



Entry 1 School Information

Created: 06/19/2017 • Last updated: 08/01/2017

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, 2017**) or you may not be assigned the correct tasks.

a. SCHOOL NAME AND BEDS# HARLEM CHILDREN'S ZONE PROMISE ACADEMY CS (NYC CHANCELLOR)
(Select name from the drop down menu)

b. CHARTER AUTHORIZER 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	656-556-6283	212-534-0700	principalPA1@hczpromise.org

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Achil Petit
Title	Superintendent
Emergency Phone Number (###-###-####)	917-749-9430

e. SCHOOL WEB ADDRESS (URL) 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 description of Key design elements 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 instruction and tutoring offered in the After School program is an integral piece to achieving high academic outcomes. Promise also uses running records for assessing reading levels and identifying patterns of strategies that work.
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. PAI has expanded that focus by creating a Curriculum Office of ELA and math coaches, giving teachers opportunities to receive guided instruction. We are also attracting and training talented teachers through student/teacher apprenticeships and Relay/GSE. A more intense series of mandatory PDs has been offered to new teachers starting in summer 2017.
Variable 3	College Readiness: To ensure that students in Promise have the best chance for academic success, the school has consistently aligned itself with collaborative programs. The Bard Early College Program has been a useful tool in helping our children become college-ready. The academic skills that

	they are learning are giving them the skills they need to succeed in college. PAI students are also offered services from our College Success Office to help them with college applications and in making financial decisions.
Variable 4	Parent Engagement: Promise Academy I has a thriving program called Parents as Partners Association (PAPA) in which members are instrumental in maintaining strong ties between the school and the families of the students. PAI also benefits from HCZ's parent engagement team run by the Senior Manager of the Parent Center. The team offers professional development opportunities for the entire parent leadership, and advises them on appropriate ways to manage feedback from the community of Promise parents.
Variable 5	Alignment with Common Core: Promise has aligned our teaching strategies and interim assessment system to the Common Core State Standards. Promise Academy continues to improve in this practice and has strengthened how we use data to make decisions on a district, school, class and individual student level.
Variable 6	Recruitment: We focus our teacher recruitment on finding the best quality candidates around the country. Our Recruitment Manager works with our 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 up with programs such as Teach for America. We also train student/teachers from reputable universities, who may be offered a position after they graduate.
Variable 7	Pipeline Services: The services we offer such as, healthy nutrition, access to social services, foster care prevention and the Promise After School program with additional instruction opportunities ensures that our students begin on the same playing field as children from more affluent communities. We also have a fully operational health center at our main building for all Promise students and partner with proven organizations so that our children get the services they need to develop as healthy students.
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2017 1104

j. GRADES SERVED IN SCHOOL YEAR 2016-17

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.

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	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	245 West 129th Street New York, NY 10027	646-582-1200	CSD 5	K-12	Yes	Rent/Lease
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	646-556-6283	achil.petit@hczpromise.org
Operational Leader	Ari Browne	646-556-6283	347-852-1624	ari.browne@hczpromise.org
Compliance Contact	Candice Ashby	646-556-6283	347-387-6835	candice.ashby@hczpromise.org
Complaint Contact	Candice Ashby	646-556-6283	347-387-6835	candice.ashby@hczpromise.org

m1. Is the school or are the school sites co-located? No

n1. Were there any revisions to the school's charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions). Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in design or educational program	The extended summer session was revised to focus on remediation for struggling students and to offer enrichment to students who are on track for promotion to the subsequent grade.		November 4, 2016
2				
3				
4				
5				

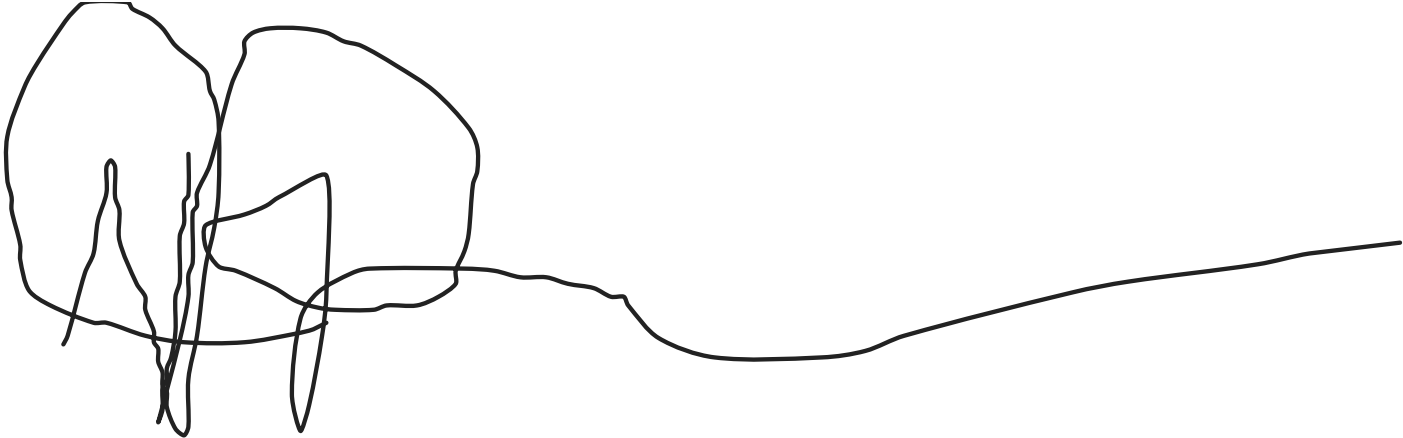
o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.

Dr. Achil Petit (Superintendent), Candice Ashby (Director of Compliance and Reporting), Ari Browne (Director of Information Systems)

p. Our signatures 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 large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal tail extending to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink, starting with a sharp peak on the left and followed by a series of connected, somewhat irregular loops and strokes.

Date

2017/07/28

Thank you.



