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Kwame Owusu-Kesse
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Denise Fuller
Willie Mae Lewis
Keith Meister
Aisha Tomlinson
Alfonso Wyatt

Achil Petit
Superintendent

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

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

Amy Deal
**Principal
High School**
245 West 129th Street
New York, NY 10027
Tel 212.360.3234

AGENDA

Promise Academy I 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 I Updates
 - i. Elementary School (*Joseph Cordero*)
 - ii. Middle School (*Madelaine German-Schultz*)
 - iii. High School (*Amy Deal*)
- V. Financial Report (*Connor Fournier*)
- VI. Resolutions
 - i. 22-23 Promise Academy Family Handbook (*Candice Ashby*)

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

Principal Dr. Joseph Cordero reported the Elementary School's attendance was 90% for May.

The Elementary School completed grading for scholars' Independent Reading Levels (IRLs) and administrative duties for the New York State Science Exams.

The Elementary School celebrated Teacher Appreciation Week, providing teachers and staff with breakfast, lunch, snack carts, massages from wellness partner Success in Motion, daily raffles, and Promise Academy custom-printed gear. The staff also gave thanks for the boat party held on June 9.

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

Principal Madelaine German-Schultz reported that the Middle School's attendance was 95% for May.

Middle School teachers and staff members also enjoyed the boat party and Teacher Appreciation Week events.

The Middle School held a spring concert that showcased scholars in music classes.

After reading the *Harry Potter* book series, sixth and seventh graders were taken by school leaders to see *Harry Potter and the Cursed Child* on Broadway. Eighth-grade scholars attended the "Jean-Michel Basquiat: King Pleasure" exhibition in lower Manhattan and were provided lunch.

The Middle School continues to use restorative practice to educate scholars and families.

HCZ Promise Academy I High School (Amy Deal)

Principal Amy Deal reported that the High School's attendance was 92% for May.

In partnership with PAI Middle School, High School leadership conducted meetings with scholars transitioning to high school for the 2022-2023 school year. Leaders shared information on earning credits, Regents exams, seat time, and more. Deans also held a culture day where scholars learned about behavioral expectations, and all scholars received prizes such as High School-branded backpacks and sweaters.

Regents exam preparation begins on June 15.

The High School held its Senior Prom and a Senior Banquet, where scholars received awards and parents were in attendance. Principal Deal thanked her administrative team for transforming the Promise Academy spaces to accommodate the High School events.

School leaders are meeting with upcoming junior and senior families about their summer exposures.

Financial Update (Connor Fournier)

CFO Connor Fournier reported that Promise Academy I's enrollment is 1,124, which is four unfavorable versus the budget. The School's revenue is \$0.4M favorable versus the budget. Expenses are \$1.0M favorable at \$20.6M. 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 I 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/>

PAI Board Elections (Candice Ashby)

A motion was called to re-elect HCZ Promise Academy I Board of Trustee members Geoffrey Canada, Stanley Druckenmiller, Kenneth Langone, Kwame Owusu-Kesse, Aisha Tomlinson, 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 PAI 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/>

Curriculum Vitae
for

Katherine V. Martinez

73 Essex Avenue, Apartment 31
Bloomfield, New Jersey 07003

(973)558-1740

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Katherine V. Martinez

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Phone: 973-558-1740

School Administrator with experience in:

Development and Implementation of Strategic Initiatives

Identifying, Analyzing, and Addressing Needs of Students

Curriculum Development and Implementation

Staff Professional Development, Mentoring and Supervision Budget Preparation and

Innovative Fiscal Strategies Community and Parent Relations Policy and Procedure

Development Collaborative Leadership

EMPLOYMENT SUMMARY

ACHIEVERS EARLY COLLEGE PREP CHARTER SCHOOL, Trenton, New Jersey

Director of Curriculum and Instruction, January 2022 - Present

EDUCATIONAL TESTING SERVICES, Charlotte, North Carolina

Certified Rater, Performance Assessment for School Leaders, November 2021- Present

