



Promise Academy I Charter School

A partner of



Harlem Children's
Z O N E

BOARD OF TRUSTEES

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Anne Williams-Isom
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Alfonso Wyatt

Achil Petit
Superintendent

Joseph Cordero
Principal
Elementary School
245 West 129th Street
New York, NY 10027
Tel 212.360.3232

Madelaine German-Schultz
Principal
Middle School
245 West 129th Street
New York, NY 10027
Tel 212.360.3233

Bridget O'Neill
Principal
High School
245 West 129th Street
New York, NY 10027
Tel 212.360.3234

AGENDA

Promise Academy I 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 I Updates
 - i. Elementary School (*Joseph Cordero*)
 - ii. Middle School (*Madelaine German-Schultz*)
 - iii. High School (*Bridget O'Neill*)
- V. Financial Report (*Jim Hutter*)
- VI. Resolution
 - i. Appointment of Independent Accountants (*Jim Hutter*)

The Harlem Children's Zone Promise Academy I 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 I Elementary School (Dr. Joseph Cordero)

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

In early March, prior to school closures, Kappa Alpha Psi Fraternity members partnered with Read Across America to visit the school and read to students in several elementary classes. The students were featured on NBC's Today Show for a segment on Read Across America. As a surprise, students received hundreds of books on-air as part of a live book fair.

Google Classroom training was held on March 9th in response to the COVID-19 pandemic and in case of a school closure.

The elementary school held parent-teacher conferences virtually, with high parent participation. Additionally, sessions with the principal are held regularly.

Live virtual instruction began on March 17th for the elementary school. Each morning begins with social-emotional learning and virtual community circles. Scholars have an hour and a half of ELA and math instruction with quizzes and assessments taking place in real-time. Teachers have live office hours to support parents one-on-one. Special education and counseling services are given in the afternoon.

School leaders are checking in with staff members daily as a team and in smaller groups. Also, elementary staff members are taking advantage of virtual workouts offered by physical education teachers. Virtual professional development opportunities have also been available to teachers. Technology support continues to be offered daily.

HCZ Promise Academy I Middle School (Madelaine Schultz)

The middle school's attendance was at 98% for March. School administrative staff have been consistently calling parents to make sure every child is logging in for instruction daily.

Teachers with more advanced technological knowledge have been coaching their peers who require additional tech support. Middle school teachers have also been providing a remote academic hour for students who need it.

Students receive remote social-emotional learning daily with staff members checking in with students during virtual one-on-one sessions. Students also engage in physical education online.

Assessments and quizzes are given frequently to scholars to ensure they are engaging with the material and mastering the content.

HCZ Promise Academy I High School (Bridget O'Neill)

The high school's attendance was at 96% for March.

All high school staff members were trained in remote learning platforms. Remote learning began for every PAI high school student on March 19th.

The high school has created a technology support hotline so that parents and students can access support in real-time.

School leadership has been meeting with teachers and staff frequently to offer support and guidance.

School leaders have shifted to open-ended assessments, which tasks high school students with creating original work.

High school students receive remote social-emotional learning and physical education.

School leaders are running virtual town halls and pep rallies for both students and parents to share information and offer support and guidance.

Financial Report (Jim Hutter)

PAI's enrollment is at 1,116, which is 12 unfavorable versus the budget. PAI revenue is \$300,000 unfavorable versus the budget. PAI is \$200,000 favorable with expenses at \$14.9M. There is no HCZ contribution through nine months of FY20.

HCZ Promise Academy I

April 2020 Attendance Report

Date	HCZ PAI Elementary School			HCZ PAI Middle School			HCZ PAI 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	45	644	93%	2	236	99%	6	236	97%
4/2	43	644	93%	2	236	99%	9	236	96%
4/3	49	644	92%	2	236	99%	11	236	95%
4/6	38	644	94%	1	236	100%	17	236	93%
4/7	41	644	94%	6	236	97%	7	236	97%
4/8	36	644	94%	2	236	99%	7	236	97%
4/9	32	644	95%	3	236	99%	11	236	95%
4/13	46	644	93%	5	236	98%	15	236	94%
4/14	30	644	95%	2	236	99%	16	236	93%
4/15	32	644	95%	1	236	100%	11	236	95%
4/16	26	644	96%	8	236	97%	11	236	95%
4/17	33	644	95%	5	236	98%	10	236	96%
4/20	33	644	95%	3	236	99%	31	236	87%
4/21	20	644	97%	1	236	100%	11	236	95%
4/22	16	644	98%	0	236	100%	14	236	94%
4/23	24	644	96%	0	236	100%	10	236	96%
4/24	24	644	96%	3	236	99%	16	236	93%
4/27	27	644	96%	3	236	99%	14	236	94%
4/28	20	644	97%	0	236	100%	6	236	97%
4/29	26	644	96%	4	236	98%	25	236	89%
4/30	23	644	96%	4	236	98%	9	236	96%
Average	34	644	95%	3	236	99%	12	236	95%



Promise Academy I

FY 2020 April YTD Budget vs. Actual

\$ millions

	Budget	Actual ⁽¹⁾	Fav/(Unfav)	Full Year Budget
Enrollment	1,128	1,116	(12)	1,128
DOE and other gov't funding	\$ 17.8	\$ 17.4	\$ (0.4)	\$ 21.4
Expenses:				
Salaries	10.5	10.4	0.1	12.7
Benefits	3.2	3.2	-	4.0
OTPS	3.1	2.8	0.3	3.8
Total Expenses	16.8	16.4	0.4	20.5
Expenses in excess of public funding	-	-	-	-
Contribution Components:				
Private Funding	1.1	1.1	-	1.3
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 CHARTER SCHOOL
TO APPROVE INDEPENDENT ACCOUNTANTS

THE BOARD OF TRUSTEES (the "Board") of HARLEM CHILDREN'S ZONE PROMISE ACADEMY 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 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 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 Charter School is hereby approved.

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