Entry 2 NYS School Report Card Link

Created: 07/24/2017 • Last updated: 07/30/2017

1. 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=2016&createreport=1&enrollments=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®ents=1&elemELA=1&elemMATH=1&elemSci=1&secondELA=1&secondMATH=1&unweighted=1>



Entry 3 Progress Toward Goals

Created: 07/24/2017 • Last updated: 10/30/2017

PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

1. ACADEMIC STUDENT PERFORMANCE GOALS

2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
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 15-16, 39.8% 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. 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. This increase indicates progress toward 75% proficient.
				In 15-16, 57.1% of

<p>Academic Goal 3</p>	<p>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.</p>	<p>NYS Math Exam scores</p>	<p>Met</p>	<p>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 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. This increase indicates progress toward 75% proficient.</p>
<p>Academic Goal 4</p>	<p>Throughout the course of the 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.</p>	<p>NYS Science Exam scores</p>	<p>Met</p>	<p>In 15-16, 98.8% of 4th graders and 48.5% of 8th graders who have been at the school for two or more years earned a level 3 or above on the science exam.</p> <p>In 16-17, 95.5% of 4th graders and 64.3% 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 and 8th grade students made progress towards achieving 75 percent proficient. Both grades met the goal.</p>
<p>Academic Goal 5</p>	<p>Throughout the course of the school's next charter term, the school will show progress towards earning a score of B or better on the "Progress" section of the citywide Progress</p>	<p>NYC DOE Progress Reports</p>		<p>N/A: The DOE no longer produces graded Progress Reports.</p>

	Report.			
Academic Goal 6	<p>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 on the NYS ELA test in year 2 of new charter term and were continuously enrolled for two</p>	NYS ELA Exams scores	Not Met	<p>Matched cohorts of students who took the ELA test in both 15-16 and 16-17 and had been at the school for two or more years in 16-17 were created. In this matched cohort, 40.3% of students were proficient in 15-16 and 46.7% were proficient in 16-17. In order to meet the goal of a 25% increase in the difference between 40.3 and 75, the proficiency rate would have to increase by 8.7 points from 15-16 to 16-17. Because the proficiency rate increased by 6.4 points, we did not meet this goal.</p>

	consecutive years on BEDS day.)			
Academic Goal 7	<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 for two consecutive years on BEDS day)</p>	NYS Math Exams	Not Met	<p>Matched cohorts of students who took the math test in both 15-16 and 16-17 and had been at the school for two or more years in 16-17 were created. In this matched cohort, 60.1% of students were proficient in 15-16 and 61.1% were proficient in 16-17. In order to meet the goal of a 25% increase in the difference between 60.1 and 75, the proficiency rate would have to increase by 3.7 points from 15-16 to 16-17. Because the proficiency rate increased by 1.0 points, we did not meet this goal.</p>
	Throughout the next charter term, the			

Academic Goal 8	<p>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.</p>	Annual Credit Accumulation for high school students		Not yet available. The NYC DOE progress report has not been released.
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2. Do have more academic goals to add? Yes

2016-17 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Each year, 75% of each cohort who have been in high			100% of cohort S and

Academic Goal 9	school for at least 3 years will have scored at least 65 on the New York State Regents examinations in ELA.	NYS English Regents Exams	Met	93% of cohort T 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	94% of cohort S, 98% of cohort T, 89% of cohort U, and 92% of cohort V 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 S, 100% of cohort T, 83% of cohort U, and 91% of cohort V have scored at least a 65 on a 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 examination in History (Global Studies or U.S. History).	NYS Social Studies Regents Exams	Met	100% of cohort S and 99% of cohort T 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	100% of students in cohort R 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 measure on the NYC DOE Progress Report.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports.
	Throughout the next charter term, 80% of students enrolled in			Students enrolled in classes designed

Academic Goal 15	classes designed towards college accreditation will earn the minimum amount of college credits.	College credit accumulation	Met	towards college accreditation earned at least the minimum amount of college credits in 88.7% 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 the NYC DOE.	NYS ELA Exam		This will be measured by an analysis of performance compared to CSDs conducted by NYC DOE.

3. Do have more academic goals to add? Yes

2016-17 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
Academ	Each year, the percent of students in grades 3-8 performing at or above Level 3 on the State math exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in			This will be measured by an analysis of performance

ic Goal 17	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		compared to CSDs conducted by NYC DOE.
Academ ic 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 Reports peer schools	NYS English Regents Exam scores		N/A: The DOE calculations are not yet available.
Academ ic 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.
				Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested

<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>grades.</p> <p>The pass rates for each tested grade are as follows: 3rd grade: PA, 58%; Black, 32%; Latino, 32% 4th grade: PA, 60%; Black, 31%; Latino, 31% 5th grade: PA, 33%; Black, 26%; Latino, 25% 6th grade: PA, 22%; Black, 19%; Latino, 21% 7th grade: PA, 59%; Black, 30%; Latino, 32% 8th grade: PA, 48%; Black, 36%; Latino, 38%</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, 75%; Black, 30%; Latino, 34% 4th grade: PA, 84%; Black, 23%; Latino, 27% 5th grade: PA, 75%; Black, 23%; Latino, 28% 6th grade: PA, 43%; Black, 18%; Latino, 23% 7th grade: PA, 53%; Black, 17%; Latino, 22% 8th grade: PA, 35%; Black, 11%; Latino, 15%</p>

Academic 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	Average attendance was 95%.
Academic 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	95.4% of students enrolled on the last day of school who did not move out of the district returned in the following September.
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				

4. ORGANIZATIONAL GOALS

2016-17 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
	Each year, the school will comply with all applicable			

Org Goal 1	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 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	
Org Goal 2	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	ATS	Not Met	Goal Partially met. The portion of our student body with IEPs, which (of course) fluctuates, has generally been similar to the special education rate of the district as a whole in recent years. The portion of students who are officially designated as ELLs has generally been similar to the district as a whole. While we do target recruitment and enrollment efforts at families for who English is not the primary language, 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 ELLs.
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

2016-17 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	
Financial Goal 2	Upon completion 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: 07/31/2017 • Last updated: 08/01/2017

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 2016-17 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	24058453
Line 2: Year End FTE student enrollment	1119
Line 3: Divide Line 1 by Line 2	21500

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 2016-17 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)	883533
Line 2: Management and General Cost (Column)	221407
Line 3: Sum of Line 1 and Line 2	1104340
Line 5: Divide Line 3 by the Year End FTE student enrollment	987

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, 2017 and 2016

HARLEM CHILDREN'S ZONE PROMISE ACADEMY CHARTER SCHOOL

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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, 2017 and 2016, 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, 2017 and 2016, 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, 2017 and 2016 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 26, 2017, 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.

