



Promise Academy II Charter School

A partner of



**Harlem Children's
ZONE**

BOARD OF TRUSTEES

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Anne Williams-Isom
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Denise Fuller
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Alfonso Wyatt

Achil Petit
Superintendent

Shondell James
**Principal
Elementary School**
2005 Madison Avenue
New York, NY 10035
Tel 212.360.3236

Amy Deal
**Principal
Middle School**
35 East 125th Street
New York, NY 10035
Tel 212.360.3237

Kashif Hameed
**Principal
High School**
35 East 125th Street
New York, NY 10035
Tel 212.360.3238

AGENDA

Promise Academy II Board of Trustees Meeting
Wednesday, May 13th, 2020
at
The Harlem Children's Zone
Conference Call

- I. Acceptance of the Minutes
- II. CEO Report (*Anne Williams-Isom*)
- III. Superintendent's Updates (*Achil Petit*)
- IV. Promise Academy II Updates
 - i. Elementary School (*Shondell James*)
 - ii. Middle School (*Amy Deal*)
 - iii. High School (*Kashif Hameed*)
- V. Financial Report (*Jim Hutter*)
- VI. Resolution
 - i. Appointment of Independent Accountants (*Jim Hutter*)

The Harlem Children's Zone Promise Academy II Charter School

Board Meeting

Tuesday, April 7, 2020

Conference Call

Attendees: Geoffrey Canada, Mitch Kurz Anne Williams-Isom, Ellanor (Bodie) Brizendine, Fatime Cadoo, Stan Druckenmiller, Willie Mae Lewis, Keith Meister, Alfonso Wyatt, Candice Ashby, Victor Boadum, Rowland Boateng, Ari Browne, Joseph Cordero, Amy Deal, Madelaine German-Schultz, Kashif Hameed, Shondell James, Justin Maker, Bridget O'Neill, Kwame Owusu-Kesse, Achil Petit, Hayling Price, Susan Rydz, and Toya Stilley

Acceptance of Minutes (Geoffrey Canada)

The meeting was called to order at 7:00 a.m., and a motion to approve the meeting minutes from March 10, 2020 was unanimously approved.

CEO Report (Anne Williams-Isom)

Anne Williams-Isom reported that she has been meeting remotely every day with the senior management team to offer guidance and inspiration.

CEO-elect, Kwame Owusu-Kesse, introduced two new senior executives who have been hired to fill the roles of Chief Operations Officer (COO) and Senior Managing Director of Programs.

Dr. Nana Annan, who will be serving as COO, has had 22 years of experience to date. Prior to joining HCZ, she served as COO of the Boys Club of NY and has worked with many non-profit organizations focused on education, development, and advocacy, such as Brooklyn Generation School, United Nations Development Programme, Kids in Need of Defense, and Greater Boston Legal Services. Ms. Annan has a Juris Doctorate from Boston University School of Law and a Bachelor of Science in computer science from Spelman College.

Wesner Pierre, the new Senior Managing Director of Programs, has over a decade of experience, most recently at CAMBA, where he served as Vice President of Educational Youth Development. Mr. Pierre was a 2015 participant in the American Express Leadership Academy and holds a Bachelor of Arts in Urban Legal Studies from City College and a master's degree in Urban Affairs from Queens College of the City University of New York.

Superintendent's Update (Dr. Achil Petit)

Dr. Achil Petit reported that enrollment is currently 1,116 for Promise Academy I and 1,011 for Promise Academy II.

Dr. Petit reported on the schools' progress in response to closures in alignment with the New York City Department of Education (DOE). Virtual learning continues to be successful, with high student attendance. Teachers are providing live instruction via virtual learning platforms. One hundred and forty-five hot spots and 1,000 laptops were distributed to students and families, with many families sending notes of gratitude for the support and high level of instruction that their children are receiving remotely. Dr. Petit thanked Ms. Williams-Isom and Mr. Owusu-

Kesse for their support and guidance in keeping scholars and families safe. Dr. Petit also thanked PAII Middle School Principal Amy Deal and Director of Information Systems Ari Browne for ensuring that all staff were trained on virtual learning platforms.

Additionally, Dr. Petit reported that, in response to the warnings that hackers have been infiltrating learning platforms, security measures had been implemented to protect scholars and staff. Additionally, Promise Academy leaders will continue to monitor progress on keeping security measures in place.

HCZ Promise Academy II Elementary School (Dr. Shondell James)

The elementary school's attendance was at 89% for March. The lowest days were due to the transition to virtual learning.

Parent-teacher conferences were held on March 11th via telephone.

Training in Google Classroom and Zoom were held for all teachers prior to the school closure.

Remote instruction began for all PAII elementary students on March 18th. Families who required technology have received laptops, hotspots, and technical support when needed.

Scholars have been receiving regular instruction in the mornings, including ELA and math. Scholars also receive a break before the afternoon "pull out" services to allow students time away from their computer screens.

School leaders meet with staff members daily to offer support and guidance.

School counselors, social workers, deans, and parent coordinators have been reaching out to families to provide support. Additionally, the principal offers office hours for any families or staff members who would like to speak privately through an app that allows parents to send messages directly to her.

Student assessments have been adjusted in consideration of parent intervention. Additional questions ask scholars to think about their answers critically to determine whether they understand the content.

HCZ Promise Academy II Middle School (Amy Deal)

The middle school's attendance was at 96% for March. School administrative staff have been consistently calling parents to make sure every child is logging in for instruction daily.

