



Promise Academy II Charter School

A partner of



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Achil Petit
Superintendent

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2005 Madison Avenue
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Tel 212.360.3236

Amy Deal
**Principal
Middle School**
35 East 125th Street
New York, NY 10035
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Kashif Hameed
**Principal
High School**
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New York, NY 10035
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AGENDA

Promise Academy II Board of Trustees Meeting
Wednesday, October 14th, 2020

at

The Harlem Children's Zone
Video Conference

- I. Acceptance of the Minutes
- II. CEO Report (*Kwame Owusu-Kesse*)
- 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. Resolutions
 - i. PA II (Grades K-5) Community School District Relocation (*Candice Ashby*)
 - ii. PA II Kindergarten Lottery Preferences (*Candice Ashby*)

The Harlem Children's Zone Promise Academy II Charter School

Board Meeting

Wednesday, September 15, 2020

Conference Call

Attendees: Geoffrey Canada, Mitch Kurz, Ken Langone, Kwame Owusu-Kesse, Fatime Cadoo, Stan Druckenmiller, Willie Mae Lewis, Keith Meister, Alfonso Wyatt, Sara Alvarado, Nana Annan, Candice Ashby, Ari Browne, Joseph Cordero, Amy Deal, Tiffany Fountain, Kashif Hameed, Jim Hutter, Shondell James, Jennifer Klein, Jazmine Lewis, Justin Maker, Liam McCarthy, Bridget O'Neill, Achil Petit, Wesner Pierre, Hayling Price, Susan Rydz, Madelaine Schultz, Toya Stilley, and Troy Smith

Acceptance of Minutes (Geoffrey Canada)

The meeting was called to order at 7:30 a.m., and a motion to approve the meeting minutes from July 22, 2020 was unanimously approved.

CEO Report (Kwame Owusu-Kesse)

Chief Executive Officer Kwame Owusu-Kesse lauded the 2020 Harlem Children's Zone Annual Gala as a moving tribute to Stan Druckenmiller, this year's award recipient. Mr. Owusu-Kesse thanked Stan for his contributions to HCZ.

Mr. Owusu-Kesse also reported that HCZ continues reopening strategies for the fall. There has been a strong focus on protecting the most vulnerable scholars and staff members from COVID-19, as well as on the implementation of safety protocols for everyone. Spaces are being carefully prepared for re-entry, including checking air quality, posting signage and floor stickers, organizing room furniture, and providing safety training to ensure social distancing. In addition to regular cleaning by HCZ's facilities team, professional cleaners have also been hired for deeper cleaning and sanitization of all HCZ buildings. Executive leaders consistently stay informed by experts in the field to ensure a safe reopening.

HCZ is also preparing for different scenarios for the fall, including hybrid and full-remote learning scenarios, in case the percentage rate of COVID-19 increases in "the Zone."

The current plan is a hybrid learning environment for Promise Academy, with each student attending school two days a week and learning remotely for three days a week. On Wednesdays, all scholars will be remote to allow for professional deep cleaning in all buildings. HCZ programming, including afterschool for Promise Academy, will also employ a similar model. Executives have been in-person on a staggered schedule since July, and the following layer of leadership started in August.

The Recovery and Reopening Committee (RRC) is exploring ways in which the community can provide access to rapid COVID-19 testing and have been in communication with experts across the field to this end.

Superintendent's Update (Dr. Achil Petit)

Dr. Achil Petit reported that enrollment is currently 1,198 for Promise Academy I and 1,121 for Promise Academy II.

Dr. Petit also reported that the fall session for Promise Academy began on September 8, 2020, with full remote instruction. Dr. Petit thanked Central Office and IT staff members for ordering and distributing new computers to all students who needed them. Hybrid instruction begins on September 29, 2020.

For the 2020-2021 school year, Promise Academy II Elementary School has been relocated to 245 West 129th Street.

The summer session was held virtually and was successful. Dr. Petit thanked Troy Smith and Wesner Pierce for the afterschool program over the summer.

Procedures have been updated to include remote learning protocols for attendance, and behavior and discipline. New methods for behavior and discipline include a private, virtual chat with scholars and their families as an intervention.

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

The elementary school's attendance was 81% for the summer.

PAII Elementary School worked in close collaboration with its sister school over the summer. Students also had academic and enrichment sessions, with afterschool supporting.

Students in grades 2-5 had the opportunity to engage in project-based learning focused on African-American culture and history. For kindergarten and first grade, scholars participated in a "summer reading adventure."

Staff had an orientation in collaboration with PAI. Educators reviewed curriculum content and learned more about the "Educator's Theory," which challenged staff to view poignant documentaries and then hold discussions to address common biases and explore other perspectives. Educators also discussed implicit bias and how to address the community in ways that are respectful to all families.

The school held parent orientations during the summer for new families to ensure preparation and readiness for virtual, remote learning. This included guidance in uploading important documents and making sure that their students were registered.

HCZ Promise Academy II Middle School (Amy Deal)

The middle school's attendance was 91% for the summer.

