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Achil Petit
Superintendent

Amanda Neal
**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
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Kaitlynn Conley
**Principal
High School**
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AGENDA

Promise Academy II Board of Trustees Meeting
Tuesday, September 13th, 2022
at
The Harlem Children's Zone
245 West 129th Street
New York, NY

- 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 (*Amanda Neal*)
 - ii. Middle School (*Ryan Carroll*)
 - iii. High School (*Kaitlynn Conley*)
- V. Financial Report (*Connor Fournier*)
- VI. Resolutions
 - i. 22-23 Promise Academy Family Handbook (*Candice Ashby*)

Harlem Children's Zone Promise Academy II Charter School

Annual Board Meeting

Wednesday, June 15, 2022

Video Conference

Attendees: Geoffrey Canada, Kwame Owusu-Kesse, Mitch Kurz, Ellanor (Bodie) Brizendine, Fatime Cadoo, Stan Druckenmiller, Willie Mae Lewis, Keith Meister, Aisha Tomlinson, Alfonso Wyatt, Nana Annan, Candice Ashby, Saskia Brown, Ari Browne, Ryan Carroll, Kaitlynn Conley, Joseph Cordero, Amy Deal, Connor Fournier, Shondell James, Jenn Klein, Jessica Lake, Jazmine Lewis, Stephanie Lilavois, Justin Maker, Liam McCarthy, Achil Petit, Hayling Price, Madelaine Schultz, Troy Smith, Toya Stilley, and Peter Weiss.

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 May 17, 2022, was unanimously approved.

CEO Report (Kwame Owusu-Kesse)

Chief Executive Officer Kwame Owusu-Kesse reported that there was a slight dip in COVID-19 positivity rates across Harlem Children's Zone (HCZ). The rate was 1.84%, down from 3.7% the prior week. The Recovery and Reopening Committee (RRC) continues to track data and stay abreast of masking guidelines from local health authorities.

Mr. Owusu-Kesse also reported the additional measures he announced to all staff during a town hall meeting with a focus on building a culture of appreciation at HCZ. The organization launched a loan forgiveness program for Promise Academy employees whose position requires licensure, who have been employed at the organization for at least one year, and who have loans in good standing. Eligible employees receive loan forgiveness of up to \$30,000 over five years and include principals, assistant principals, education directors, ELA and math academic coaches, and social workers. Additional Promise Academy employees may be eligible for loan forgiveness of up to \$10,000. Also, the organization has implemented signing relocation bonuses for newly hired teachers and continues to offer referral bonuses for employees.

Superintendent's Update (Dr. Achil Petit)

Superintendent Dr. Achil Petit reported that enrollment is 1,124 for Promise Academy I and 1,021 for Promise Academy II.

Dr. Petit thanked Deputy Superintendent Dr. Saskia Brown for introducing the team to the Dean of Education at Felician University, who is discussing with leadership the possibility of connecting talented graduates with Promise Academy.

Dr. Petit and Dr. Brown hosted Chancellor's Day, a private boat party for all HCZ Promise Academy and Early Childhood employees. Over 200 employees enjoyed a cruise around the Hudson River, lunch, music, and dancing.

On June 17, Dr. Petit is hosting a tenth-anniversary celebration for the HCZ Promise Academy class of 2012, the school's first graduating class. The event will take place at a Harlem restaurant and will include food, music, and dancing.

The Promise Academy I and II High School graduation is scheduled for June 24 at 10 AM at the HCZ Armory. All Board members are invited to attend.

Dr. Petit announced that Dr. Shondell James is transitioning from Promise Academy after 18 years of service. He thanked Dr. James for her deep commitment to our scholars.

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

Principal Dr. Shondell James reported the Elementary School's attendance was 86% for May.

In May, the Elementary School prepared scholars for the New York State (NYS) Science Exams.

Elementary School leaders focused on end-of-year assessments for scholars to determine academic progress and make any needed adjustments to the curriculum in preparation for the new school year.

The Elementary School held a Language Essentials for Teachers of Reading and Spelling (LETRS) training for lead teachers, focusing on early literacy research.

The Elementary School celebrated Teacher Appreciation Week in partnership with PAII Middle and High Schools, providing teachers and staff with lunch, rugby shirts, books, manicures, and massages from wellness partner Success in Motion.

Moving up ceremonies and graduations for kindergarten and fifth-grade scholars are scheduled for the end of June.

Second-grade scholars will be performing a musical this week. Scholars displayed their artwork in an exhibition in the lobby at 2005 Madison Avenue.

