

Harlem Children's Zone
Promise
Academy II®

BOARD OF TRUSTEES

Geoffrey Canada
Chairman

Kwame Owusu-Kesse
President/CEO

Mitch Kurz
Secretary & Treasurer

Kenneth Langone
Chairman Emeritus

Ellanor (Bodie) Brizendine
Fatime Cadoo
Stanley Druckenmiller
Denise Fuller
Willie Mae Lewis
Keith Meister
Alfonso Wyatt

Achil Petit
Superintendent

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

Ryan Carroll
Principal
Middle School
35 East 125th Street
New York, NY 10035
Tel 212.360.3237

Kaitlynn Conley
Principal
High School
35 East 125th Street
New York, NY 10035
Tel 212.360.3238

AGENDA

Promise Academy II Board of Trustees Meeting
Wednesday, September 15th, 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 (*Ryan Carroll*)
 - iii. High School (*Kaitlynn Conley*)
- V. Financial Report (*Connor Fournier*)
- VI. Resolutions
 - i. 21-22 Family Handbook (*Candice Ashby*)
 - ii. 21-22 District-wide Safety Plan (*Candice Ashby*)
 - iii. 21-22 PAII Building-level Safety Plan (*Candice Ashby*)

The Harlem Children's Zone Promise Academy II Charter School

Annual Board Meeting

Tuesday, June 15, 2021

Video Conference

Attendees: Geoffrey Canada, Mitch Kurz, Kwame Owusu-Kesse, Ellanor (Bodie) Brizendine, Fatime Cadoo, Stan Druckenmiller, Willie Mae Lewis, Keith Meister, Alfonso Wyatt, Sara Alvarado, Nana Annan, Candice Ashby, Ari Browne, Ryan Carroll, Joseph Cordero, Amy Deal, Tiffany Fountain, Connor Fournier, Kashif Hameed, Shondell James, Jennifer Klein, Jessica Lake, Stephanie Lilavois, Justin Maker, Liam McCarthy, 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 May 19, 2021 was unanimously approved.

CEO Report (Kwame Owusu-Kesse)

Chief Executive Officer Kwame Owusu-Kesse reported that the Rip the Runway graduation event was held for graduating Promise Academy High School seniors on June 14, 2021. Mr. Owusu-Kesse and Geoffrey Canada, Chairman of the Promise Academy Boards, lauded the event and thanked High School leadership for creating a safe celebration for students and families. “The event was creative and very special,” Mr. Owusu-Kesse said.

Mr. Owusu-Kesse also thanked leadership and the Promise Academy team for their hard work during the school year, saying he was “deeply appreciative.”

Mr. Owusu-Kesse reported that in partnership with Mobile Health, there had been 11,881 Covid-19 tests conducted since September 2020, with less than a two percent positivity rate during that period. In early June, 290 tests were conducted with a 0.8 percent positivity rate. Mr. Owusu-Kesse continues to conduct outreach to the HCZ community to stress the importance of getting vaccinated to stop the spread of the virus.

Superintendent's Update (Dr. Achil Petit)

Dr. Achil Petit reported that enrollment is currently 1,139 for Promise Academy I and 1,049 for Promise Academy II.

Dr. Petit also reported that plans for summer learning are finalized and have been communicated to parents, with 82 staff members scheduled to teach and give academic support to 930 students in July. Students who have an average of 73 or lower are mandated to attend the summer academic program. In addition, an end-of-the-year assessment has been designed to determine areas of improvement for students.

Dr. Petit reported that Bridget O’Neill has transitioned as principal of Promise Academy I High School. Amy Deal, principal of PAII Middle School, will become the principal of PAI High School. In addition, Ryan Carroll, PAII education director, will become the PAII Middle School principal.

Ms. Deal, who has been with the organization for ten years, said she is excited and grateful for the opportunity to work with the High School and educate some of the scholars she taught in her early years at Promise Academy.

Mr. Carroll, who began with Promise Academy in 2013 as an eighth-grade math teacher, said that he was excited and deeply honored for his new role at PAII Middle School. He looks forward to working hard and collaborating with staff and families to ensure scholars get the best education possible.