The middle school has been the exemplar for remote learning. Principal Deal and Education Director Ryan Carroll have been using Google Classroom for math instruction for the past two years. School leaders trained Promise Academy staff in methods and procedures before school closures.

The principal started a Thursday night Zoom session for parents to log in and ask questions.

The school started a digital weekly newsletter to parents to update them on schedules, fun facts, and other information about remote learning at the middle school.

The social work team has worked closely with teachers to ensure that families and students are supported.

HCZ Promise Academy II High School (Kashif Hameed)

The high school's attendance was at 94% for March.

Mr. Hameed thanked everyone for the high level of support that the high school has received. He also thanked Director of Information Systems Ari Browne for his consistent support in helping families with technology issues.

Education directors and operation directors have been consistently supporting students, families, and staff during the crisis. Social workers and guidance counselors are frequently reporting on the emotional wellness of the students, and school leaders are doing social-emotional learning check-ins with students who have previously struggled.

To celebrate the end of the third marking period, the school held a virtual honor ceremony.

School leaders have met with students to brainstorm ideas to celebrate senior prom remotely.

Seniors continue to receive college acceptance to institutions such as Georgetown, Berklee College of Music, and Northwestern University. School leaders are planning a virtual town hall meeting to celebrate student achievements. Also, the principal is hosting Friday Zoom sessions with staff members to highlight school achievements.

Financial Report (Jim Hutter)

PAII's enrollment is at 1,011, which is 17 unfavorable versus the budget. PAII revenue is \$300,000 unfavorable versus the budget. PAII is \$200,000 favorable with expenses at \$14.4M. There is no HCZ contribution through nine months of FY20.

HCZ Promise Academy II

April 2020 Attendance Report

Date	HCZ PAII Elementary School			HCZ PAII Middle School			HCZ PAII High School		
	Number of Students Absent	Enrollment	% of Students Present	Number of Students Absent	Enrollment	% of Students Present	Number of Students Absent	Enrollment	% of Students Present
4/1	31	556	94%	6	253	98%	18	203	91%
4/2	38	556	93%	3	253	99%	7	203	97%
4/3	48	556	91%	7	253	97%	14	203	93%
4/6	53	556	90%	8	253	97%	8	203	96%
4/7	51	556	91%	6	253	98%	11	203	95%
4/8	50	556	91%	7	253	97%	13	203	94%
4/9	44	556	92%	7	253	97%	11	203	95%
4/13	66	556	88%	10	253	96%	11	203	95%
4/14	35	556	94%	11	253	96%	9	203	96%
4/15	50	556	91%	12	253	95%	10	203	95%
4/16	44	556	92%	12	253	95%	9	203	96%
4/17	48	556	91%	6	253	98%	10	203	95%
4/20	42	556	92%	11	253	96%	13	203	94%
4/21	33	556	94%	6	253	98%	17	203	92%
4/22	35	556	94%	7	253	97%	15	203	93%
4/23	39	556	93%	7	253	97%	15	203	93%
4/24	45	556	92%	12	253	95%	14	203	93%
4/27	40	556	93%	11	253	96%	9	203	96%
4/28	36	556	94%	7	253	97%	12	203	94%
4/29	33	556	94%	8	253	97%	13	203	94%
4/30	37	556	93%	9	253	96%	13	203	94%
Average	44	556	92%	8	253	97%	12	203	94%



Promise Academy II

FY 2020 April YTD Budget vs. Actual

\$ millions

	Budget	Actual ⁽¹⁾	Fav/(Unfav)	Full Year Budget
Enrollment	1,028	1,011	(17)	1,028
DOE and other gov't funding	\$ 16.8	\$ 16.4	\$ (0.4)	\$ 20.2
Expenses:				
Salaries	10.4	10.1	0.3	12.6
Benefits	3.2	3.1	0.1	4.0
OTPS	2.5	2.5	-	3.1
Total Expenses	16.1	15.7	0.4	19.7
Expenses in excess of public funding	-	-	-	-
Contribution Components:				
Private Funding	1.0	1.0	-	1.2
HCZ Contribution	-	-	-	-
per student (whole \$)	\$ -	\$ -	\$ -	\$ -

(1) Excludes bonus, growth fund, occupancy and "in-kind" contributions.

FY20 Operating Budget does not include PA Blueprint project

RESOLUTION OF THE BOARD OF TRUSTEES
OF HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL
TO APPROVE INDEPENDENT ACCOUNTANTS

THE BOARD OF TRUSTEES (the "Board") of HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL, a New York not-for-profit corporation (the "Corporation"), acting pursuant to the By-Laws of the Corporation (the "By-Laws") and the New York Not-For-Profit Corporation Law for the purpose of taking the following action relating to the adoption of the resolution set forth below, indicates that:

WHEREAS, Harlem Children's Zone Promise Academy II Charter School having considered the performance of Grant Thornton ("GT") for the Corporation's audit, compliance and related work, recommends to the Board that GT be retained to perform such services;

WHEREAS, after due deliberation and consideration, the Board has determined that the retention of GT to perform the Fiscal Year 2020 audit, compliance and related work for Harlem Children's Zone Promise Academy II Charter School is in the best interest of the Corporation, and

NOW, THEREFORE, BE IT RESOLVED, that the retention of GT to perform the Fiscal Year 2020 audit, compliance and related work for Harlem Children's Zone Promise Academy II Charter School is hereby approved.

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