NEWARK EDUCATORS COMMUNITY CHARTER SCHOOL, Newark, New Jersey

Executive Director, August 2019 - June 2021

COMMUNITY CHARTER SCHOOL OF PATERSON, Paterson, New Jersey

Chief Academic Officer/Advocate, August 2013 - July 2019

MONTCLAIR PUBLIC SCHOOLS, Montclair, New Jersey

Acting Principal/Acting Assistant Principal, Glenfield Middle School (April 2013 - June 2013)

Interim Assistant Superintendent of Instruction and Assessment (January 2013 - June 2013),

Director of Curriculum (December 2012 - January 2013, July 2013)

BLOOMFIELD PUBLIC SCHOOLS, Bloomfield, New Jersey

Director of Instruction and Testing (July 2011-December 2012),

Director of Compensatory Education, Grant Programs and Assessment (July 2010-June 2011),

Director of Education 7-12 (July 2007 - June 2010),

Supervisor of Mathematics K-8 (January 2006-June 2007)

Katherine V. Martinez

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Phone: 973-558-1740

EDUCATION

Seton Hall University, South Orange, NJ

M. A., Educational Leadership, Management, and Policy, 2004

College of Education and Human Services

Kean University, Union, NJ

B.S., Management Science, 1993

College of Business and Public Administration

Essex County College, Newark, NJ

A.S., Mathematics, 1991

Division of Mathematics and Physics

NEW JERSEY CERTIFICATES

Principal (Certificate of Eligibility #572446)

Issued October 2005

School Administrator (Standard Cert.# 714295)

Issued December 2008

LANGUAGE SKILLS: Fluent in English and Spanish.

PROFESSIONAL EXPERIENCE

Curriculum Design and Development

- ★ Designed and implemented overhaul of Language Arts and Literacy programs on multiple districts and schools impacting a range of 270 to 4,000 students. These projects included Foundations©, Wilson© ReadingSystem, Daily Five among others to support the Balanced Literacy approach and alignment with New Jersey Student Learning Standards.
- ★ Participant in the New Jersey Department of Education Model Curriculum Project for Mathematics as part of the statewide implementation of the Common Core Standards.
- ★ Former President of the Essex County Curriculum and Instruction Roundtable.
- ★ Collaborated with the Special Services Department in the revision and revamping of the Inclusion program and the revision of the criteria for placement of students with IEPs. Developed and supported Response to Intervention model K-8.

Staff Development

- ★ Coordinated the professional development of over 600 teachers on instructional initiatives such as core phonics program Foundations© training, Wilson Reading System Level 1 certification for general education, special education and intervention teachers in three districts and charter schools for the benefit of over 4,000 students.
- ★ Coordinated the professional development of Math educators with the PRISM center at Montclair State University, supporting over 40 teachers in increasing their content and instructional expertise in grades K-8.
- ★ Redesigned the interview and recruitment of new teaching and support staff.
- ★ Collaborated with a team of leaders in the development of the mentoring and teacher induction program that supported over 50 provisional and novice teachers over 6 years.

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- ★ Responsible for conducting observations and summative evaluations of principals, assistant principals, content area supervisors, teachers, and support staff.
- ★ Responsible for interviewing and hiring staff in collaboration with building and central office administrators. Mentored and coached new staff as needed in areas such as planning, unpacking and understanding standards, and using data to inform instruction.
- ★ Developed retention strategies to minimize staff turnover, including the creation of Sick Bank, Tuition Reimbursement Program, and assessing needs and interests of staff to implement productive professional development opportunities.