Dr. Petit thanked high school principals, education directors, and staff members for planning the Rip the Runway event for seniors on June 14. Dr. Petit announced the Promise Academy's virtual graduation event was scheduled for June 25.

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

Principal Dr. Shondell James reported the Elementary School's attendance was 93% for May.

School leaders focused on the HCZ value, "Best Selves to Best Serve," for Teacher Appreciation Week. Teachers were given baskets with self-care products, lunch, breakfast, treats from a gelato truck, jackets, and more.

End-of-year assessments began in May to ensure that students have met academic benchmarks for the school year.

The Elementary School held orientation sessions for the families of Gems scholars whose children will be transitioning to Promise Academy for kindergarten. Families were given information about expectations and were able to ask questions about their scholars' new school.

Meetings were held for families whose fifth-grade students are transitioning to middle school next academic year. A parade and graduation ceremony honoring graduating scholars is scheduled for June 23, 2021.

Kindergarten teachers Zoomed into HCZ Gems preschool classes to answer questions from scholars about PAII Elementary School.

HCZ Promise Academy II Middle School (Ryan Carroll)

Principal Ryan Carroll reported that the Middle School's attendance was 97% for May.

The Middle School held a Parent's Appreciation night for families that have been exceptional in communication, meetings, attendance, and following up with teachers. The Middle School also mailed certificates to parents and held a fun Zoom night where the teachers played a video giving thanks to families.

The School held a Mother's Day competition with scholars submitting essays. Winners in each grade received a floral arrangement to present to their mothers.

The School held a second remote Career Day. Middle School scholars interacted virtually with professionals who fielded their questions and shared insights on different career paths.

In celebration of Teacher Appreciation Week, school leaders gave teachers Apple watches, breakfast, lunch cooler bags, and Ms. Deal's homemade cookies.

The school has completed administering end-of-year assessments in all subject areas. Data is currently being compiled for submission to Superintendent Dr. Petit.

HCZ Promise Academy II High School (Kashif Hameed)

Principal Kashif Hameed reported that the High School's attendance was 91% for May.

The School held a Masters and Mentors event that addressed the social-emotional needs of high school scholars. The series, led by Amber Forrester and Deirdre Schwiring, featured presenter Matt Sanchez, who discussed his difficult challenges growing up as an adopted child and graduating at the top of his class at the age of 16. Mr. Sanchez will also be performing, along with Promise Academy scholars, at the High School's Juneteenth celebration.

The high schools held the Rip the Runway event for graduating scholars and their families. Seniors walked a red carpet and received gifts to help them on their journey through college, including MacBooks, Apple watches, and AirPods. Seniors also had their pictures taken in a 360-photo booth, and the valedictorians and salutatorians gave graduation speeches pre-recorded for their virtual graduation scheduled for June 25, 2021. Mr. Hameed thanked Operations Director Anais Taylor for conceptualizing the Rip the Runway event.

Financial Update (Connor Fournier)

CFO Connor Fournier reported that Promise Academy II's enrollment is 1,049, which is 21 favorable versus the budget. The School's revenue is on target with the budget. Expenses are \$300,000 favorable at \$19.8M. There is no HCZ contribution through 11 months of FY21.

FY22 Budget (Connor Fournier)

A motion was called to approve the HCZ Promise Academy II Charter School budget for the fiscal year 2022. The Board unanimously approved the resolution. A detailed version of the resolution can be found within the June 15, 2021 Board packet at the Promise Academy website.

<https://hczpromise.org/community/board-meeting-documents/>

PAII Board Elections (Candice Ashby)

A motion was called to re-elect HCZ Promise Academy II Board of Trustee members Ellanor Brizendine, Fatime Cadoo, Denise Fuller, Mitchell Kurz, Willie Mae Lewis, and Keith Meister. The Board unanimously approved the resolution. A detailed list of the approved re-elected Board members can be found within the June 15, 2021 Board packet at the Promise Academy website.

