry 5d Financial Services Contact Information

Created: 10/09/2018 • Last updated: 11/01/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)Section Heading

### 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Jim Hutter	<a href="mailto:jhutter@hcz.org">jhutter@hcz.org</a>	212-360-3255

### 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
Grant Thornton - Brian Hopkins	<a href="mailto:brian.hopkins@us.gt.com">brian.hopkins@us.gt.com</a>	212-542-9536	9

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm

# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2018-19 Budget & Cash Flow Template

#### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.



**Promise Academy Charter School I**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,758,337	1,232,767	-	-	-	19,991,104
Total Expenses	19,218,365	1,798,807	-	-	971,179	21,988,351
Net Income	(460,028)	(566,040)	-	-	(971,179)	(1,997,247)
Actual Student Enrollment	1,144	118				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

**New York, NY**

\$14,527.00

- School District 2 (Enter Name)
- School District 3 (Enter Name)
- School District 4 (Enter Name)
- School District 5 (Enter Name)

16,572,402	-	-	-	-	16,572,402
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
16,572,402	-	-	-	-	16,572,402

Special Education Revenue

-	1,232,767	-	-	-	1,232,767
---	-----------	---	---	---	-----------

Grants

- Stimulus
- Other

-	-	-	-	-	-
-	-	-	-	-	-

Other State Revenue

30,046	-	-	-	-	30,046
--------	---	---	---	---	--------

**TOTAL REVENUE FROM STATE SOURCES**

16,602,448	1,232,767	-	-	-	17,835,215
------------	-----------	---	---	---	------------

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

131,876	-	-	-	-	131,876
---------	---	---	---	---	---------

Title I

537,648	-	-	-	-	537,648
---------	---	---	---	---	---------

Title Funding - Other

176,005	-	-	-	-	176,005
---------	---	---	---	---	---------

School Food Service (Free Lunch)

780,314	-	-	-	-	780,314
---------	---	---	---	---	---------

Grants

- Charter School Program (CSP) Planning & Implementation
- Other

-	-	-	-	-	-
-	-	-	-	-	-

Other Federal Revenue

-	-	-	-	-	-
---	---	---	---	---	---

**TOTAL REVENUE FROM FEDERAL SOURCES**

1,625,843	-	-	-	-	1,625,843
-----------	---	---	---	---	-----------

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

-	-	-	-	-	-
---	---	---	---	---	---

Erate Reimbursement

129,716	-	-	-	-	129,716
---------	---	---	---	---	---------

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
---	---	---	---	---	---

Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

-	-	-	-	-	-
---	---	---	---	---	---

Other Local Revenue

400,330	-	-	-	-	400,330
---------	---	---	---	---	---------

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

530,046	-	-	-	-	530,046
---------	---	---	---	---	---------

**TOTAL REVENUE**

18,758,337	1,232,767	-	-	-	19,991,104
------------	-----------	---	---	---	------------

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management

1.00

94,621	9,747	-	-	5,262	109,630
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Instructional Management

7.00

676,875	69,723	-	-	37,644	784,242
---------	--------	---	---	--------	---------

Deans, Directors & Coordinators

20.07

916,841	94,442	-	-	50,989	1,062,272
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CFO / Director of Finance