HCZ Promise Academy II Middle School (Ryan Carroll)

Principal Ryan Carroll reported that the Middle School's attendance was 92% for May.

The Middle School's eighth-grade honors cohort has been preparing for the Living Environment and Algebra I New York State Regents exams, which will be administered on June 15 and 16. Additionally, eighth-grade students took the NYS Science exams.

Teachers have been working with parents to facilitate opportunities for scholars to make up work to earn their promotions to the next grade.

The Middle School held an eighth-grade prom. The principal thanked Parent Coordinator Krystal Velez for facilitating the event.

The principal thanked Dr. Petit and Dr. Brown for the boat party held for all staff.

The graduation for eighth-grade students will be held on June 22 at 10 AM.

HCZ Promise Academy II High School (Kaitlynn Conley)

Principal Kaitlynn Conley reported that the High School's attendance was 91% for May.

In May, the High School held an Eid celebration in which scholars presented on the significance of the Muslim holiday.

The High School held Teacher Appreciation Week, where they provided teachers breakfast, snacks, coffee, books, and wellness products with a focus on self-care.

The High School held Advanced Placement exams for eligible students. Regents exams begin on June 15.

In partnership with PAI High School, the High School held a prom for seniors. The principal thanked the High School's parent coordinator for decorating the gym and helping to coordinate the event.

Financial Update (Connor Fournier)

CFO Connor Fournier reported that Promise Academy II's enrollment is 1,121, which is seven unfavorable versus the budget. The School's revenue is \$0.2M favorable versus the budget. Expenses are \$0.7M favorable at \$19.5M. HCZ has not made a contribution through 11 months of FY22.

FY23 Budget (Connor Fournier)

A motion was called to approve the HCZ Promise Academy II Charter School budget for the fiscal year 2023. The Board unanimously approved the resolution. A detailed version of the resolution can be found within the June 15, 2022, 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 Fatime Cadoo, Geoffrey Canada, Stanley Druckenmiller, Kenneth Langone, Kwame Owusu-Kesse, and Alfonso Wyatt. The Board unanimously approved the resolution. A detailed list of the approved re-elected Board members can be found within the June 15, 2022, Board packet at the Promise Academy website.

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

Promise Academy District-wide and PAII Building-level Safety Plans (Candice Ashby)

A motion was called to approve the Promise Academy District-wide and Building-level Safety Plans for the 2022-2023 academic year. The motion was approved. The District-wide Safety Plan can be found on the Promise Academy website.

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

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Profile

Effectively foster, cultivate, and facilitate an engaging and inclusive learning environment for all scholars, families, and Promise team members.

Education

Mercy College — School Building Leadership, 2017

University of Maryland, Baltimore County. - Masters in Arts of Teaching, 2006

Delaware State University - B.A. Management, minor Human Resources 2004

Certifications

CSML - Certificate in School Management and Leadership, a joint collaboration between the Harvard Graduate School of Education and Harvard Business School

Leading School Strategy and Innovation (2021)

Leading People (2021)

Leading Schools (2020)

Leading Change (2020)

National Institute of Urban Educators provided by Harvard Graduate School of Education (2017)

National Council of Teachers of Mathematics member

Phi Delta Kappa member

Permanent NYS teaching certificate

School building NYS pending (May 2022)

Experience

Assistant Principal, Promise Academy II Elementary — 2021 - Present

Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities; interprets and implements the District approved curriculum program in light of individual school needs. Assists in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short-range plans for the school. Assists the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal. Assists in the supervision of student enrollment, records, attendance, and health requirements. Developed and implemented plans for arrival, dismissal, and COVID positive situations in cooperation with staff and public safety agencies. Maintains a commitment to ongoing growth in self and others, supporting and participating in district and site professional growth programs. Relates to students with mutual respect while carrying out a positive and effective discipline policy. Supervises the reporting and monitoring of student attendance, with follow-up student/parent contact where necessary. Performs other related duties as needed.

Education Director Grades 2-3, Promise Academy II Elementary — 2018 - 2021

Oversee content, curriculum, and personnel of grades second and third. Implement structures to improve attendance and behaviors across the school building. Implementation of proactive procedure process to support in the data driven instruction between module assessments for all grade levels. Effectively communicate with

families in regards to attendance, academic, or any familial concerns. Support in connecting social work with families to provide any needs or resources possibly lacking and therefore affecting the effective education of scholars. Support in the retention of effective personnel as well as participate in the hiring process of other potential candidates.

