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

Kaitlynn Conley  
**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, October 19<sup>th</sup>, 2022  
at  
The Harlem Children's Zone  
245 West 129<sup>th</sup> Street  
New York, NY

- I. Acceptance of the Minutes
- II. CEO Report (*Kwame Owusu-Kesse*)
- III. Superintendent's Updates (*Achil Petit*)
- IV. State Test Scores (*Achil Petit*)
- V. Promise Academy II Updates
  - i. Elementary School (*Amanda Neal*)
  - ii. Middle School (*Ryan Carroll*)
  - iii. High School (*Kaitlynn Conley*)
- VI. Financial Report (*Connor Fournier*)

# Harlem Children's Zone Promise Academy II Charter School

## Board Meeting

Tuesday, September 13, 2022

245 West 129th Street

*Attendees: Geoffrey Canada, Kwame Owusu-Kesse, Mitch Kurz, Ellanor (Bodie) Brizendine, Fatime Cadoo, Willie Mae Lewis, Keith Meister, Aisha Tomlinson, Nana Annan, Candice Ashby, Saskia Brown, Ari Browne, Ryan Carroll, Kaitlynn Conley, Joseph Cordero, Amy Deal, Connor Fournier, Linda Ibuzor, Jenn Klein, Jazmine Lewis, Stephanie Lilavois, Justin Maker, Katherine Martinez, Liam McCarthy, Amanda Neal, Anna Owusu, Achil Petit, Hayling Price, Madelaine Schultz, Troy Smith, Toya Stilley, and Jenny Zhou.*

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

Chief Executive Officer Kwame Owusu-Kesse reported that safety protocols were changed beginning on the first day of school, September 6, 2022. The School eliminated surveillance testing and daily COVID-19 questionnaires from the arrival process. However, COVID-19 testing is still available at the HCZ Armory. If a scholar exhibits COVID-like symptoms, they will be redirected to one of the exclusion rooms, and they will be sent home to take a rapid test. Their parent(s) will also be contacted. Additionally, the Return and Recovery Committee (RRC) will continue to monitor any spikes in COVID-19 symptoms or positive cases.

Mr. Owusu-Kesse also reported that the construction of the Sendero Verde building is complete. Promise Academy II Elementary School (PAIIES) will move to the new location once all permits are approved by the city.

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

Superintendent Dr. Achil Petit reported that enrollment is 1,154 for Promise Academy I and 1,002 for Promise Academy II.

Dr. Petit announced that former Assistant Principal Amanda Neal had accepted the Principal role at PAIIES and introduced Ms. Neal to the Board. The following is a transcript of the remarks, edited for clarity:

“Amanda Neal started working at Promise Academy 13 years ago as a third-grade teacher. She’s held several positions within the organization, including math coach, education director, and, most recently, assistant principal. Ms. Neal shared that she appreciates the opportunity and is excited to continue her great work in her capacity as principal.”

Dr. Petit reported that the HCZ Promise Academy High School Graduation was held on June 24, 2022, at the HCZ Armory. Parents appreciated the opportunity to honor their scholars for their accomplishments.

Deputy Superintendent Dr. Saskia Brown reported that staff orientation began on August 22, with 50 new Promise Academy staff members attending the first week and over 310 staff members attending the second week. The theme of the orientation was “Back to Basics,” and the sessions included team-building exercises focusing on leadership development and setting expectations. Mr. Owusu-Kesse interviewed Board Chairman Geoffrey Canada at the closing ceremony on Friday, September 1.

Dr. Brown thanked HCZ teams, including Maintenance, Safety, IT, and senior leaders, for their support during the first week of instruction.

Dr. Brown introduced the new Director of Curriculum and Instruction, Katherine Martinez, to the Board. The following is a transcript of the remarks, edited for clarity:

“Katherine Martinez’s career journey evolved around New Jersey urban school districts. Her many achievements include designing and implementing the overhaul of Language Arts and Literacy programs

and coordinating the professional development of over 600 teachers. Ms. Martinez said she is grateful for the opportunity to work at HCZ Promise Academy.”