Summer session instruction and enrichment were project-based. The disciplines for the projects were English, science and ELA. Students wrote vignettes, experimented with science projects and participated in math challenges.

The school collaborated with the afterschool program to encourage high attendance.

The principal partnered with the PAI High School principal, Bridget O'Neill, to run a new teacher training institute for three weeks in July. In August, they met with their newly hired teachers to help them get acclimated to the systems and cultures within Promise Academy and HCZ.

The principal worked closely with the PAI Middle School principal, Madelaine Schultz, to align professional development for teachers, which included school culture, behavior management, remote instruction tools, and social-emotional learning.

The school continued its partnership with Success in Motion, offering remote workouts for staff members.

The middle school held three parent sessions for each grade, to answer questions and inform them about safety precautions.

HCZ Promise Academy II High School (Kashif Hameed / Bridget O'Neill)

The PAI and PAII high school's combined attendance was 94% for the summer.

Promise Academy I High School offered combined lessons for the summer with their sister school, Promise Academy II High School, including a range of core classes and electives for summer credit recovery.

The high schools led an enrichment program called "Our One Book Summer Project."

Scholars in grades 9-11 participated in weekly Zoom sessions to engage in a reading of the novel, *The Other Wes Moore: One Name, Two Fates* by Wes Moore. For each Zoom session, there were over 225 student participants who completed the summer reading project together online. Scholars held live readings and book chats and explored relevant research topics. They also chose from four options of project extensions to complete over the summer. These projects would be turned in during the first week of school. Scholars had meaningful conversations about the common themes of the book, including racial injustice in the country. The principals continue to build out the African-American studies curriculum, which is offered to all high school grades.

Staff members returned in August and had meaningful discussions about different ways to engage with students remotely. Teachers received professional development that explored topics like welcoming students virtually and incentive-based interventions.

The schools launched GoGuardian software, which fosters a safer learning environment by allowing teachers to manage and direct online classroom activities.

Mr. Hameed is continuing to lead the high school boys group to further efforts around social-emotional learning.

Financial Update (Jim Hutter)

PAII's enrollment is at 1,121, which is 93 favorable versus the budget. PAII revenue is on target with the budget. PAII is \$500,000 favorable, with expenses at \$2.4M. There is no HCZ contribution through two months of FY21.

Promise Academy Safety Plan (Candice Ashby)

A motion was called to approve the Promise Academy Safety Plan for the 2020-2021 academic year. The motion was approved. The safety plan can be found on the Promise Academy website.

<https://hczpromise.org/community/>

HCZ Promise Academy II

September 2020 Attendance Report

| | HCZ PAII Elementary School | | | HCZ PAII Middle School | | | HCZ PAII High School | | |
|---------|------------------------------|------------|--------------------------|------------------------------|------------|--------------------------|------------------------------|------------|--------------------------|
| Date | Number of Students Absent | Enrollment | % of Students Present | Number of Students Absent | Enrollment | % of Students Present | Number of Students Absent | Enrollment | % of Students Present |
| 9/8 | 110 | 599 | 82% | 20 | 265 | 92% | 5 | 216 | 98% |
| 9/9 | 90 | 598 | 85% | 10 | 264 | 96% | 10 | 216 | 95% |
| 9/10 | 78 | 598 | 87% | 9 | 262 | 97% | 9 | 216 | 96% |
| 9/11 | 75 | 599 | 87% | 11 | 262 | 96% | 15 | 216 | 93% |
| 9/14 | 79 | 600 | 87% | 8 | 262 | 97% | 12 | 216 | 94% |
| 9/15 | 67 | 600 | 89% | 9 | 263 | 97% | 14 | 216 | 94% |
| 9/16 | 60 | 600 | 90% | 6 | 263 | 98% | 20 | 216 | 91% |
| 9/17 | 67 | 600 | 89% | 8 | 263 | 97% | 16 | 216 | 93% |
| 9/18 | 75 | 600 | 88% | 7 | 263 | 97% | 19 | 216 | 91% |
| 9/21 | 70 | 600 | 88% | 5 | 263 | 98% | 15 | 216 | 93% |
| 9/22 | 67 | 601 | 89% | 8 | 263 | 97% | 19 | 216 | 91% |
| 9/23 | 55 | 601 | 91% | 5 | 263 | 98% | 21 | 216 | 90% |
| 9/24 | 70 | 601 | 88% | 12 | 263 | 95% | 19 | 216 | 91% |
| 9/25 | 74 | 601 | 88% | 8 | 263 | 97% | Clerical Day | | |
| 9/29 | 63 | 601 | 90% | 3 | 264 | 99% | 6 | 216 | 97% |
| 9/30 | 58 | 601 | 90% | 6 | 264 | 98% | 13 | 216 | 94% |
| Average | 72 | 600 | 88% | 8 | 263 | 97% | 14 | 216 | 93% |