-

-	-	-	-	-	-
---	---	---	---	---	---

**Promise Academy Charter School I**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,758,337	1,232,767	-	-	-	19,991,104
Total Expenses	19,218,365	1,798,807	-	-	971,179	21,988,351
Net Income	(460,028)	(566,040)	-	-	(971,179)	(1,997,247)
Actual Student Enrollment	1,144	118				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Operation / Business Manager	4.00	170,622	17,575	-	9,489	197,686
Administrative Staff	11.75	383,623	39,516	-	21,335	444,474
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>44</b>	<b>2,242,582</b>	<b>231,003</b>	<b>-</b>	<b>124,719</b>	<b>2,598,304</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	92.41	4,929,988	507,826	-	274,175	5,711,989
Teachers - SPED	18.00	994,853	102,477	-	55,328	1,152,658
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	22.97	645,987	66,541	-	35,926	748,454
Specialty Teachers	15.94	814,394	83,889	-	45,292	943,575
Aides	0.44	8,716	898	-	485	10,099
Therapists & Counselors	14.00	581,463	59,895	-	32,337	673,695
Other	24.17	1,023,804	105,459	-	56,938	1,186,201
<b>TOTAL INSTRUCTIONAL</b>	<b>188</b>	<b>8,999,205</b>	<b>926,985</b>	<b>-</b>	<b>500,481</b>	<b>10,426,671</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	0.22	4,479	461	-	249	5,189
Other	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>0</b>	<b>4,479</b>	<b>461</b>	<b>-</b>	<b>249</b>	<b>5,189</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>232</b>	<b>11,246,266</b>	<b>1,158,449</b>	<b>-</b>	<b>625,449</b>	<b>13,030,164</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	-	1,381,865	142,342	-	76,851	1,601,058
Fringe / Employee Benefits	-	2,696,691	277,779	-	149,973	3,124,443
Retirement / Pension	-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>-</b>	<b>4,078,556</b>	<b>420,121</b>	<b>-</b>	<b>226,824</b>	<b>4,725,501</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>-</b>	<b>15,324,822</b>	<b>1,578,570</b>	<b>-</b>	<b>852,273</b>	<b>17,755,665</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	-	59,982	6,179	-	3,336	69,497
Legal	-	-	-	-	-	-
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	23,816	2,453	-	1,325	27,594
Special Ed Services	-	-	-	-	-	-
Titement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	486,932	50,158	-	27,080	564,170
<b>TOTAL CONTRACTED SERVICES</b>	<b>-</b>	<b>570,730</b>	<b>58,790</b>	<b>-</b>	<b>31,741</b>	<b>661,261</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	230,103	-	-	-	230,103

**Promise Academy Charter School I**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,758,337	1,232,767	-	-	-	19,991,104
Total Expenses	19,218,365	1,798,807	-	-	971,179	21,988,351
Net Income	(460,028)	(566,040)	-	-	(971,179)	(1,997,247)
Actual Student Enrollment	1,144	118	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	220,847	22,749	-	-	12,282	255,878
Equipment / Furniture	-	-	-	-	-	-
Telephone	38,868	4,004	-	-	2,162	45,034
Technology	80,093	8,250	-	-	4,454	92,797
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	-	-	-	-	-	-
Transportation (student)	229,505	-	-	-	-	229,505
Student Services - other	117,693	-	-	-	-	117,693
Office Expense	79,129	8,151	-	-	4,401	91,681
Staff Development	160,743	16,558	-	-	8,940	186,241
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	64,863	6,681	-	-	3,607	75,151
School Meals / Lunch	1,178,185	-	-	-	-	1,178,185
Travel (Staff)	38,141	3,929	-	-	2,121	44,191
Fundraising	-	-	-	-	-	-
Other	561,798	57,869	-	-	31,244	650,911
<b>TOTAL SCHOOL OPERATIONS</b>	<b>2,999,968</b>	<b>128,191</b>	<b>-</b>	<b>-</b>	<b>69,211</b>	<b>3,197,370</b>

**FACILITY OPERATION & MAINTENANCE**

Insurance	77,022	7,934	-	-	4,283	89,239
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	78,797	8,117	-	-	4,382	91,296
Repairs & Maintenance	167,026	17,205	-	-	9,289	193,520
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>322,845</b>	<b>33,256</b>	<b>-</b>	<b>-</b>	<b>17,954</b>	<b>374,055</b>

**DEPRECIATION & AMORTIZATION**

DEPRECIATION & AMORTIZATION	-	-	-	-	-	-
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-

<b>TOTAL EXPENSES</b>	<b>19,218,365</b>	<b>1,798,807</b>	<b>-</b>	<b>-</b>	<b>971,179</b>	<b>21,988,351</b>
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<b>NET INCOME</b>	<b>(460,028)</b>	<b>(566,040)</b>	<b>-</b>	<b>-</b>	<b>(971,179)</b>	<b>(1,997,247)</b>
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**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
New York, NY	1,144	118	1,262
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>1,144</b>	<b>118</b>	<b>1,262</b>

<b>REVENUE PER PUPIL</b>	<b>16,400</b>	<b>10,463</b>	<b>-</b>
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**Promise Academy Charter School I**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,758,337	1,232,767	-	-	-	19,991,104
Total Expenses	19,218,365	1,798,807	-	-	971,179	21,988,351
Net Income	(460,028)	(566,040)	-	-	(971,179)	(1,997,247)
Actual Student Enrollment	1,144	118				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>EXPENSES PER PUPIL</b>	16,802	15,267	-			