The image shows a handwritten signature in cursive script that reads "Grant Thornton LLP". The signature is written in black ink and is positioned above the printed name and date of the firm.

New York, New York
October 26, 2017

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY CHARTER SCHOOL**
Statements of Financial Position
As of June 30, 2017 and 2016

ASSETS	2017	2016
Cash	\$ 585,447	\$ 1,150,187
Restricted cash	70,720	70,685
Government grants and contracts receivable	926,921	566,367
Due from related parties	992,178	705,281
Due from <i>Harlem Children's Zone</i> - 457(f) plan	5,503,083	6,330,533
Property and equipment, net	5,208	48,987
Other assets	125,821	219,849
Contribution receivable - contributed space	<u>67,783,225</u>	<u>69,615,204</u>
Total assets	<u>\$ 75,992,603</u>	<u>\$ 78,707,093</u>
 LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 1,815,523	\$ 2,222,699
457(f) plan liability	<u>3,705,162</u>	<u>4,681,435</u>
Total liabilities	<u>5,520,685</u>	<u>6,904,134</u>
 CONTINGENCIES		
NET ASSETS		
Unrestricted	2,688,693	2,187,755
Temporarily restricted	<u>67,783,225</u>	<u>69,615,204</u>
Total net assets	<u>70,471,918</u>	<u>71,802,959</u>
Total liabilities and net assets	<u>\$ 75,992,603</u>	<u>\$ 78,707,093</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, 2017

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT			
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	3,518,586	-	3,518,586
Contributed services	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>
EXPENSES			
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**
Statement of Activities
For the year ended June 30, 2016

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT			
Revenue:			
Government grants and contracts	\$ 18,371,422	\$ -	\$ 18,371,422
Other income	13,320	-	13,320
Total revenue	<u>18,384,742</u>	<u>-</u>	<u>18,384,742</u>
Support:			
Contributions	3,392,773	-	3,392,773
Contributed services	510,882	-	510,882
Total support	<u>3,903,655</u>	<u>-</u>	<u>3,903,655</u>
Net assets released from restrictions	<u>1,831,979</u>	<u>(1,831,979)</u>	<u>-</u>
Total revenue and support	<u>24,120,376</u>	<u>(1,831,979)</u>	<u>22,288,397</u>
EXPENSES			
Program services:			
Regular education	19,933,499	-	19,933,499
Special education	3,173,358	-	3,173,358
Total program services	<u>23,106,857</u>	<u>-</u>	<u>23,106,857</u>
Management and general	<u>1,104,939</u>	<u>-</u>	<u>1,104,939</u>
Total expenses	<u>24,211,796</u>	<u>-</u>	<u>24,211,796</u>
Change in net assets	(91,420)	(1,831,979)	(1,923,399)
Net assets, beginning of year	<u>2,279,175</u>	<u>71,447,183</u>	<u>73,726,358</u>
Net assets, end of year	<u>\$ 2,187,755</u>	<u>\$ 69,615,204</u>	<u>\$ 71,802,959</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, 2017 and 2016

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (1,331,041)	\$ (1,923,399)
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation	43,779	67,087
Change in contribution receivable - contributed space	1,831,979	1,831,979
Changes in assets and liabilities:		
(Increase) decrease in government grants and contracts receivable	(360,554)	61,199
(Increase) decrease in due from related parties	(286,897)	123,249
Decrease in due from <i>Harlem Children's Zone</i> - 457(f) plan	827,450	863,393
Decrease (increase) in other assets	94,028	(130,123)
(Decrease) increase in accounts payable and accrued expenses	(407,176)	714,295
Decrease in 457(f) plan liability	<u>(976,273)</u>	<u>(1,946,319)</u>
Net cash used in operating activities	<u>(564,705)</u>	<u>(338,639)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Change in restricted cash	<u>(35)</u>	<u>(45)</u>
Net decrease in cash	(564,740)	(338,684)
Cash, beginning of year	<u>1,150,187</u>	<u>1,488,871</u>
Cash, end of year	<u>\$ 585,447</u>	<u>\$ 1,150,187</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, 2017 and 2016

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, 2017 and 2016, 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, 2017 and 2016

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 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, 2017 and 2016, no allowance for doubtful accounts was required.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2017 and 2016

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, 2017 or 2016.

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.

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 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.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2017 and 2016

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, 2017 and 2016:

	2017		2016	
	Revenues	Receivable	Revenues	Receivable
City of New York (Pupil enrollment)	\$ 17,451,139	\$ 508,947	\$ 17,006,925	\$ 240,940
Outside the City of New York (Pupil enrollment)	55,015	4,469	104,618	18,431
Title I	435,050	239,240	381,639	43,664
Title II	24,479	19,584	47,992	16,365
E-rate	49,124	11,673	100,664	100,660
Food Service - Federal and State of New York	<u>703,585</u>	<u>143,008</u>	<u>729,584</u>	<u>146,307</u>
Total grants and contracts from government sources	<u>\$ 18,718,392</u>	<u>\$ 926,921</u>	<u>\$ 18,371,422</u>	<u>\$ 566,367</u>

6. PROPERTY AND EQUIPMENT, NET

At June 30, 2017 and 2016, property and equipment consisted of the following:

	2017	2016
Equipment	\$ 348,297	\$ 348,297
Furniture and fixtures	<u>19,577</u>	<u>19,577</u>
	367,874	367,874
Less: accumulated depreciation	<u>(362,666)</u>	<u>(318,887)</u>
Total	<u>\$ 5,208</u>	<u>\$ 48,987</u>

Depreciation expense for the years ended June 30, 2017 and 2016 amounted to \$43,779 and \$67,087, respectively.

