



# Promise Academy II Charter School

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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 125<sup>th</sup> Street  
New York, NY 10035  
Tel 212.360.3237

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

## AGENDA

Promise Academy II Board of Trustees Meeting  
Wednesday, February 10<sup>th</sup>, 2021

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. Appointment of Independent Accountants (*Jim Hutter*)
  - ii. Procurement Policy (*Jim Hutter*)

## **The Harlem Children's Zone Promise Academy II Charter School**

### **Board Meeting**

**Wednesday, January 20, 2021**

### **Video Conference**

*Attendees: Geoffrey Canada, Mitch Kurz, Kwame Owusu-Kesse, Bodie Brizendine, Fatime Cadoo, Stan Druckenmiller, Keith Meister, Alfonso Wyatt, Sara Alvarado, Nana Annan, Candice Ashby, Ari Browne, Joseph Cordero, Amy Deal, Jim Hutter, Shondell James, Jennifer Klein, Jazmine Lewis, Willie Mae Lewis, Justin Maker, Bridget O'Neill, Achil Petit, Hayling Price, Susan Rydz, Madelaine Schultz, Troy Smith and Toya Stille*

#### **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 December 8, 2020, was unanimously approved.

#### **CEO Report (Kwame Owusu-Kesse)**

Chief Executive Officer (CEO) Kwame Owusu-Kesse reported that leadership has decided to extend virtual programming through mid-February Winter Break in response to feedback from the HCZ community and the increase in positive COVID-19 cases across the city. Students are scheduled to return to hybrid learning on March 1, 2021.

Mr. Owusu-Kesse also reported that, through HCZ's partnership with the Institute for Family Health, the HCZ community will be given priority for vaccinations. Additionally, to mitigate concerns about the safety of the COVID-19 vaccine, HCZ will launch a campaign to educate community members about the vaccine and encourage them to take it.

Mr. Owusu-Kesse reported that in December 2020, HCZ gave \$500 in emergency relief funds per child to parents and guardians of Promise Academy students. Mr. Owusu-Kesse thanked Senior Managing Director of Programs Wesner Pierre for leading the effort, and he noted that families shared overwhelming positive feedback and gratitude regarding the effort.

Finally, Mr. Owusu-Kesse shared that The William Julius Wilson Institute, housed at HCZ, held a national conference with more than 350 participants from all over the country to learn about the best practices of comprehensive placed-based work.

#### **Superintendent's Update (Dr. Achil Petit)**

Dr. Achil Petit reported that enrollment is currently 1,145 for Promise Academy I and 1,059 for Promise Academy II.

Dr. Petit reported that virtual holiday celebrations were held for Central Office staff members. Staff also received gifts of appreciation.

Dr. Petit shared that many parents reached out to him and school leadership to thank HCZ for the emergency relief funds.

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

The elementary school's attendance was 94% for December.

The school celebrated the power of generosity with the character trait of “giving” during December. The focus was to support those who have suffered challenges during the past year.

Scholars who had good attendance were rewarded with “HERO” shirts (Here Everyday Ready and On Time). The parents of those scholars also received shirts for their support. Additionally, the top five performing scholars from each class also received awards for participation and engagement.

Staff who instruct during Saturday Academy received holiday raffle prizes and personalized cards as tokens of appreciation.

The theater arts teacher directed an adaptation of Shel Silverstein’s poem “Sick” with first and second-grade students. Scholars in grades 3-5 held a virtual concert.

The elementary school held a spirit week.

Deans and counselors continue to facilitate scholar groups to offer social-emotional support.

### **HCZ Promise Academy II Middle School (Amy Deal)**

The middle school's attendance was 98% for December.

Scholars have the opportunity to socialize during the pandemic by participating in extracurricular activities offered by the school. The principal thanked COO Nana Annan for recently joining the middle school’s chess club.

Staff members have been attending psychology training to learn approaches for supporting and motivating families and scholars.

School leaders distributed new polos and backpacks for staff members for the holidays.

The middle school’s social worker held an informative session with parents about suicide awareness, intervention, and prevention. All parents received materials related to suicide awareness, and they will have the opportunity to attend an upcoming follow-up session.