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

**Assumptions**

**DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable**

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable





**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Anne Williams-Isom**

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**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **President/Chief Executive Officer**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

CEO of the Harlem Children's Zone, non-profit institutional partner. Salary \$290,000. Started: 7/1/2014.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				



Signature

7.24.2018

Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 212-360-3255

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**Business Address:** HCZ, 35 East 125th Street, New York, NY 10035

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**E-mail Address:** [vboardum@hcz.org](mailto:vboardum@hcz.org)

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**Home Telephone:** N/A

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**Home Address:** 249 West 139th Street, New York, NY 10030

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**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Ellanor (Bodie) Brizendine**

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**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children’s Zone Promise Academy I Charter School**

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Advisory Trustee**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 **Yes**    **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 **Yes**    **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				

*Ellen Brizendine* *7/31/18*  
 \_\_\_\_\_  
 Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 212-710-8126

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**Business Address:** The Spence School 22 East 91st Street New York, NY 10128

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**E-mail Address:** bbrizendine@spenceschool.org

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**Home Telephone:** N/A

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**Home Address:** 1088 Park Avenue, #7D New York, NY 10128

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**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

**Denise Fuller**

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Advisory Trustee**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

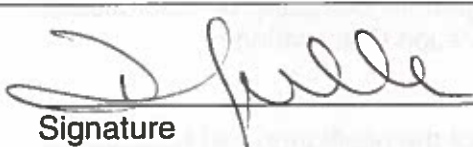
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<b>None</b>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None				


9/18/18  
 Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 718-254-6022

**Business Address:** ~~709 U.N. Plaza, New York, NY 10017~~  
 271A Cadman Plaza East, Brooklyn NY 11201

**E-mail Address:** denise.nash@usdoj.gov

**Home Telephone:** N/A

**Home Address:** 100 West 121st Street, New York, NY 10027

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Willie Mae Lewis**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Voting Trustee**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<b>None</b>				

Willie M. Lewis                      9/18/2018  
 Signature    Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** **N/A**

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**Business Address:** **N/A**

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**E-mail Address:** **wmaelewis@yahoo.com**

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**Home Telephone:** **646-596-1922**

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**Home Address:** **230 West 131st Street, #8B, New York, NY 10027**

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**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

**Alfonso Wyatt**

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Voting Trustee**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

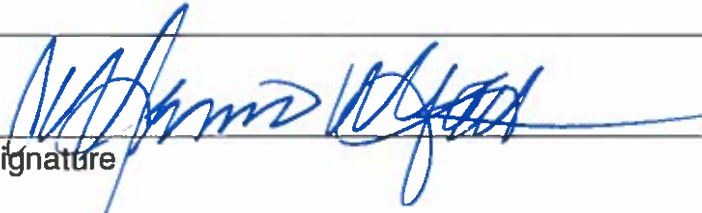
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				


July 25, 2018  
 \_\_\_\_\_  
 Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 646-596-1922

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**Business Address:** N/A

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**E-mail Address:** alfonsoyatt09@gmail.com

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**Home Telephone:** 212-925-6675

---

**Home Address:** 175-60 Underhill Avenue Fresh Meadows, NY 11365

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**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

**Aisha Tomlinson**

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

**Harlem Children’s Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Parent Representative**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				


  
 \_\_\_\_\_  
 Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone: N/A**  
 \_\_\_\_\_

**Business Address: N/A**  
 \_\_\_\_\_

**E-mail Address:** atomlinson@ep.com; atomlinson917@gmail.com  
 \_\_\_\_\_

**Home Telephone:** 646-337-8610  
 \_\_\_\_\_

**Home Address:** 2034 7th Avenue Apt 7A, New York, NY 10027  
 \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

**Mitch Kurz**

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**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children’s Zone Promise Academy I Charter School**

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Treasurer**

2. Is the trustee an employee of any school operated by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

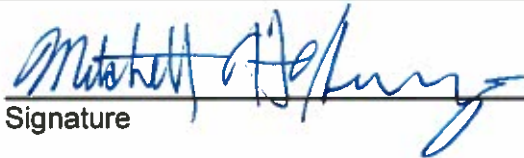
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business

or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				

  
 Signature

8/11/18  
 Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 718-992-7089

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**Business Address:** Bronx Center for Science and Mathematics, 1363 Fulton Avenue  
 Bronx, NY 10456