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, 2017 and 2016, contributions made to the Plan amounted to \$139,528 and \$247,183, respectively.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2017 and 2016

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 2017 and 2016, HCZ provided a net subsidy of \$1,275,231 and \$990,263, respectively, for contributions to the 457(f) plan. These amounts are recorded as contribution revenue and a corresponding expense on the accompanying statements of activities. The cumulative amount due from HCZ relating to the 457(f) plan totaled \$5,503,083 and \$6,330,533 at June 30, 2017 and 2016, respectively. The cumulative amount due to eligible employees totaled \$3,705,162 and \$4,681,435 at June 30, 2017 and 2016, 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"). Amounts may be received by the School on behalf of HCZ or PA II, and amounts may also be granted to the School from HCZ. Shared expenses primarily relate to prorated salaries and other expenses that are allocated amongst the School, HCZ and PA II. At June 30, 2017 and 2016, due from related parties totaled \$992,178 and \$705,281, respectively, pertaining to these related party transactions.

HCZ also provided the School with grants in the amounts of \$2,177,200 and \$2,402,510 in fiscal 2017 and 2016, respectively, which are included in contributions on the accompanying statements of activities.

Contributed Services

HCZ provides the School with certain services at no cost. For the years ended June 30, 2017 and 2016, the School recognized revenues and corresponding expenses for contributed services of \$459,497 and \$510,882, 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

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2017 and 2016

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, 2017 and 2016, amortization expense totaled \$1,831,979. The sub-lease is for a period of 40 years and will expire in August 2044. 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.

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, 2017 financial statements for subsequent events through October 26, 2017, 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, 2017

	Regular Education	Special Education	Management and General	Total
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
Consultants and professional fees	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.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY CHARTER SCHOOL
Schedule of Functional Expenses
For the year ended June 30, 2016**

	<u>Regular Education</u>	<u>Special Education</u>	<u>Management and General</u>	<u>Total</u>
Salaries	\$ 11,221,198	\$ 1,786,384	\$ 684,610	\$ 13,692,192
Payroll taxes	994,502	158,322	60,675	1,213,499
Employee benefits	2,063,409	328,489	125,889	2,517,787
Retirement plan contribution	<u>202,575</u>	<u>32,249</u>	<u>12,359</u>	<u>247,183</u>
Total personnel services	<u>14,481,684</u>	<u>2,305,444</u>	<u>883,533</u>	<u>17,670,661</u>
Admissions	91,626	14,587	5,590	111,803
Classroom supplies	226,496	36,058	-	262,554
Consultants and professional fees	492,976	78,480	30,077	601,533
Depreciation	54,979	8,753	3,355	67,087
Equipment rental and maintenance	155,438	24,745	9,483	189,666
Food	817,618	130,163	-	947,781
Hardware/software/software maintenance	186,837	29,744	11,399	227,980
Insurance	113,601	18,085	6,931	138,617
Occupancy	1,927,414	306,839	117,592	2,351,845
Office supplies and furniture	118,055	18,794	7,203	144,052
Printing, publications, and memberships	62,067	9,881	3,787	75,735
Special services/incentives	502,532	80,002	-	582,534
Staff travel	12,794	2,037	781	15,612
Student travel	164,868	26,247	-	191,115
Telephone and internet	124,088	19,754	7,571	151,413
Training	241,525	38,450	14,736	294,711
Uniforms	111,293	17,718	-	129,011
Miscellaneous	<u>47,608</u>	<u>7,577</u>	<u>2,901</u>	<u>58,086</u>
Total other than personnel services	<u>5,451,815</u>	<u>867,914</u>	<u>221,406</u>	<u>6,541,135</u>
Total expenses	<u>\$ 19,933,499</u>	<u>\$ 3,173,358</u>	<u>\$ 1,104,939</u>	<u>\$ 24,211,796</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, 2017, 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 26, 2017.

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 image shows a handwritten signature in black ink that reads "Grant Thornton LLP". The signature is written in a cursive, flowing style.

New York, New York
October 26, 2017

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY CHARTER SCHOOL
Schedule of Findings and Questioned Costs
For the year ended June 30, 2017**

None noted.



Entry 6d Additional Financial Docs

Created: 09/26/2017 • Last updated: 10/26/2017

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.

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.

(No response)

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/11539279/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.



Entry 5d Financial Services Contact Information

Created: 08/31/2017 • Last updated: 10/26/2017

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.

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Alpha Conteh	aconteh@hcz.org	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 - Mike Ryan	michael.d.ryan@us.gt.com	212-542-9536	8

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

2017-18 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED 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 https://stateaid.nysed.gov/charter/ . 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.

Harlem Children's Zone Promise Academy Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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	20,657,523	-	-	-	-	20,657,523
Total Expenses	20,657,523	-	-	-	-	20,657,523
Net Income	0	-	-	-	-	0
Actual Student Enrollment	-	-	-	-	-	-
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

District of Location

\$14,527.00

School District 2 (Enter Name)

\$14,523.00

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

16,488,145	-	-	-	-	16,488,145
14,523	-	-	-	-	14,523
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
16,502,668	-	-	-	-	16,502,668

Special Education Revenue

1,111,730	-	-	-	-	1,111,730
-----------	---	---	---	---	-----------

Grants

Stimulus

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

Other

341,100	-	-	-	-	341,100
---------	---	---	---	---	---------

Other State Revenue

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

TOTAL REVENUE FROM STATE SOURCES

17,955,498	-	-	-	-	17,955,498
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