Lower School Math Coach, Promise Academy District — 2016 - 2018

Focus math instruction across the district. Interprets and implements the District approved curriculum program in light of individual school needs, adjust pacing and assessments based on students needs for understanding and personnel ability toward successful implementation of content based on state and district standards. Continuously analyze data to create continuous action plans for students and teachers. Develop and deliver professional development for 35 instructional staff monthly across the PA I and PA II buildings.

Math Intervention, Promise Academy II Elementary — 2012 - 2016
Deliver curriculum instruction based on Common Core Curriculum Standards to small groups using the Tier II level of intervention system. Analyzed student data to build differentiated instruction in order to move the needle of student understanding appropriate to their grade level needs. Acting testing coordinator and developed instructional plans for math instruction to be used during Saturday School.

Third Grade GenEd. Teacher, Promise Academy II Elementary —
2009 - 2012

Deliver curriculum instruction based on Common Core Curriculum Standards. Analyzed student data to build differentiated instruction in order to move the needle of student understanding appropriate to their needs. Acting testing coordinator and developed instructional plans for math and ELA instruction to be used during Saturday School. Assist in the development of assisting teachers and student teachers.

Third Grade GenEd. Teacher, Hebbville Elementary School,
Baltimore, MD — 2006 - 2009

Deliver curriculum instruction based on Maryland's Voluntary State Curriculum. Analyzed student data to build differentiated instruction in order to move the needle of student understanding appropriate to their needs. Acting team lead.

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[References](#)

Available upon request

HCZ Promise Academy II June 2022 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	40	557	93%	20	251	92%	21	217	90%
6/2	39	557	93%	15	251	94%	17	217	92%
6/3	72	557	87%	26	251	90%	25	217	88%
6/6	68	557	88%	20	251	92%	14	217	94%
6/8	66	557	88%	40	251	84%	30	217	86%
6/10	80	557	86%	28	251	89%	23	217	89%
6/13	54	557	90%	19	251	92%	15	217	93%
6/14	61	557	89%	18	251	93%	26	217	88%
6/15	57	557	90%	19	251	92%	Regents Exams		
6/16	91	557	84%	21	251	92%			
6/17	89	557	84%	29	251	88%			
6/21	100	557	82%	21	251	92%			
6/22	83	557	85%	77	251	69%			
6/23	89	557	84%	53	251	79%			
6/24	218	556	61%	81	251	68%			
Average	80	557	86%	32	251	87%	21	217	90%

HCZ Promise Academy II Summer 2022 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
7/5	70	169	59%	6	42	86%	21	72	71%
7/6	42	169	75%	5	42	88%	11	72	85%
7/7	39	169	77%	3	42	93%	15	72	79%
7/8	53	169	69%	4	42	90%	12	72	83%
7/11	49	169	71%	4	42	90%	14	72	81%
7/12	34	169	80%	6	42	86%	11	72	85%
7/13	19	169	89%	11	42	74%	8	72	89%
7/14	27	169	84%	6	42	86%	18	72	75%
7/15	79	169	53%	9	42	79%	15	72	79%
7/18	67	169	60%	14	42	67%	24	72	67%
7/19	37	169	78%	6	42	86%	18	72	75%
7/20	37	169	78%	5	42	88%	13	72	82%
7/21	43	169	75%	4	42	90%	13	72	82%
7/22	40	169	76%	5	42	88%	24	72	67%
7/25	57	169	66%	4	42	90%	15	72	79%
7/26	42	169	75%	7	42	83%	14	72	81%
7/27	41	169	76%	7	42	83%	13	72	82%
7/28	61	169	64%	9	42	79%	32	72	56%
7/29	65	169	62%	8	42	81%	18	72	75%
8/1	54	169	68%	13	42	69%	Optional Hours for HS Scholars		
8/2	43	169	75%	11	42	74%			
Average	48	169	72%	7	42	83%	16	72	77%



Promise Academy II
FY 2023 August YTD Budget vs. Actual
 \$ millions

	<u>Budget</u>	<u>Actual</u>	<u>Fav/(Unfav)</u>	<u>Full Year Budget</u>
Enrollment	1,034	1,002	(32)	1,034
DOE and other gov't funding (a)	\$ 3.6	\$ 3.6	\$ -	\$ 21.7
Expenses:				
Salaries	2.2	1.7	0.5	13.2
Benefits	0.8	0.5	0.3	4.5
OTPS	0.5	0.6	(0.1)	3.3
Total Expenses (b)	<u>3.5</u>	<u>2.8</u>	<u>0.7</u>	<u>21.0</u>
Expenses in excess of public funding	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution Components:				
HCZ Contribution	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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.