Dr. Brown reported that this summer, approximately 460 HCZ Promise Academy scholars rising to grades one through nine participated in the Bloomberg Philanthropies Summer Boost NYC program. As part of the 20-day summer program, scholars studied English language arts and mathematics at public charter schools in New York City.

### **HCZ Promise Academy II Elementary School (Amanda Neal)**

Principal Amanda Neal reported the Elementary School's attendance was 86% for June and 72% for the summer.

Teachers took advantage of the Summer Boost NYC program, which gave them the opportunity to help scholars close the learning gap and meet benchmarks through additional support.

Principal Neal held meetings with parents in different languages to introduce herself as the new principal. The Elementary School administrative staff sends weekly videos to families with information about school goings-on.

Principal Neal met and greeted kindergarten families outside as they dropped off scholars during the first week of school.

The Elementary School holds a Principal Points meeting on Wednesdays at 12:30 PM and 4:30 PM to give the principal and staff a chance to connect.

With the “Back to Basics” theme in mind, senior leaders are working on the provision of curriculum and instruction for the school year.

### **HCZ Promise Academy II Middle School (Ryan Carroll)**

Principal Ryan Carroll reported that the Middle School's attendance was 87% for June and 83% for the summer.

Teachers took advantage of the Summer Boost NYC program, with nine teachers leading instruction and support in math and ELA for scholars with the greatest academic need. Eighth graders rising to ninth grade showed an increase of 48 percentage points in ELA pre-tests and 68 percentage points in math pre-tests. In ELA, scholars rising to the eighth grade increased their proficiency by 28%, and rising sixth-grade scholars increased their proficiency by 45%. In math, there was a 21% increase for rising seventh graders and a 14% increase for rising sixth graders.

Eleven new staff members joined the Middle School and attended the new teacher orientation.

The Middle School provided swag bags, breakfast, lunch, and snacks for all returning and new staff. Principal Carroll thanked the Maintenance team for cleaning and preparing the classrooms for the return of scholars on September 6.

### **HCZ Promise Academy II High School (Kaitlynn Conley)**

Principal Kaitlynn Conley reported that the High School's attendance was 90% for June and 77% for the summer.

High School scholars participated in Summer Exposure Opportunities at higher learning institutions, including Adelphi University, Brown University, Columbia University, Emory University, the Fashion Institute of Technology, Georgetown University, Harvard University, Howard University, Johns Hopkins University, Syracuse University, Tufts University, UCLA, and Williamson College of the Trades.

Principal Conley thanked Jenn Klein for working with seniors on their early-action applications.

In August, the High School held two freshmen orientations with senior scholars attending to mentor scholars about their high school academic careers.

**Financial Update (Connor Fournier)**

CFO Connor Fournier reported that Promise Academy II's revenue is on budget at an enrollment of 1,034. Expenses are \$0.7M favorable at \$2.8M. HCZ has not made a contribution through two months of FY22.

**Promise Academy Family Handbook (Candice Ashby)**

The Board unanimously approved the 2022-2023 Promise Academy Family Handbook by written resolution on October 19, 2022. The updated handbook can be found on the Promise Academy website.