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**E-mail Address:** [mitch\\_kurz@att.net](mailto:mitch_kurz@att.net)

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**Home Telephone:** N/A

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**Home Address:** 176 East 71st Street New York, NY 10021

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**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

**Geoffrey Canada**

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**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children’s Zone Promise Academy I Charter School**

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Chairman**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

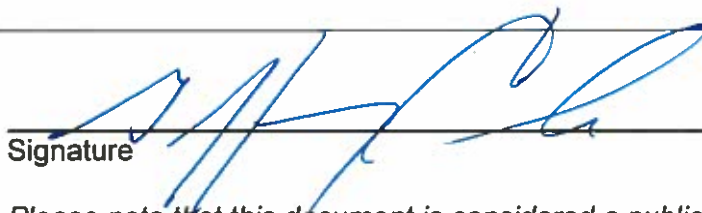
President of the Harlem Children’s Zone, non-profit institutional partner. Salary \$125,000. Started: 7/1/2014.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None				


8.24.2018  
 Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 212-360-3255

---

**Business Address:** HCZ, 35 East 125th Street, New York, NY 10035

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**E-mail Address:** [tfountain@hcz.org](mailto:tfountain@hcz.org)

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**Home Telephone:** N/A

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**Home Address:** 83 Fletcher Avenue Valley Stream, NY 11580

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**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

**Stanley Druckenmiller**

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**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Voting Trustee**

2. Is the trustee an employee of any school operated by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business

or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				


*8-6-2018*

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Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 212-830-6650

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**Business Address:** 40 West 57th Street, 25th Floor, New York, NY 10019

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**E-mail Address:** [anne@duquesne.com](mailto:anne@duquesne.com); [kate@duquesne.com](mailto:kate@duquesne.com)

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**Home Telephone:** N/A

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**Home Address:** 117 East 72nd Street New York, NY 10021

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**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Kenneth Langone**

---

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

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**1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Chairman Emeritus**

**2. Is the trustee an employee of any school operated by the Education Corporation?  
 \_\_\_ Yes \_\_\_ X \_\_\_ No**

**If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.**

**3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 \_\_\_ Yes \_\_\_ X \_\_\_ No**

**If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.**

**4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.**

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<i>None</i>			

**5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business**

or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None				

  
 Signature

8.1.2018  
 Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 212-421-2500

**Business Address:** Invemed Associates Inc. 375 Park Avenue, New York, NY10152

**E-mail Address:** pam@invemed.com

**Home Telephone:** N/A

**Home Address:** ~~920 Fifth Avenue New York, NY 10021~~ 211 Sands Point Rd  
 Sands Point, NY 11050



# Entry 8 BOT Table

Created: 07/06/2018 • Last updated: 08/01/2018

## 1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Geoffrey Canada <a href="mailto:tfountain@hcz.org">tfountain@hcz.org</a>	Chair	Audit Committee	Yes	7	06/12/2018	06/1/2020	7
2	Anne Williams-Isom <a href="mailto:awisom@hcz.org">awisom@hcz.org</a>	Vice Chair	Audit Committee	Yes	2	06/21/2017	6/1/2019	8
3	Mitch Kurz <a href="mailto:mitch_kurz@worldnet.att.net">mitch_kurz@worldnet.att.net</a>	Secretary	Audit Committee	Yes	7	06/21/2017	6/1/2019	8
4	Kenneth Langone	Trustee/Member	None	Yes	7	6/12/2018	6/1/2020	5 or less
5	Stanley Druckenmiller	Trustee/Member	None	Yes	1	6/12/2018	6/1/2020	8
6	Denise Fuller	Trustee/Member	None	No	6	06/21/2017	6/1/2019	5 or less
7	Dr. Alfonso Wyatt	Trustee/Member	None	Yes	7	6/12/2018	6/1/2020	7
8	Aisha Tomlinson	Parent Rep	None	No	10	6/12/2018	6/1/2019	6
9	Ellanor (Bodie) Brizendine	Trustee/Member	None	No		4/19/2017	6/1/2019	6

**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
10	Willie Mae Lewis	Trustee/Member	None	Yes	3	06/21/2017	06/01/2019	7
11								
12								
13								
14								
15								

**1c. Are there more than 15 members of the Board of Trustees?**

(No response)

**1d. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
16								
17								
18								
19								
20								
21								

- |   |    |
|---|----|
| <b>2. Total number of members on June 30, 2018</b>  | 10 |
| <b>3. Total number of members joining the Board during the 2017-18 school year</b>          | 0  |
| <b>4. Total number of members departing the Board during the 2017-18 school year</b>        | 0  |
| <b>5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes</b> | 7  |
| <b>6. Number of Board meetings conducted during the 2017-18 School Year</b>                 | 8  |
| <b>7. Number of Board meetings scheduled for the coming 2018-19 school year</b>             | 12 |

**Thank you.**



# Entry 9 - Board Meeting Minutes

Last updated: 07/23/2018

## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

### **HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)**

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?**

Yes

the charter school's website.