186,921	-	-	-	-	186,921
---------	---	---	---	---	---------

Title I

431,223	-	-	-	-	431,223
---------	---	---	---	---	---------

Title Funding - Other

19,499	-	-	-	-	19,499
--------	---	---	---	---	--------

School Food Service (Free Lunch)

735,342	-	-	-	-	735,342
---------	---	---	---	---	---------

Grants

Charter School Program (CSP) Planning & Implementation

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

Other

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

Other Federal Revenue

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

TOTAL REVENUE FROM FEDERAL SOURCES

1,372,985	-	-	-	-	1,372,985
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LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

1,329,040	-	-	-	-	1,329,040
-----------	---	---	---	---	-----------

Erate Reimbursement

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

Interest Income, Earnings on Investments,

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

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

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

Food Service (Income from meals)

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

Text Book

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

Other Local Revenue

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

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

1,329,040	-	-	-	-	1,329,040
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TOTAL REVENUE

20,657,523	-	-	-	-	20,657,523
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

0

Executive Management

4.00

364,043	-	-	-	-	364,043
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Instructional Management

12.00

638,128	-	-	-	-	638,128
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Deans, Directors & Coordinators

24.00

1,548,798	-	-	-	-	1,548,798
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Harlem Children's Zone Promise Academy Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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	20,657,523	-	-	-	-	20,657,523
Total Expenses	20,657,523	-	-	-	-	20,657,523
Net Income	0	-	-	-	-	0
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	8.00	323,940	-	-	-	323,940
Administrative Staff	9.00	370,089	-	-	-	370,089
TOTAL ADMINISTRATIVE STAFF	57	3,244,998	-	-	-	3,244,998
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular	75.00	5,283,879	-	-	-	5,283,879
Teachers - SPED	16.00	1,216,180	-	-	-	1,216,180
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	23.00	578,175	-	-	-	578,175
Specialty Teachers	39.00	1,908,125	-	-	-	1,908,125
Aides	-	-	-	-	-	-
Therapists & Counselors	10.00	523,294	-	-	-	523,294
Other	-	281,302	-	-	-	281,302
TOTAL INSTRUCTIONAL	163	9,790,955	-	-	-	9,790,955
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	220	13,035,953	-	-	-	13,035,953
PAYROLL TAXES AND BENEFITS						
Payroll Taxes	-	1,349,745	-	-	-	1,349,745
Fringe / Employee Benefits	-	3,080,007	-	-	-	3,080,007
Retirement / Pension	-	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	-	4,429,752	-	-	-	4,429,752
TOTAL PERSONNEL SERVICE COSTS	-	17,465,705	-	-	-	17,465,705
CONTRACTED SERVICES						
Accounting / Audit	-	67,473	-	-	-	67,473
Legal	-	-	-	-	-	-
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	-	-	-	-	-
Special Ed Services	-	-	-	-	-	-
Titlment Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	-	-	-
TOTAL CONTRACTED SERVICES	-	67,473	-	-	-	67,473

SCHOOL OPERATIONS

Harlem Children's Zone Promise Academy Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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	20,657,523	-	-	-	-	20,657,523
Total Expenses	20,657,523	-	-	-	-	20,657,523
Net Income	0	-	-	-	-	0
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	9,870	-	-	-	-	9,870
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	306,443	-	-	-	-	306,443
Equipment / Furniture	82,665	-	-	-	-	82,665
Telephone	153,316	-	-	-	-	153,316
Technology	161,760	-	-	-	-	161,760
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	71,836	-	-	-	-	71,836
Transportation (student)	216,400	-	-	-	-	216,400
Student Services - other	487,389	-	-	-	-	487,389
Office Expense	-	-	-	-	-	-
Staff Development	117,240	-	-	-	-	117,240
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-	-
School Meals / Lunch	914,000	-	-	-	-	914,000
Travel (Staff)	41,375	-	-	-	-	41,375
Fundraising	-	-	-	-	-	-
Other	72,092	-	-	-	-	72,092
TOTAL SCHOOL OPERATIONS	2,634,386	-	-	-	-	2,634,386

FACILITY OPERATION & MAINTENANCE

Insurance	86,640	-	-	-	-	86,640
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-
Equipment / Furniture	187,744	-	-	-	-	187,744
Security	-	-	-	-	-	-
Utilities	215,575	-	-	-	-	215,575
TOTAL FACILITY OPERATION & MAINTENANCE	489,959	-	-	-	-	489,959

DEPRECIATION & AMORTIZATION

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

DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-
---	---	---	---	---	---	---

TOTAL EXPENSES

TOTAL EXPENSES	20,657,523	-	-	-	-	20,657,523
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NET INCOME

NET INCOME	0	-	-	-	-	0
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ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location			-
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

Harlem Children's Zone Promise Academy Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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	20,657,523	-	-	-	-	20,657,523
Total Expenses	20,657,523	-	-	-	-	20,657,523
Net Income	0	-	-	-	-	0
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	-	-	-			
REVENUE PER PUPIL	-	-	-			
EXPENSES PER PUPIL	-	-	-			

Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
<i>List exact titles and staff FTE"s (Full time equiivalent)</i>

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:

Kenneth Langone

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

Harlem Children's Zone Promise Academy Charter School

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 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

None	<i>Please write "None" if applicable. Do not leave this space blank.</i>		
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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	<i>Please write "None" if applicable. Do not leave this space blank.</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: 212-421-2500

Business Address: Invemed Associates Inc., 375 Park Avenue, New York, NY 10152

E-mail Address: pam@invemed.com

Home Telephone: _____

Home Address: 920 Fifth Avenue, New York, NY 10021

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

Trustee Name:

Stanley Druckenmiller

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

Harlem Children's Zone Promise Academy 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.

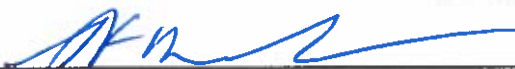
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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

None	Please write "None" if applicable. Do not leave this space blank.		
------	---	--	--

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	Please write "None" if applicable. Do not leave this space blank.			