<https://hczpromise.org/community/board-meeting-documents/>

Kaitlynn Conley
kait.conley23@gmail.com
412-913-4345

291 Pleasant Ave Apt 1c

New York, NY 10029

Education

Montclair State University School Building Leadership <i>Masters</i>	Montclair, NJ Expected graduation date August 2022
University of Notre Dame <i>Bachelor of Science</i> <i>Major: Chemistry and Business</i>	Notre Dame, In May 2014
Seton Hall University <i>Teaching Certificate</i> <i>Alternate Route</i>	South Orange, NJ May 2015

Professional Experience

Harlem Children's Zone, Promise Academy II

Harlem, NY

Principal

July 2021-Present

- Develop professional development for high school staff on classroom management/instructional practice, and differentiate learning based on teacher area of growth
- Observe and coach teaching staff through co-teaching, lesson plan review, live coaching, and deliberate practice
- Supervise and evaluate teachers, deans, counselors, and office staff to carry out HCZ mission and vision
- Create master schedule for high school and facilitate student individual schedule

Harlem Children's Zone, Promise Academy II

Harlem, NY

Director of Education for STEM

October 2019-July 2021

- Manage 8-10 teachers teaching a variety of STEM courses by meeting with them weekly, observing biweekly, and coaching in 3-4 week coaching cycles
- Develop curriculum and assessments for 15 STEM courses to align with state and college readiness standards
- Oversee and teach Saturday Academy for 60-90 students per week to address academic gaps for students 9-12
- Established and manage a credit recovery program for students that are credit deficient
- Create schedule for academic school year
- Organize and led summer session for 175 high school students including scheduling, curriculum development, and discipline for the school

Edison Career and Technical Academy

Elizabeth, NJ

Chemistry Teacher

Fall of 2014 – August 2018

- 2017-2018 Elizabeth Public Schools "Teacher of the Year"
- Educate classes of 30+ students in general chemistry as well as organic and analytical chemistry in a special education, general, and bilingual setting
- Manage and plan weekly lab activities for each class of chemistry students
- Differentiate curriculum and instruction to fit a variety of needs from Bipolar Disorder to students terminally behind in literacy and numeracy as well as English Language Learners. (ELL)
- Grade and track data for an average of 125 students per year to target individualized areas of weakness and growth resulting in an average of 7% growth on year-end assessment
- Mentor new chemistry teacher on content, instruction, and culture building in classroom

Lead Mentor Teacher (Science)*Teach for America New York*

New York, NY

Summer 2018

- Facilitate new teacher practice sessions, lesson plan demonstration, and rehearsal sessions,
- Prepare daily 3 hour sessions focused on all aspects of teaching, content, and pedagogy
- Strategically develop team of mentor teachers on coaching first-year teachers by managing, observing, and mentoring.
- Use data to inform daily session content and delivery for highest leverage skill or knowledge gaps.

Corps Member Advisor*Teach for America Summer Institute*

Philadelphia, Pa

Summer 2016

- Manage and coach group of 15 novice teachers during intensive five-week teacher-training program.
- Plan and execute professional development workshops targeting learning needs, conduct observations and provide personalized feedback with action steps for teachers
- Create small group professional development sessions targeted at skill building for low performing teachers to practice classroom management, lesson planning, best practices and increasing collaboration

School Operations Manager*Teach for America Summer Institute*

Philadelphia, Pa

Summer 2015

- Manage day to day operations of over 70 staff members and 300 students during summer school
- Track the mastery of daily objectives for nearly 30 classrooms and teachers to set weekly growth goals for new teachers
- Develop and carry out incentives to build positive school culture.