Assessment and Data Analysis

- ★ Created and oversaw the implementation of new initiatives to improve student achievement through the review of multiple data points provided by assessment tools such as STAR, F&P BAS, EdConnect, EdCite, ACCESS for ELLs, NJ ASK, PARCC, and NJ SLA.
- ★ Organized in collaboration with the Superintendent the development of districtwide interim assessment K-12 for Math and English Language Arts for over 6,500 students across 11 schools.
- ★ Generated and analyzed data reports such as NJ SMART Growth Data, and District and School Performance Reports, at the class, grade, school, district, and state levels.
- ★ Supported principals in the access and use of multiple data sources for their respective schools.
- ★ Coordination and administration of state-mandated assessments for 11 schools and over 4,000 students in grades 3-12.
- ★ Developed Algebra Readiness assessment to determine Algebra I readiness at the middle school level for 1,000 students in grades 7 and 8.
- ★ Participated in the Standard Setting and Item selection process for NJ ASK 3-8 between 2006 and 2012.
- ★ Reviewed Kindergarten assessment tools to determine strengths and needs of incoming five-year-olds.

Grants

- ★ Assessed Title grant allocations and revisions to budget of \$1.2 million+. This included supporting principals of Title I schools in the development of building-based budgets for the first time.
- ★ Supporting two Focus schools in the state-led process to improve school performance.
- ★ Chaired the committee that developed the restructuring plan for a middle school in need of improvement serving 900 students.
- ★ Assisted principals of five Title I schools serving a combined 1,800 students not meeting Annual Performance Targets in the development of their state-required Action Plans.
- ★ Oversee and prepare all components of NCLB and IDEA grant applications, maintain accountability of funds, supervise implementation of related programs, ensure district compliance with ESEA and IDEA requirements, which include the creation of opportunities for parent involvement.
- ★ Supported principals and district in securing grant funding for development of teachers in Math and Science in collaboration with Montclair State University. These grants provided over \$500,000 in funds to support effective instruction in Science Education of approximately 3,000 students.

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Strategic Leadership

- ★ Restructured the organizational chart by combining/eliminating positions and ensuring clarity of roles and cohesion of job responsibilities.
- ★ Revamped staffing deployment and school schedules to maximize student supports for 912 students with a fiscally sound approach that ensured sustainability over time.
- ★ Member of NJQSAC district committee and lead for Instruction and Program team from the pilot phase of implementation in Essex County. Successfully created and implemented an improvement plan to meet and exceed QSAC requirements.
- ★ Collaborated with the Director of Pupil Services in reviewing the Response to Intervention process in districts serving 6,000+ students to make recommendations to the Superintendent for future implementation.
- ★ Created and oversaw the implementation of new initiatives to improve student achievement on standardized tests such as HSPA, ACCESS, and NJ ASK. Initiatives, including data analysis to drive instruction.
- ★ Redesigned instructional day on multiple occasions to provide students with greater opportunities for Enrichment, Extension and Remediation that better meet individual needs. This redesign impacted over 14,000 students in four districts and charter schools.
- ★ Led districtwide project (over 6,000 students and 600+ instructional staff) to establish clear expectations and instructional ramifications of new standards adoption, including the development of references that will assist teachers and parents in the transition.

Professional Activities

- ★ Served as General Education representative for the District Self Assessment Team for the Special Education Monitoring steering committee. The Special Education department served over 1,000 students.
- ★ Served as Co-Chair of the district's DEAC, to coordinate the implementation of the new Teacher Evaluation System, including providing PD sessions for over 25 administrators and more than 650 instructional staff, and summarizing and presenting AchieveNJ updates to the committee for dissemination at each building
- ★ Chaired Observation and Evaluation Committees impacting over 500 education professionals.
- ★ Created and chaired the committee responsible for revamping district observation and summative tools. Member of the mentoring handbook committee and the district professional development committee.
- ★ Created and delivered presentations on topics from academic performance, to services, budget, and new initiatives to the Board of Education, district and school-wide staff, parent groups, and other community groups in English and Spanish.
- ★ Participant on Feedback on the Next Generation Science standards at Montclair State University's Network for Educational Renewal (2013).
- ★ Reviewer for Prentice Hall Brief Review Grade 7 NJ ASK Math Practice Book © 2009
- ★ Presenter, "Creating Opportunities for All" at New Jersey Charter Schools Conference (2015)
- ★ Presenter: "Creating a Cooperative Culture of Assessment" at New Jersey Department of Education Professional Development on Assessment and Learning (2011)
- ★ Member of Township of Bloomfield's U.S. Census Steering Committee (2010)