**A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2017-18 school year.**

<http://www.hczpromise.org/community/board-meeting-documents>





# Entry 10 Enrollment and Retention of Special Populations

Created: 07/15/2018 • Last updated: 07/26/2018

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2018-19.

### HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)Section Heading

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	For the 2017-2018 school year, Promise Academy I sent out 13,000 postcards to zip codes within Harlem and the Bronx. Our lottery took place on 8/2/17, which included preferences targeting low income families and specifically families in NYCHA's St. Nicholas Community.	In preparation for the 2018-2019 school year, we increased the amount of residents in underserved areas of Harlem and surrounding underserved areas that received our postcards sent to more than 22,000 residents, which is almost double the amount distributed to last year. We also held our lottery earlier in the summer, 7/26/18, to ensure participation from residents who typically take August off for vacation, the only month that our scholars do not attend school.
	The portion of students who are officially designated as English Language Learners (ELLs) has been consistently lower than that of the district as a whole. While we do target recruitment and enrollment efforts at families for who English is not the primary language (see below for details), we also intervene early (starting to work with our students when they are three years old). We believe this early intervention helps our young people develop the necessary English skills to pass the NYSITELL assessment at Kindergarten entry, preventing them from ever being officially labeled as English Language Learners. Strategies for ELL Recruitment for the Harlem Children’s Zone	

(HCZ) and Promise Academy starts when parents are expecting or have a child under the age of four. The Baby College, one of the HCZ programs, blankets the neighborhood with teams of outreach workers who encourage participation of all families with a child in the appropriate age range (up to age three, including pregnant mothers who have not yet given birth). These outreach workers talk to people on the street, go door-to-door in apartment buildings, and advertise at local businesses and non-profits. The outreach teams include workers who speak Spanish and French, as well as some of the more common West African dialects spoken by many recent immigrants in the neighborhood. Recruitment materials are offered in Spanish and French, and the Baby College application is also available in Spanish and French. Baby College has approximately five 9-week cycles each year and each cycle has a French class and a Spanish class available. After participation in Baby College, HCZ staff remains in contact with parents. They are encouraged to participate in special events and receive check-in phone calls. In the summer of the year their child turns three, Baby College graduates are encouraged to enter the Promise Academy lottery. The lottery is also advertised through all of the HCZ programs in the neighborhood, more than 30 distinct program sites. Families selected in the lottery are offered the chance to participate in Three Year Old Journey, a 12-week program of Saturday classes for parents while their children receive enrichment in pre-school classrooms. When the children are four, they are offered a spot in Harlem Gems, an enrichment pre- kindergarten program with a focus on early literacy development which provides instruction in Spanish and French to all students. While not all Promise Academy kindergarteners have participated in the HCZ early childhood programs, the majority of them have. Consequently, we believe that our results on the NYSITELL underestimate the number of students who are learning English primarily at school. While there is no equivalent exam for pre-kindergarten students, we think that if we were able to assess our students when entering Gems, we would find a higher ELL

In order to attract additional families, efforts will be made in:

- (1) Distributing and maintaining information/documents in a variety of languages on hand at each site, so that interested parents who walk in for information can readily have access to it;
- (2) Orientation explaining the process for ESL identification to our early childhood parents prior to their children transitioning to kindergarten at Promise Academy;
- (3) Having a translator sit down with parents to complete the Home Language Survey; and
- (4) Administering an interview in English and the student's home language.

