



Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 06/26/2019 • Last updated: 10/30/2019

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2019**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL
(Select name from the drop down menu)

a1. Popular School Name HCZ Promise Academy II Charter School
(Optional)

b. CHARTER AUTHORIZER (As of June 30th, 2019) NYCDOE-Authorized Charter School

Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.

c. DISTRICT / CSD OF LOCATION NYC CSD 5

d. DATE OF INITIAL CHARTER 04/2005

e. DATE FIRST OPENED FOR INSTRUCTION 09/2005

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of the Harlem Children’s Zone Promise Academy II Charter School II (HCZ Promise Academy II) is to provide high quality, standards-based academic programs for students, grades K-12, from underserved communities and underperforming school districts, and to provide students with the skills they need to be accepted by and succeed in college. HCZ Promise Academy II promotes high achievement in all subjects through a demanding curriculum, extensive supportive services and the use of data-driven teaching methods. HCZ Promise Academy II is committed to promoting academic accomplishment, positive character development, healthy lifestyles and leadership skills. In partnership with the Harlem Children’s Zone, HCZ Promise Academy II addresses the educational and developmental needs of each student.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Data-Driven Instruction: The Promise Academy teaching philosophy is that all students have different instructional needs, and it is our job to find ways to identify and address those needs. Small-group instruction and tutoring offered in the after school program is an integral piece to achieving a high academic outcome. Promise also uses running records for assessing reading levels and identifying patterns of strategies that work.
Variable 2	Professional development: Promise Academy has always focused on building a core of highly-qualified, driven teachers serving as beacons of experience to younger staff with great potential. Promise has expanded that focus by creating a Curriculum Office of ELA and math coaches, giving teachers opportunities to receive guided instruction. We are also attracting and training talented teachers through student/teacher apprenticeships and Relay/GSE. During the summer of 2017, we began to offer new teachers a more intense series of mandatory PDs. Our current focus is ensuring that those PDs are consistently tailored to help integrate new teachers to better fulfill our mission.
Variable 3	College Readiness: To ensure that students in Promise have

	<p>the best chance for academic success, Promise has consistently aligned itself with collaborative programs. The Bard Early College Program and advanced placement classes, along with creating a campus like environment has been useful tools in helping our children become college-ready. Students are offered services from the Center for Higher Education and Career Support with advisors who help and guide them through their high school and college careers.</p>
Variable 4	<p>Parent Engagement: The members of the Promise Academy II Parents Association (PAPA II) are instrumental in maintaining strong ties between school staff and the families of students. The school also benefits from the Parent Engagement team, which offers professional development opportunities for the PAPA board and advises them on appropriate ways to manage feedback from the community of Promise parents.</p>
Variable 5	<p>Academic Coaches: Promise Academy has academic coaches in ELA and math to ensure that the curriculum is aligned with the Common Core State Standards. The coaches use teaching strategies and data assessment to improve and strengthen the curriculum and target at risk students in order to help them achieve benchmarks. Lead teachers, teaching fellows and principals are also provided with opportunities to be trained by Relay/GSE, an accredited national non-profit institution of higher education.</p>
Variable 6	<p>Recruitment: The recruitment team focuses on finding quality candidates from around the country and works with leadership using the following strategies: attending/hosting teacher recruitment fairs and events at colleges/universities, internet job postings, advertisements, employee referrals and partnering with programs such as Teach for America. Student teachers from reputable universities are also trained in Promise classrooms with a focus on a data-driven positive school culture.</p>
Variable 7	<p>Pipeline Services: The services we offer such as, healthy nutrition, access to social services, foster care prevention and the Promise After School program with additional instruction opportunities ensures that our students begin on the same playing field as children from more affluent communities. We also have a fully operational health center for all Promise students and partner with proven organizations so that our children get the services they need to develop as healthy students.</p>
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

Need additional space for variables No

h. SCHOOL WEB ADDRESS (URL) www.hczpromise.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment) 1200

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment) 990

k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2019-20?

	Yes, 2 sites
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School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2005 Madison Ave New york, NY 10035	212-360-3230	NYC CSD 5	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit	212-360-3255	646-582-1200	principalpa2@hczpromise.org
Operational Leader	Ari Browne	212-360-3230		se.org
Compliance Contact	Candice Ashby	212-360-3230		omise.org
Complaint Contact	Candice Ashby	212-360-3230		omise.org
DASA Coordinator	Toya Stilley	212-360-3230		ise.org
Phone Contact for After Hours Emergencies	Reception	212-360-3255		principal2@hczpromise.org

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	n/a	No		No		Yes

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Site 1 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/90057033/yFPTXS6fVy/>

Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/90057033/nBltmqxAKU/>

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	35 East 125th Street New York, NY 10035	212-360-3255	NYC CSD 5	6-12	10-12

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit	212-360-3255	212-360-3230	principalpa2@hczpromise.org
Operational Leader	Ari Browne	212-360-3230		
Compliance Contact	Candice Ashby	212-360-3230		
Complaint Contact	Candice Ashby	212-360-3230		
DASA Coordinator	Toya Stilley	212-360-3230		
Phone Contact for After Hours Emergencies	Reception	212-360-3255		principalpa2@hczpromise.org

m2b. Is site 2 in public (co-located) space or in private space?