<https://hczpromise.org/for-parents/>

## **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/>

## HCZ Promise Academy II September 2022 Attendance Report

| Date           | HCZ PAII Elementary School |            |            | HCZ PAII Middle School |            |            | HCZ PAII High School |            |            |
|----------------|----------------------------|------------|------------|------------------------|------------|------------|----------------------|------------|------------|
|                | Students                   | Enrollment | Present    | Students               | Enrollment | Present    | Students             | Enrollment | Present    |
| 9/6            | 76                         | 541        | 86%        | 25                     | 264        | 91%        | 16                   | 232        | 93%        |
| 9/7            | 72                         | 543        | 87%        | 19                     | 263        | 93%        | 13                   | 232        | 94%        |
| 9/8            | 61                         | 546        | 89%        | 21                     | 263        | 92%        | 16                   | 232        | 93%        |
| 9/9            | 73                         | 546        | 87%        | 20                     | 261        | 92%        | 17                   | 231        | 93%        |
| 9/12           | 61                         | 543        | 89%        | 17                     | 261        | 93%        | 9                    | 229        | 96%        |
| 9/13           | 51                         | 541        | 91%        | 16                     | 261        | 94%        | 18                   | 229        | 92%        |
| 9/14           | 59                         | 541        | 89%        | 8                      | 261        | 97%        | 16                   | 229        | 93%        |
| 9/15           | 58                         | 540        | 89%        | 13                     | 261        | 95%        | 20                   | 229        | 91%        |
| 9/16           | 64                         | 540        | 88%        | 19                     | 261        | 93%        | 17                   | 229        | 93%        |
| 9/19           | 54                         | 541        | 90%        | 9                      | 264        | 97%        | 15                   | 229        | 93%        |
| 9/20           | 49                         | 540        | 91%        | 12                     | 264        | 95%        | 8                    | 229        | 97%        |
| 9/21           | 48                         | 539        | 91%        | 19                     | 264        | 93%        | 12                   | 229        | 95%        |
| 9/22           | 50                         | 537        | 91%        | 18                     | 264        | 93%        | 13                   | 229        | 94%        |
| 9/23           | 57                         | 534        | 89%        | 15                     | 264        | 94%        | 11                   | 229        | 95%        |
| 9/28           | 53                         | 536        | 90%        | 16                     | 264        | 94%        | 16                   | 229        | 93%        |
| 9/29           | 57                         | 535        | 89%        | 18                     | 264        | 93%        | 15                   | 229        | 93%        |
| 9/30           | 55                         | 534        | 90%        | 19                     | 265        | 93%        | 17                   | 229        | 93%        |
| <b>Average</b> | <b>59</b>                  | <b>540</b> | <b>89%</b> | <b>17</b>              | <b>263</b> | <b>94%</b> | <b>15</b>            | <b>230</b> | <b>94%</b> |





**Promise Academy II**  
**FY 2023 Q1 YTD Budget vs. Actual**  
 \$ millions

|                                             | Budget        | Actual        | Fav/(Unfav)  | Full Year Budget |
|---------------------------------------------|---------------|---------------|--------------|------------------|
| <b>Enrollment</b>                           | <b>1,034</b>  | <b>1,016</b>  | <b>(18)</b>  | <b>1,034</b>     |
| <b>DOE and other gov't funding (a)</b>      | \$ <b>5.4</b> | \$ <b>5.3</b> | <b>(0.1)</b> | \$ <b>21.7</b>   |
| <b>Expenses:</b>                            |               |               |              |                  |
| <b>Salaries</b>                             | <b>3.3</b>    | <b>3.3</b>    | <b>-</b>     | <b>13.2</b>      |
| <b>Benefits</b>                             | <b>1.1</b>    | <b>1.1</b>    | <b>-</b>     | <b>4.5</b>       |
| <b>OTPS</b>                                 | <b>0.8</b>    | <b>0.9</b>    | <b>(0.1)</b> | <b>3.3</b>       |
| <b>Total Expenses (b)</b>                   | <b>5.2</b>    | <b>5.3</b>    | <b>(0.1)</b> | <b>21.0</b>      |
| <b>Expenses in excess of public funding</b> | <b>-</b>      | <b>-</b>      | <b>-</b>     | <b>-</b>         |
| <b>Contribution Components:</b>             |               |               |              |                  |
| <b>HCZ Contribution</b>                     | <b>-</b>      | <b>-</b>      | <b>-</b>     | <b>-</b>         |
| <b>per student (whole \$)</b>               | \$ <b>-</b>   | \$ <b>-</b>   | \$ <b>-</b>  | \$ <b>-</b>      |

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

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