PROMISE ACADEMY CHARTER SCHOOLS

Promise Academy II
FY 2021 September YTD Budget vs. Actual
 \$ millions

| | | <u>Budget</u> | <u>Actual</u> | <u>Fav/(Unfav)</u> | <u>Full Year Budget</u> |
|--------------------------------------|-----|---------------|---------------|--------------------|-----------------------------|
| Enrollment | | 1,028 | 1,065 | 37 | 1,028 |
| DOE and other gov't funding | (a) | \$ 5.1 | \$ 5.1 | \$ - | \$ 20.3 |
| Expenses: | | | | | |
| Salaries | | 2.9 | 2.8 | 0.1 | 12.8 |
| Benefits | | 0.9 | 0.8 | 0.1 | 4.1 |
| OTPS | | 0.6 | 0.5 | 0.1 | 3.2 |
| Total Expenses | (b) | 4.4 | 4.1 | 0.3 | 20.1 |
| Expenses in excess of public funding | | - | - | - | - |
| Contribution Components: | | | | | |
| HCZ Contribution | | - | - | - | - |
| per student (whole \$) | | \$ - | \$ - | \$ - | \$ - |

*(a) Excludes Government Funding (SBA loan forgiveness).
 Awaiting determination of NYS one-time funding - historically about \$0.2M.*

(b) Excludes bonus, growth fund, COVID-related expenses & HCZ allocations.



PROMISE ACADEMY CHARTER SCHOOLS

Promise Academy II FY 20 Draft Financial Statements

- * Audit of Financial Statements for the year ended June 30, 2020**
- * Grant Thornton is our auditor**
- * Field work is in progress**
- * Financial statements include:**
 - * Auditor's Opinion**
 - * Financial Position**
 - * Revenues & Expenses**
 - * Government grant revenue**
 - * "In-kind" support from HCZ**
 - * Supplemental schedule of Functional Expenses**
 - * Related Party accounting and disclosure**
- * Report on Internal Control:**
 - * Over Financial Reporting**
 - * Compliance with Government Auditing Standards**
- * Audited financial statements and Report on Internal Control are required to be filed with the DOE by October 30, 2020**
- * We are currently on target**

HCZ Promise Academy is committed to helping students get a “head start” in established Pre-K programs. Therefore, the school accepts applications for kindergarteners two school years before those children can matriculate at HCZ Promise Academy. In admitting students by lottery two years prior to kindergarten, the school helps families find placements for their children in established Pre-K programs so that students are even better prepared. Conducting a lottery two years prior to the start of the kindergarten year ensures that all applicants have an equal chance at enrollment.

Enrollment Lottery: In the event that HCZ Promise Academy II receives more applications than allotted spaces, the school holds a lottery. This random and publicly held lottery is audited by a disinterested and independent individual to be determined. All applicants are notified of the time and the place of the lottery and are invited to attend. The lottery is held each year for children who are three years old. Families who earn a place for future kindergarten enrollment, may be offered an opportunity to attend HCZ Early Childhood programs. Attendance in HCZ Early Childhood programs is voluntary and not a condition of enrollment in Promise Academy. Given HCZ Promise Academy II’s commitment to serve students at risk of academic failure, the following criteria are used in the lottery when space is made available:

- If applicable, first preference is given to students who attended the school the previous year and are returning to the school;
- Second preference is given to younger siblings of students enrolled in the school; siblings are given preference only to enroll in kindergarten.
- Third preference is given to students living in New York City School District 4 who qualify for the federal free and reduced-price school lunch programs and to any of such students’ siblings also applying for admission to HCZ Promise Academy II;
- Fourth preference is given to other students living in Central Harlem who are low-income and who are zoned to attend a low-performing¹ public school if not admitted to HCZ Promise Academy II;
- Fifth preference is given to other students living in New York City School District 4 who do not qualify for the federal free and reduced-price school lunch programs and to any of such students’ siblings also applying for admission to HCZ Promise Academy II;
- If space remains, students from outside the New York City School District 4 are admitted with preference given to students who qualify for the federal free and reduced-price school lunch programs and to any of such students’ siblings also applying for admission to HCZ Promise Academy II; and
- Once the available spaces are filled by students whose names are drawn and/or by students whose siblings are selected for enrollment, the remaining applicants are placed on a waiting list in the order in which their names are drawn (students with siblings enrolled in the school receive preference over waiting list candidates who do not have siblings enrolled).

Vacancies: To fill any vacancies, however, separate waiting lists are maintained for each grade level. The random lottery used for student admission also serves to place students in preferential order on these waiting lists. If the school chooses to fill a vacancy, the school contacts the parent or guardian of the student next on the appropriate waiting list. Reasonable attempts are made to contact the family of the first student on the waiting list to determine whether the student remains interested in enrolling at the school before proceeding to the next name on the list. If attempts to contact the student’s parents/guardians are unsuccessful, the school may remove that student from the waiting list. Documentation of attempts made to contact the parents/guardians of any student removed from the waiting list are maintained by the school.

¹ Test scores below the city’s overall performance level.

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