	<p>rate.          In summary, our recruitment efforts include: (1) outreach within the community; (2) academic support services for our ELLs within the Gems program; (3) services in our various early childhood programs from Baby College to Three-Year-Old Journey and Harlem Gems preschools; and (4) sibling preference in the lottery.</p>	
<p>Students with Disabilities</p>	<p>For the 17-18 school, we took more opportunities to inform parents of the special education services at Promise Academy by joining HCZ Early Childhood events and providing information to the parents of 3 and 4 year olds. We worked closely with the Committee on Special Education to make sure that families are informed about the range of services that we offer.</p>	<p>As we move into the 2018-2019 school year, we plan to incorporate an information session at our lottery, so that lottery winners and wait listed children are informed earlier of the special education services that we provide. There will also be a special education workshop provided for parent association meetings with the intention of making them ambassadors to better inform other parents in the community about our special education services.</p>

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
Economically Disadvantaged	To ensure that our applicants, which are from primarily low income families suffer no hardships associated with their scholars receiving a high quality education, we provide free breakfast and lunch everyday, free uniforms and wraparound services to take the burden off of economically disadvantaged families.	In the 2017-18 school year, we increased the amount of external exposures, giving our economically disadvantaged scholars opportunities to experience trips, programs, performances and other experiences that they may not have been able to afford otherwise. In the 2018-2019 school year, we intend to increase these opportunities. We also continue to offer free breakfast, lunch, uniforms and wraparound services to relieve financial burden on families.
English Language Learners	In order to retain our current families, Promise Academy I offers the following: (1) family orientation in the beginning of the year to welcome parents who speak a variety of languages, with translators on hand. It is an opportunity to share the ELL identification process and answer any questions that may arise; (2) Free meals; (3) ELL support, including intervention; (4) professional development for ESL teachers on best practices; and (5) disaggregating data by student groups and looking for positive gains and reductions in classification, hiring staff with appropriate certification, having an inclusive school culture	In order to retain our current families, Promise Academy will: (1) increase the number of parent workshops; (2) continue to ensure that all relevant documents are translated in the most predominant languages found in the schools; and (3) ensure that a translator is available at all parent meetings.
Students with Disabilities	For the 17-18 school, we took more opportunities to inform parents of the special education services at Promise Academy by joining HCZ Early Childhood events and providing information to the parents of 3 and 4 year olds. We worked closely with the Committee on Special Education to make sure that families are informed about the range of services that we offer. We also hosted parent events at each school, including content targeted at each respective group of parents.	In an effort to align best practices across our schools, we have assigned special education coordinators to new roles as special education managers so that they can further align best practices across both PAI and PAII charter schools. Since this is primarily an administrative role, these individuals will be dedicated to providing workshops not only for staff members but for families as well. We believe that this will help retention and dispel the stigma that is sometimes associated with special education services. Although we do not provide 12:1:1, we use our SETSS services to provide comparable support to students with more restrictive programs on their IEPs.



# Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/15/2018 • Last updated: 08/01/2018

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

### 1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
84	35	46	6	103

### 2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
19	2	0	0	17

### 3. Tell your school's story

**Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.**

We typically promote from within. For example, all of our principals are former teachers or administrators from Promise Academy. We've also moved staff across sister schools when needed (to and from PAll). This year, there was a big focus on teacher retention. We launched initiatives such as teachers regularly meeting with the CEO in a series of breakfast meetings to share insights on their experiences at Promise. This is also the second year we have administered a third-party confidential survey to get feedback from staff. As a result of some of these initiatives, we have seen our attrition rate drop.