 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

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

E-mail Address: anne@duquesne.com; kate@duquesne.com

Home Telephone: _____

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

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

Trustee Name:

Anne Williams-Isom

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

Harlem Children's Zone Promise Academy Charter School

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: \$280,000. 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

None	<i>Please write "None" if applicable. Do not leave this space blank.</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	<i>Please write "None" if applicable. Do not leave this space blank.</i>			



 Signature

6-21-2017

 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

E-mail Address: tfountain@hcz.org

Home Telephone: _____

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

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

Trustee Name:

Geoffrey Canada

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

Harlem Children's Zone Promise Academy Charter School

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 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?

 X 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

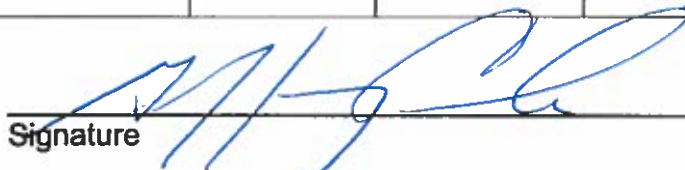
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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.

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

None	<i>Please write "None" if applicable. Do not leave this space blank.</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 <i>Please write "None" if applicable. Do not leave this space blank.</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: 212-360-3255

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

E-mail Address: tfountain@hcz.org

Home Telephone: 212-360-3255

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

**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 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 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.

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

None	<i>Please write "None" if applicable. Do not leave this space blank.</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	<i>Please write "None" if applicable. Do not leave this space blank.</i>			


 Signature _____ Date 6/21/17

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: _____

Business Address: _____

E-mail Address: atomlinson@entertainmentpartners.com

Home Telephone: 646-337-8610

Home Address: 2034 7th Avenue, 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 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

None	<i>Please write "None" if applicable. Do not leave this space blank.</i>		
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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 <i>Please write "None" if applicable. Do not leave this space blank.</i>				

Winnie M. Lewis
 Signature

6/21/2017
 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

Business Address: 230 West 131st Street Apt. 8B

E-mail Address: wmaelewis@yahoo.com

Home Telephone: 646-596-1922

Home Address: 230 West 131st Street Apt. 8B

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 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.

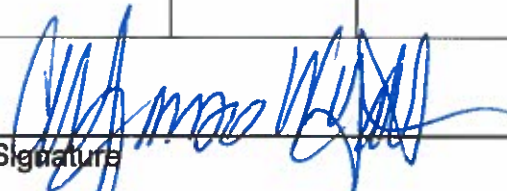
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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

None	<i>Please write "None" if applicable. Do not leave this space blank.</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 <i>Please write "None" if applicable. Do not leave this space blank.</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: _____

Business Address: _____

E-mail Address: alfonsowyatt09@gmail.com

Home Telephone: 917-744-1671

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

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

Trustee Name:

Mitch Kurz

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

Harlem Children's Zone Promise Academy Charter School

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.

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

None	<i>Please write "None" if applicable. Do not leave this space blank.</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	<i>Please write "None" if applicable. Do not leave this space blank.</i>			

 6/21/17
 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: 718-992-7089

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

E-mail Address: mitch_kurz@att.net

Home Telephone: 212-439-9270

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

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 Charter School

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

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

None	<i>Please write "None" if applicable. Do not leave this space blank.</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	<i>Please write "None" if applicable. Do not leave this space blank.</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: 212-415-4143

Business Address: 799 U.N. Plaza, New York, NY 10017

E-mail Address: _____

Home Telephone: _____

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: Ellanor Brizendine

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).

Member

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
None <i>Please write "None" if applicable.</i>	None	None	None

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	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Edward W. Bon...

Signature

5/15/17

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

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

E-mail Address: bbrizendine@spenceschool.org

Home Telephone: 646-371-9230

Home Address: 1088 Park Ave., #7D, New York, NY 10128



Entry 9 BOT Table

Created: 06/19/2017 • Last updated: 07/30/2017

(tab across or use scroll bar at bottom of table)

1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Geoffrey Canada	tfountain@hcz.org	Chair/Board President	Audit Committee	Yes	Founder of Harlem Children's Zone	7 terms (ending in June of 2005, 2007, 2009, 2011, 2013, 2014, 2016)	10
2	Anne Williams-Isom	awisom@hcz.org	Chair/Board President	Audit Committee	Yes	CEO of Harlem Children's Zone	2 terms (ending in June of 2015, 2017)	10
		mitchkurz@		Audit		Academic Dean & Director for	7 terms (ending in June of	

3	Mitch Kurz	worldnet.att.net	Secretary	Committee	Yes	the Bronx Center for Science & Mathematics	2005, 2007, 2009, 2011, 2013, 2015, 2017)	9
4	Kenneth Langone	pam@jnvemed.com	Other		Yes	Invemed Associates, Inc.	6 terms (ending in June of 2006, 2008, 2010, 2012, 2014, 2016)	5 or less
5	Stanley Druckemiller	carmela@duquesne.com			Yes	Duquesne Family Office	6 terms (ending in June of 2006, 2008, 2010, 2012, 2014, 2016)	8
6	Denise Fuller	denise.nash@usdoj.gov	Trustee/Member		No	United Nations	6 terms (ending in June of 2008, 2010, 2012, 2014, 2015, 2017)	5 or less
7	Alfonso Wyatt	alfonso.wyatt09@gmail.com	Trustee/Member		Yes	Fund for the City of New York	6 terms (ending in June of 2006, 2008, 2010, 2012,	6

							2014, 2016)	
8	Aisha Tomlinson	atomlinson917@gmail.com	Parent Representative		No	Parent	9 terms (ending every year in June from 2009-2017)	6
9	Ellanor (Bodie) Brizen dine	bbrizendine@spenceschool.org	Trustee/Member		No	The Spence School	Just began her first term in April 2017.	5 or less
10	Willie Mae Lewis	wmaelewis@yahoo.com	Trustee/Member		Yes	St. Nicholas Houses	3 terms (2014, 2015, 2017)	7
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

2. Total Number of Members on June 30, 2016 10

3. Total Number of Members 1
Joining the Board 2016-17 School Year

4. Total Number of Members 1
Departing the Board during the 2016-17 School Year

5. Number of Voting Members 7
2016-17, as set by the by-laws, resolution or minutes

6. Number of Board Meetings 10
Conducted in the 2016-17 School Year

7. Number of Board Meetings 12
Scheduled for the [2017-18](#) School Year

Thank you.



