



# Promise Academy I Charter School

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Achil Petit  
**Superintendent**

Joseph Cordero  
**Principal**  
**Elementary School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 212.360.3232

Madelaine German-Schultz  
**Principal**  
**Middle School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 212.360.3233

Bridget O'Neill  
**Principal**  
**High School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 212.360.3234

## AGENDA

Promise Academy I 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 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. Resolutions
  - i. Appointment of Independent Accountants (*Jim Hutter*)
  - ii. Procurement Policy (*Jim Hutter*)

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

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

Scholars continue to take advantage of Academic Hour and Saturday Academy to receive additional help to meet academic benchmarks.

School leaders have started an evening jam session for parents who cannot attend the weekly daytime jam sessions. The first evening session was successful, with 97 parents attending.

The school held a virtual parent/teacher conference with 400 parents attending to discuss their scholars' progress.

The character trait of the month was "responsibility." To support learning, scholars read the book of the month - "Superheroes Are Everywhere" by Kamala Harris. Scholars also discussed their ideas for making the world a better place.

The elementary school held a fall art show and a winter performing arts showcase. Just before the holidays, scholars created a video presentation about how to observe the tenets of Kwanzaa daily.

A restorative practice event was held for parents.

The principal obtained a donation which allowed the school, in conjunction with PAI Elementary's sister school PAII Elementary, to distribute holiday toys and gift cards to students living in shelters.

School leaders distributed bomber jackets to staff for the holidays.

### **HCZ Promise Academy I Middle School (Madelaine German-Schultz)**

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

School leaders created parent pods to improve direct lines of communication between teachers and families. Each staff member was assigned to seven middle school families. Through the initiative, 200 parents attended the parent/teacher conference.

The school held an art show and started a student sewing club. Scholars in the sewing club were mailed materials to use for the activity.

The school celebrated Kwanzaa. Scholars watched presentations highlighting the seven principles of Kwanzaa and discussed the daily values of the holiday.

Parents expressed gratitude to school leaders for the emergency relief funds.

School leaders celebrated teachers with seven days of gifts leading up to the holidays.

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

The high school's attendance was 98% for December. The school continues to incentivize a high level of attendance.

The school held a pep rally the week before Winter Break. Each grade participated in an academic competition called "Battle of the Classes" and won prizes for their efforts.

School leaders mailed gifts to staff members' homes, including Promise Panther sweaters and mugs, as tokens of their appreciation.

The high schools worked together to create "Masters and Mentors," a monthly speaker series highlighting people of color who are masters in their field. Tony Shellman, co-owner and co-

founder of the streetwear clothing line ENYCE was the first presenter. Mr. Shellman spoke to scholars about preparing for challenges in their lives and careers.

Ten scholars are working together to build resilience strategies for coping with loss or trauma, especially tragedies resulting from COVID-19. The leadership team has been hosting social-emotional learning meetings every Thursday, which allows the scholar team to discuss current events and issues facing their communities and the nation.

**Financial Update (Jim Hutter)**

PAI's enrollment is at 1,151, which is 32 favorable versus the budget. PAI revenue is on target with the budget. PAI is \$700,000 favorable, with expenses at \$8.1M. There is no HCZ contribution through six months of FY21.

# HCZ Promise Academy I

## January 2021 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
1/4	73	652	89%	4	258	98%	21	236	91%
1/5	42	652	94%	4	258	98%	17	236	93%
1/6	44	652	93%	3	258	99%	15	236	94%
1/7	37	651	94%	6	258	98%	13	236	94%
1/8	44	651	93%	8	258	97%	17	236	93%
1/11	40	651	94%	5	258	98%	13	236	94%
1/12	25	651	96%	5	258	98%	9	236	96%
1/13	45	651	93%	2	258	99%	4	236	98%
1/14	34	651	95%	4	258	98%	6	236	97%
1/15	36	651	94%	2	258	99%	3	236	99%
1/19	37	651	94%	5	258	98%	<b>Midterm Exams</b>		
1/20	32	650	95%	3	258	99%			
1/21	36	650	94%	4	258	98%			
1/22	41	650	94%	3	258	99%			
1/25	40	650	94%	9	258	97%	16	236	93%
1/26	29	649	96%	4	258	98%	18	236	92%
1/27	33	649	95%	7	258	97%	11	236	95%
1/28	26	649	96%	5	258	98%	26	236	89%
1/29	30	649	95%	6	258	98%	28	236	88%
<b>Average</b>	<b>38</b>	<b>651</b>	<b>94%</b>	<b>5</b>	<b>258</b>	<b>98%</b>	<b>14</b>	<b>236</b>	<b>94%</b>



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

		<u>Budget</u>	<u>Actual</u>	<u>Fav/(Unfav)</u>	<u>Full Year Budget</u>
Enrollment		1,119	1,142	23	1,119
DOE and other gov't funding	(a)	\$ 12.4	\$ 12.4	\$ -	\$ 21.3
Expenses:					
Salaries		7.4	7.3	0.1	13.2
Benefits		2.5	2.4	0.1	4.1
OTPS		2.1	1.8	0.3	3.7
<b>Total Expenses</b>	<b>(b)</b>	<b>12.0</b>	<b>11.5</b>	<b>0.5</b>	<b>21.0</b>
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, PA COVID/Emergency relief & HCZ allocations.*

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

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

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**, 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.]*