Curriculum Developer*Elizabeth Public Schools*

Elizabeth, NJ

Spring 2016-August 2018

- Coordinate the development of the Chemistry curriculum for the school district, create long-term plans based on multiple curricula and platforms and ensure that all plans align to the Next Generation Science Standards
- Continuously monitor and update Chemistry standards to ensure the most up-to-date, relevant curriculum

Related College Experience**Harper Cancer Research Institute***Undergraduate Research Assistant*

South Bend, IN

Fall 2011-Summer 2014

- Plan and conduct research project on ovarian carcinoma metathesis.
- Develop needed techniques to complete the projects in biochemical laboratory.
- Write needed grant paperwork in order to carry out projects.
- Co-Author paper regarding metathesis of ovarian carcinoma published in *Biological Chemistry*

Student Union Board*Director of Finance*

South Bend, IN

Winter 2013-Spring 2014

- Manage board of controllers to oversee the distribution of over 400 thousand dollars to fund 13 different programs of the student union board
- Balance, organize, and budget expenses for student union board

Additional Experience:

Building Response Team

Affirmative Action Committee

Mentor Teacher

Science Tutor Coordinator

Senior Class Advisor

Nonprofit Summer Intern

Chemistry Department Chair

Crisis Team Member

HCZ Promise Academy II

June 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
6/1	30	570	95%	10	265	96%	16	212	92%
6/2	20	570	96%	11	265	96%	14	212	93%
6/4	27	570	95%	12	265	95%	18	212	92%
6/7	47	570	92%	16	265	94%	12	212	94%
6/8	43	570	92%	17	265	94%	20	212	91%
6/9	42	570	93%	6	265	98%	23	212	89%
6/10	37	570	94%	2	265	99%	19	212	91%
6/11	54	570	91%	21	265	92%	25	212	88%
6/14	51	570	91%	15	265	94%	7	212	97%
6/15	44	570	92%	8	265	97%	4	212	98%
6/16	40	570	93%	17	265	94%	32	212	85%
6/17	42	570	93%	5	265	98%	13	212	94%
6/18	61	570	89%	21	265	92%	8	212	96%
6/21	82	570	86%	22	265	92%	20	212	91%
6/22	67	570	88%	10	265	96%	16	212	92%
6/23	94	570	84%	20	265	92%	4	212	98%
6/24	126	570	78%	33	265	88%	90	212	58%
6/25	153	570	73%	64	265	76%	High School Graduation		
Average	59	570	90%	17	265	94%	20	212	91%

HCZ Promise Academy II

Summer 2021 Attendance Report

Date	HCZ PAII Elementary School			HCZ PAII Middle School			HCZ PAI & 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
7/6	116	232	50%	10	90	89%	33	119	72%
7/7	99	232	57%	8	89	91%	34	119	71%
7/8	105	232	55%	16	89	82%	40	119	66%
7/9	115	232	50%	11	89	88%	37	119	69%
7/12	76	232	67%	7	89	92%	23	119	81%
7/13	50	232	78%	6	89	93%	19	119	84%
7/14	45	232	81%	9	89	90%	42	119	65%
7/15	81	231	65%	8	89	91%	38	119	68%
7/16	80	231	65%	9	89	90%	41	119	66%
7/19	64	231	72%	4	89	96%	30	119	75%
7/21	79	231	66%	8	89	91%	43	119	64%
7/22	78	231	66%	8	89	91%	42	119	65%
7/23	79	231	66%	9	89	90%	46	119	61%
7/26	82	231	65%	12	89	87%	26	119	78%
7/27	74	231	68%	9	89	90%	31	119	74%
7/28	95	231	59%	11	89	88%	43	119	64%
7/29	89	231	61%	10	89	89%	38	119	68%
Average	83	231	64%	9	89	90%	36	119	70%



Promise Academy II
 FY 2022 August YTD Budget vs. Actual
 \$ millions

	<u>Budget</u>	<u>Actual</u>	<u>Fav/(Unfav)</u>	<u>Full Year Budget</u>
Enrollment	1,028	1,028	-	1,028
DOE and other gov't funding (a)	\$ 3.4	\$ 3.4	\$ -	\$ 20.6
Expenses:				
Salaries	2.0	2.2	(0.2)	12.9
Benefits	0.6	0.6	-	4.0
OTPS	0.6	0.2	0.4	3.3
Total Expenses (b)	3.2	3.0	0.2	20.2
Expenses in excess of public funding	-	-	-	-
Contribution Components:				
HCZ Contribution	-	-	-	-
per student (whole \$)	\$ -	\$ -	\$ -	\$ -

(a) Excludes funding from Federal ESSER and Robertson Foundation.

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