Entry 10 - Board Meeting Minutes

Last updated: 07/27/2017

[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 2016--June 2017.

A. Provide a URL link to the <http://www.hczpromise.org/community/board-meeting-documents> Monthly Board Meeting Minutes which are posted on the School's web page.

OR

B. Upload All Monthly Board Meeting Minutes

Combine into one .PDF file

(No response)



Entry 11 Enrollment and Retention of Special Populations

Created: 07/27/2017 • Last updated: 08/01/2017

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 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 2017-2018.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	<p>Promise Academy has incorporated specific lottery preferences In order to attract applicants who are economically disadvantaged. Third preference is given to students who reside in the New York City Housing Authority's Saint Nicholas Houses. Fourth preference is given to low-income students living in CSD 5 in Central Harlem, who qualify for the federal free and reduced-price school lunch programs. Fifth preference is given to students living in Central Harlem who are low income and are zoned to attend a low-performing public school. In addition, Promise Academy Charter Schools under the guidance of its institutional partner Harlem Children's Zone, targets 97 blocks across Harlem, a community that is typically underserved.</p>	<p>For the 2017-2018 school year, Promise Academy I has already sent out almost 13,000 postcards to zip codes within "the zone" (97 blocks in Harlem), a historically underserved community. Our lottery takes places on August 2nd, with our aforementioned preferences which targets low income families. We are also putting more focus on making sure that we have more translators available for outreach in "the zone" to accommodate economically disadvantaged families whose first language is not English.</p>
	<p>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</p>	

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 mothers who have not given birth yet). 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 nine-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 when 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

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; and
- (2) Orientation explaining the process for ESL identification to our early childhood parents prior to their children transitioning to kindergarten at Promise Academy.

	<p>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 rate.</p> <p>In summary, our recruitment efforts include:</p> <p>(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>Our recruitment efforts this past school year included informing parents via the distribution of flyers and sharing information during the application process that we provide inclusion settings and special education services. Through our institutional partnership with Harlem Children's Zone, our staff inform parents of children living in Harlem that Promise Academy welcomes students with disabilities. Additionally, since some of our applicants have siblings who already attend our school, we have consistently provided information for our current Promise Academy parents about our special education services. We hosted a community event for parents about Understood.org, which is an online resource for parents of children who learn differently.</p>	<p>As we move into the 2017-2018 school year, we plan to continue informing parents in the community about our inclusive environment and special education services. We inform parents during the enrollment process of the specific services we offer and support them during meetings and assessments with the Committee on Special Education. We plan to hold several community events for parents in which we will share information about special education processes and the support we offer.</p>

Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
<p>Economically Disadvantaged</p>	<p>All of our Promise Academy students are provided with free lunch every school day. This takes a great deal of pressure off of our low income families. Promise Academy also offers our students a free uniform and other free services. For those children who are displaced, we have homeless liaisons in place and a social work team who ensures that students are receiving the additional help that they need. For the 16-17 school year, we encouraged parents to share their challenges with our social work team, reminding them that information would be</p>	<p>For the 2017-2018 school year, PAI has already back-filled applicants from the wait list. Many applicants reside in "the zone" and come from large housing projects within the New York City Housing Authority. We will continue to reach out to the families of our students providing support and guidance. We</p>

ntaged	<p>kept confidential. Parents were supported in ways that helped them to lessen financial burdens. For example, we have a Bronx bus program in place that provides transportation services from the Bronx to school for students whose families are having trouble getting them to school. Additionally, our high school students are offered guidance by financial advisors, who help families with financial packages to be able to afford college.</p>	<p>will also continue to provide free lunch and free uniforms, along with other services, to take the burden off of economically disadvantaged families.</p>
English Language Learners	<p>In order to retain our current families, Promise Academy I offers the following to our families:</p> <p>(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</p>	<p>In order to retain our current families, Promise Academy will:</p> <p>(1) increase the number of parent workshops; (2) ensure that all relevant documents are translated in the most predominant languages found in the school</p>
Students with Disabilities	<p>Promise Academy's special education rate has been similar to the district rate in recent years. While there is fluctuation, partially due to the time it takes for referrals to be completed by the Committee on Special Education and their approach to declassification and finding students ineligible, our long-term average does appear to be comparable to the local school district. In recent years, we have made a very conscious effort to partner with parents to identify any special needs of their children. While many parents are reluctant to have their children classified as special education, we have worked to demonstrate that there is no stigma to having an IEP and considerable benefit to having students' needs identified and providing them with the appropriate services. These efforts have helped us to be more informed about the needs of families whose children require special education services.</p>	<p>As we move into the 2017-2018 school year, 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. Equipped with a dedicated special education teacher for every grade level at each of our schools, all of our teachers have access to the expertise of special education staff. This resource enhances all teachers' ability to reach their students and we plan to advertise this as part of our recruitment efforts in 2017-2018. We will also continue to offer intervention services for general education students who need additional support.</p>