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SUMMARY OF MAJOR OUTCOMES

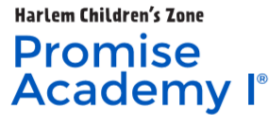
- ★ Moved two schools for “School In Need Of Improvement” Status to “School in Good Standing,” including the recognition of one school as a Distinguished Title I School by the National Title I Schools Association [Over a 4-year period]
- ★ Increase state assessment performance by 14.8% in ELA and 9.1% in Math over three years, moving a charter school from Tier 3 to being within 1 percentage point of Tier 1 status.
- ★ Teacher Retention Rate improved from 49% to 84% over a five-year period.

HCZ Promise Academy I June 2022 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
6/1	43	625	93%	15	263	94%	12	236	95%
6/2	37	625	94%	11	263	96%	15	236	94%
6/3	62	625	90%	18	263	93%	17	236	93%
6/6	49	625	92%	12	263	95%	45	236	81%
6/8	62	625	90%	8	263	97%	41	236	83%
6/10	71	625	89%	9	263	97%	30	236	87%
6/13	53	625	92%	12	263	95%	18	236	92%
6/14	62	625	90%	5	263	98%	32	236	86%
6/15	64	625	90%	11	263	96%	Regents Exams		
6/16	69	625	89%	13	263	95%			
6/17	92	625	85%	19	263	93%			
6/21	98	624	84%	26	263	90%			
6/22	100	624	84%	22	263	92%			
6/23	165	624	74%	27	263	90%			
6/24	150	624	76%	18	263	93%			
Average	78	625	87%	15	263	94%	26	236	89%

HCZ Promise Academy I Summer 2022 Attendance Report

Date	HCZ PAI Elementary School			HCZ PAI 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	59	212	72%	13	37	65%	21	72	71%
7/6	37	212	83%	21	37	43%	11	72	85%
7/7	20	212	91%	4	37	89%	15	72	79%
7/8	33	212	84%	8	37	78%	12	72	83%
7/11	42	212	80%	12	37	68%	14	72	81%
7/12	36	212	83%	10	37	73%	11	72	85%
7/13	37	212	83%	11	37	70%	8	72	89%
7/14	42	212	80%	4	37	89%	18	72	75%
7/15	54	212	75%	6	37	84%	15	72	79%
7/18	85	212	60%	10	37	73%	24	72	67%
7/19	28	212	87%	8	37	78%	18	72	75%
7/20	49	212	77%	7	37	81%	13	72	82%
7/21	29	212	86%	8	37	78%	13	72	82%
7/22	50	212	76%	2	37	95%	24	72	67%
7/25	62	212	71%	4	37	89%	15	72	79%
7/26	36	212	83%	5	37	86%	14	72	81%
7/27	33	212	84%	7	37	81%	13	72	82%
7/28	31	212	85%	17	37	54%	32	72	56%
7/29	41	212	81%	6	37	84%	18	72	75%
8/1	77	212	64%	18	37	51%	Optional Hours for HS Scholars		
8/2	55	212	74%	15	37	59%			
Average	45	212	79%	9	37	75%	16	72	77%



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

	<u>Budget</u>	<u>Actual</u>	<u>Fav/(Unfav)</u>	<u>Full Year Budget</u>
Enrollment	1,132	1,154	22	1,132
DOE and other gov't funding (a)	\$ 3.8	\$ 3.8	\$ -	\$ 22.9
Expenses:				
Salaries	2.2	1.9	0.4	13.3
Benefits	0.8	0.6	0.2	4.6
OTPS	0.6	0.7	(0.1)	3.6
Total Expenses (b)	3.6	3.2	0.4	21.5
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.