**4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.**

**Have all employees have been cleared through the NYSED TEACH system?**

Yes

**5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?**

	Yes
--	-----

**Thank you**



# Entry 12 Uncertified Teachers

Last updated: 07/23/2018

**FTE Count of All Teachers 77  
(Certified and Uncertified) as of  
6/30/18**

**FTE Count of All Certified 60  
Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

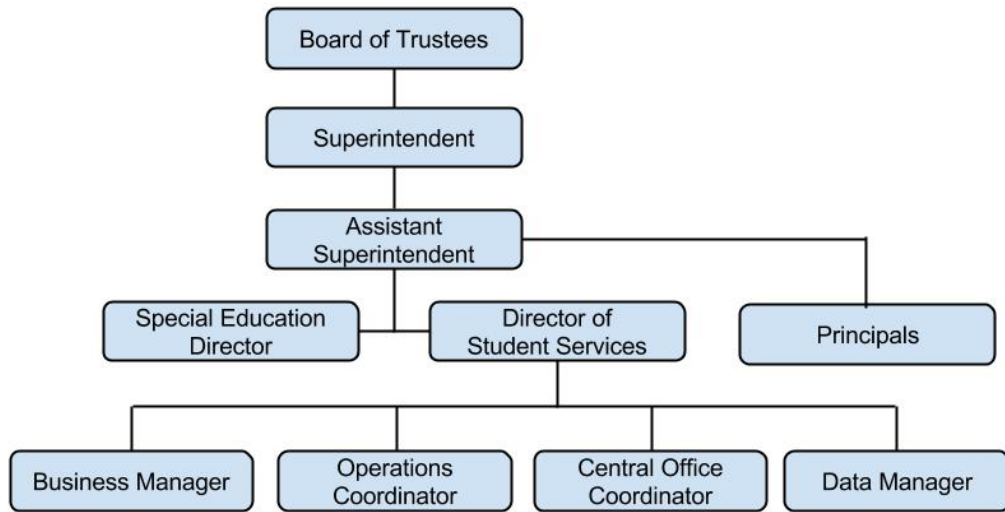
**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	17
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	15
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	2

**Thank you.**









# 2018-2019

## K-8 Promise Academy Calendar

Sep 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mar 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Please note that dates for Summer 2019 will be scheduled later in the school year

School dosed for students, teachers & staff		
☒	Sep 3	Labor Day
☒	Oct 8	Columbus Day Observed
☒	Nov 22-23	Thanksgiving Holiday
☒	Dec 25	Christmas Day
☒	Jan 1	New Year's Day
☒	Jan 21	Dr. Martin Luther King, Jr. Day
☒	Feb 18	President's Day
☒	May 27	Memorial Day
☒	Jul 4	Independence Day

School dosed for students and teachers only*		
☒	Sep 10 - 11	Rosh Hashanah
☒	Sep 19	Yom Kippur
☒	Nov 12	Veteran's Day
☒	Dec 24 - Jan 1	Winter Recess
☒	Feb 5	Lunar New Year
☒	Feb. 18 - 22	Midwinter Recess
☒	Apr 19	Good Friday
☒	Apr 19 - 26	Spring Recess
☒	Jun 4	Eid al-Fitr
☒	Jun 27 - Jul 5	Summer 2019 Intermission

School dosed for students only*		
☒	Sep 4	Staff Orientation
☒	Nov 6	Election Day
☒	Jun 6	Chancellor's Conference Day
☒	Jun 11	June Clerical Day (No school for K-8 only)

Important date (school is open)		
—	Sep 5	18-19 School Year begins
—	Feb 14	100th day of school
—	Apr 2 - 3	NYS3-8 ELA Exam
—	May 1 - 2	NYS3-8 Math Exam
—	May 7	Teacher Appreciation Day
—	May 22 - 31	Grades 4 & 8 Science Performance Test
—	Jun 3	Grades 4 & 8 Science Written Exam
—	Jun 26	Last day of spring session

**Notes**  
 First day of instruction is Sep 5.  
 June Chancellor's Conference and June Clerical Day are Jun 6 and Jun 11 respectively.



# 2018-2019

## High School Promise Academy Calendar

Sep 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov 2018						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dec 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mar 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Please note that dates for Summer 2019 will be scheduled later in the school year.

**Notes**  
 First day of instruction is Sep 5.  
 Jan 28 and Jun 26 are closed for HSStudents Only

School dosed for students, teachers & staff		
☒	Sep 3	Labor Day
☒	Oct 8	Columbus Day Observed
☒	Nov 22-23	Thanksgiving Holiday
☒	Dec 25	Christmas Day
☒	Jan 1	New Year's Day
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☒	May 27	Memorial Day
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☒	Apr 19	Good Friday
☒	Apr 19 - 26	Spring Recess
☒	Jun 4	Eid al-Fitr
☒	Jun 27 - Jul 5	Summer 2019 Intermission

School dosed for students only*		
☒	Sep 4	Staff Orientation
☒	Nov 6	Election Day
☒	Jan 28	Chancellor's Conf Day (dosed for HSONly)
☒	Jun 6	Chancellor's Conf Day (dosed for all grades)
☒	Jun 26	Ratings Day (dosed for HSONly)

Important dates (school is open)		
—	Sep 5	18-19 School Year begins
—	Jan 22- 25	Regents Exams
—	Feb 15	100th day of school
—	May 7	Teacher Appreciation Day
—	Jun 3, 18 - 25	Regents Exams
—	Jun 26	Last day of spring session
—	Aug 13 - 14	August Regents Exams