Entry 12 Classroom Teacher and Administrator Attrition

Created: 07/10/2017 • Last updated: 07/26/2017

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	73	45	35	2	69

Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	30	5	2	0	30

Thank you



Entry 13 Uncertified Teachers

Created: 07/26/2017 • Last updated: 07/30/2017

FTE Count of All Teachers (Certified and Uncertified) as of June 30, 2017 69

FTE Count of All Certified Teachers as of June 30, 2017 63

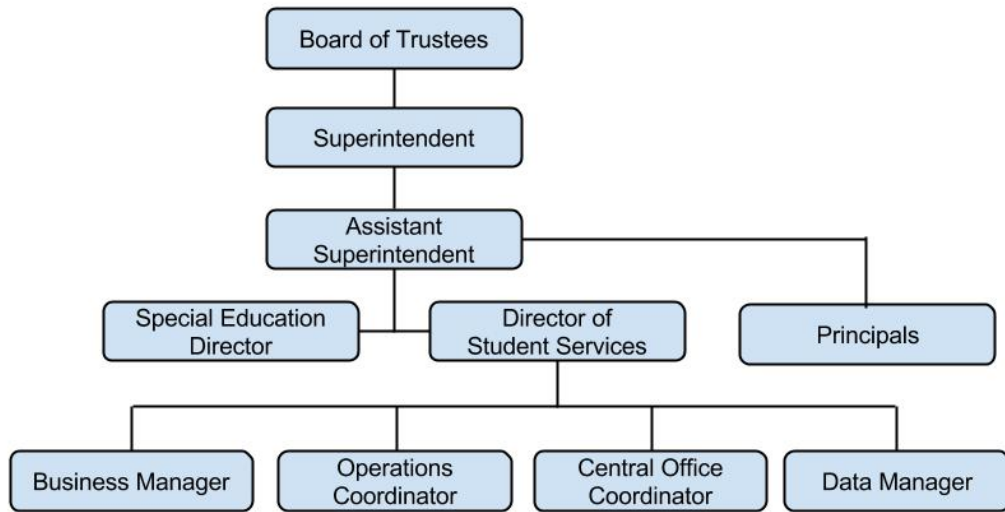
Instructions for Reporting Percent of Uncertified Teachers

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 June 30, 2017, and each uncertified teacher should be counted only once.

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

Thank you.





2017-2018

K-8 Promise Academy Calendar

Sep 2017						
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 2017						
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 2017						
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 2017						
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 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			

Feb 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			

Mar 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

Apr 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					

May 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		

Jun 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

Please note that the Summer 2018 dates have not yet been finalized.

School closed for students, teachers & staff		
Sep 4	Labor Day	
Oct 9	Columbus Day	
Nov 23	Thanksgiving Day	
Dec 25	Christmas Day	
Jan 1	New Year's Day	
Jan 15	Dr. Martin Luther Kings, Jr. Day	
Feb 19	President's Day	
May 28	Memorial Day	
Jul 4	Independence Day	

School closed for students and teachers only*		
Sep 1	Eid al-Adha	
Sep 21 - 22	Rosh Hashanah	
Nov 23 - 24	Thanksgiving Recess	
Dec 24 - Jan 1	Winter Recess	
Feb. 16 - 23	Midwinter Recess	
Mar 25	Good Friday	
Mar 30 - Apr 6	Spring Recess	
Jun 15	Eid al-Fitr	
Jun 27-Jul 3	Summer 2018 Intermission	

School closed for students only*		
Aug 28 - 31, Sep 5 - 6	Staff return for orientation and PDs	
Nov 7	Election Day	
Jun 7	Chancellor's Conference Day	
Jun 11	June Clerical Day (No school for K-8 on	

Important date (school is open)		
Sep 7	17-18 School Year begins	
Feb 12	100th day of school	
Apr 11-12	NYS 3-8 ELA Exam	
May 1-2	NYS 3-8 Math Exam	
May 8	Teacher Appreciation Day	
May 23 - Jun 1	Grades 4 & 8 Science Performance Tes	
Jun 4	Grades 4 & 8 Science Written Exam	
Jul 27	17-18 School Year ends	

*Teaching assistants should plan vacations around breaks when pos

Notes

Sep 1 is Eid-al Adha. School is closed for teaching staff and students.
 First day of instruction is Sep 7 - last day is Jul 27.
 June Clerical Day is Jun 11 and closed for K-8 only

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2017-2018

High School Promise Academy Calendar

Sep 2017						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct 2017						
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 2017						
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 2017						
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 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			

Feb 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			

Mar 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

Apr 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					

May 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		

Jun 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

Please note that the Summer 2018 dates have not yet been finalized.

Notes
 Sep 1 is Eid-al Adha. School is closed for teaching staff and students.
 First day of instruction is Sep 7 - last day is Jul 27
 HS only is closed on Regents scoring days (1/26 & 6/22)

School closed for students, teachers & staff		
Sep 4	Labor Day	
Oct 9	Columbus Day	
Nov 23	Thanksgiving Day	
Dec 25	Christmas Day	
Jan 1	New Year's Day	
Jan 15	Dr. Martin Luther Kings, Jr. Day	
Feb 19	President's Day	
May 28	Memorial Day	

School closed for students and teachers only*		
Sep 1	Eid al-Adha	
Sep 21 - 22	Rosh Hashanah	
Nov 11	Veteran's Day Observed	
Nov 23 - 24	Thanksgiving Recess	
Dec 24 - Jan 1	Winter Recess	
Feb. 16 - 20	Midwinter Recess	
Mar 25	Good Friday	
Mar 30 - Apr 6	Spring Recess	
Jun 15	Eid al-Fitr	
Jun 27-Jul 3	Summer 2018 Intermission	

School closed for students only*		
Aug 28 - 31, Sep 5 - 6	Staff return for orientation and PDs	
Nov 7	Election Day (professional development)	
Jan 26	Regents Scoring Day (closed for HS only)	
Jan 29	Chancellor's Conf Day (closed for HS only)	
Jun 7	Chancellor's Conference Day for PD	
Jun 22	Regents Scoring Day (closed for HS only)	

Important dates (school is open)		
Sep 7	17-18 School Year begins	
Jan 22-25	Regents Exams	
Feb 15	100th day of school	
May 8	Teacher Appreciation Day	
Jun 5, 12-22	Regents Exams	
Aug 16-17	August Regents Exams	

*Teaching assistants should plan vacations around breaks when possible.