The school held a parent/teacher conference, with 206 parents attending. School leaders also attended the monthly Promise Academy II Parent Association (PAPA II) meeting, which was a very successful game night for parents.

### **HCZ Promise Academy II High School (Kashif Hameed)**

The high school's attendance was 95% for December. The school celebrated 153 scholars who had perfect attendance.

High school scholars who have a GPA of 85 or higher were inducted into the school’s National Honor Society. The scholars were honored with a virtual candle-lighting ceremony.

The high school partnered with film and TV production company Big Star to create a 10-week program with Promise Academy I and II high school students focused on increasing diversity. To support this effort, Dr. Petit and school leaders loaned the scholars state-of-the-art MacBooks with software capable of high-level video editing. Big Star has plans to partner with Promise scholars again in the future.

The social work team continues to work with the school to ensure that students are supported in their social-emotional learning.

High school scholars are completing midterms this week. Seniors with high GPAs have been volunteering to support high school freshmen who need additional support. Currently, 48 freshmen are receiving tutoring and academic support from senior students.

High school students worked together to record a “thank you” message to frontline workers.

### **Financial Update (Jim Hutter)**

PAII's enrollment is at 1,059, which is 31 favorable versus the budget. PAII revenue is on target with the budget. PAII is \$700,000 favorable, with expenses at \$9.4M. There is no HCZ contribution through six months of FY21.

# HCZ Promise Academy II

## January 2021 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
1/4	67	580	88%	10	265	96%	16	214	93%
1/5	30	580	95%	7	265	97%	14	214	93%
1/6	47	580	92%	6	265	98%	14	214	93%
1/7	41	580	93%	6	265	98%	12	214	94%
1/8	44	580	92%	8	265	97%	14	214	93%
1/11	38	580	93%	9	265	97%	12	214	94%
1/12	38	580	93%	5	265	98%	12	214	94%
1/13	43	580	93%	10	265	96%	10	214	95%
1/14	39	580	93%	11	265	96%	9	214	96%
1/15	57	580	90%	14	265	95%	8	214	96%
1/19	34	580	94%	9	265	97%	<b>Midterm Exams</b>		
1/20	28	580	95%	5	265	98%			
1/21	30	580	95%	5	265	98%			
1/22	38	580	93%	10	265	96%			
1/25	27	578	95%	14	265	95%	13	214	94%
1/26	25	578	96%	11	265	96%	27	214	87%
1/27	26	578	96%	5	265	98%	5	214	98%
1/28	34	578	94%	8	265	97%	12	214	94%
1/29	21	578	96%	10	265	96%	10	214	95%
<b>Average</b>	<b>37</b>	<b>579</b>	<b>94%</b>	<b>9</b>	<b>265</b>	<b>97%</b>	<b>13</b>	<b>214</b>	<b>94%</b>



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

	<u>Budget</u>	<u>Actual</u>	<u>Fav/(Unfav)</u>	<u>Full Year Budget</u>
<b>Enrollment</b>	<b>1,028</b>	<b>1,055</b>	<b>27</b>	<b>1,028</b>
<b>DOE and other gov't funding (a)</b>	<b>\$ 11.8</b>	<b>\$ 11.8</b>	<b>\$ -</b>	<b>\$ 20.3</b>
<b>Expenses:</b>				
Salaries	7.4	7.3	0.1	12.8
Benefits	2.4	2.3	0.1	4.1
OTPS	1.9	1.7	0.2	3.2
<b>Total Expenses (b)</b>	<b>11.7</b>	<b>11.3</b>	<b>0.4</b>	<b>20.1</b>
<b>Expenses in excess of public funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Contribution Components:</b>				
HCZ Contribution	-	-	-	-
<b>per student (whole \$)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

*(b) Excludes bonus, growth fund, PA COVID/Emergency relief & HCZ allocations.*

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 2021 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 2021 audit, compliance and related work for Harlem Children's Zone Promise Academy II Charter School is hereby approved.

*[Remainder of page intentionally blank.]*

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

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**, the Board has reviewed the updated Procurement Policy dated February 2021;

**WHEREAS**, after due deliberation and consideration, the Board has determined that adoption of the updated Procurement Policy is in the best interests of the Corporation, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Procurement Policy as presented is hereby approved.

*[Remainder of page intentionally blank.]*