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Site 2 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/90057033/s65leHxILr/>

Site 2 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/90057033/bZoeZBX06f/>

CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2018-19 school year? (Please include approved or pending material and non-material charter revisions). Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	The maximum number of enrollment was changed from 1250 to 1150.	Part of our charter renewal application	May 6, 2019 - approved by BOR
2	Change in organizational structure	Structural change from Lower and Upper Elementary to one Elementary from K-5 in order to increase developmental alignment	Part of our charter renewal application	May 6, 2019 - approved by BOR
3				
4				
5				

More revisions to add? No

ATTESTATION

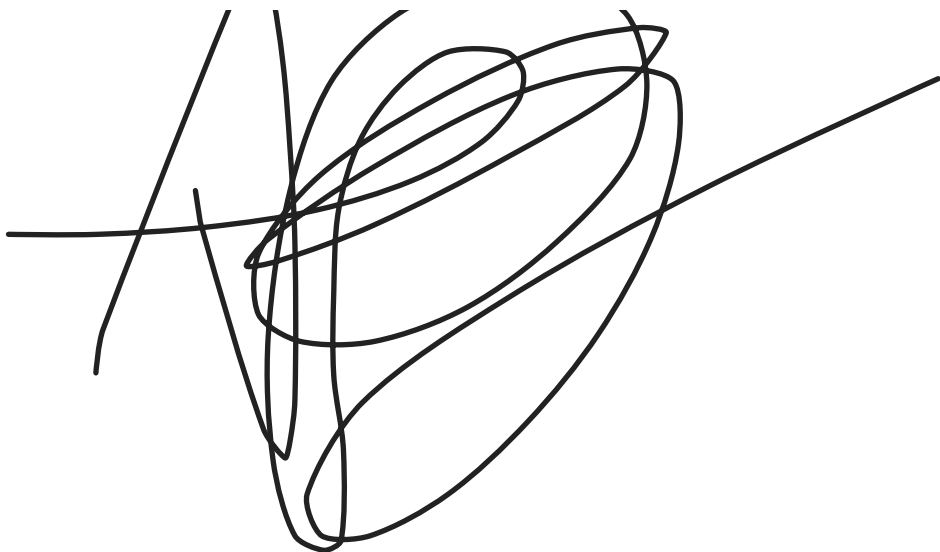
o. Individual Primarily Responsible for Submitting the Annual Report.

Name	Candice Ashby
Position	Director of Compliance & Reporting
Phone/Extension	212-360-3230
Email	candice.ashby@hczpromise.org

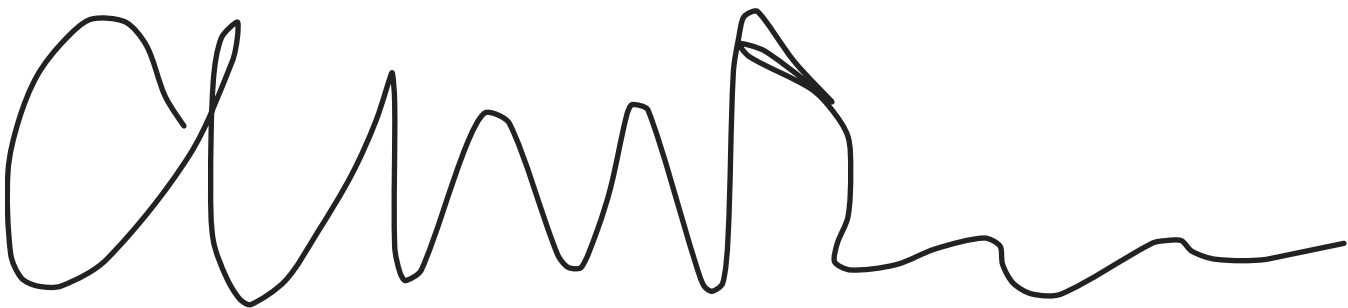
p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Yes

Signature, Head of Charter School

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink, featuring a series of connected loops and a long horizontal stroke extending to the right.

Date

(No response)

Thank you.



Entry 2 NYS School Report Card Link

Last updated: 07/22/2019

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

1. CHARTER AUTHORIZER (As of June 30th, 2019) NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

2. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

https://data.nysed.gov/essa.php?instid=800000058981&year=2018&createreport=1&OverallStatus=1§ion_1003=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&HSindicators=1&HScomposite=1&HSgradrate=1&HScompgrowth=1&HSelp=1&HSprogress=1&HSchronic=1&HScctr=1&HSpert=1



Entry 3 Progress Toward Goals

Created: 07/22/2019 • Last updated: 11/01/2019

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2018-19 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceed the percent proficient of the Community School District (CSD) of location and also meets or exceed the citywide percent proficient on the New York State ELA examination.	New York State ELA Exam	Met	Goal met: Promise Academy II students had a 52.5% pass rate in ELA which was a higher pass rate than CSD 5 (31.0%) and NYC (47.4%).
Academ	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceed the percent	New York State Math		Goal met: Promise Academy II students had a 72.5% pass rate in math which

ic Goal 2	proficient of the Community School District (CSD) of location and also meets or exceed the citywide percent proficient on the New York State math examination.	Exam	Met	was a higher pass rate than CSD 5 (25.3%) and NYC (45.6%).
Academ ic Goal 3	Each year, at least 75 percent of students in the high school accountability cohort passing an English Regents exam will have a score of 75 or above by the end of their fourth year.	English Regents Exam	Not Met	Goal not met: 72.1% of cohort U students have scored at least a 75 on the ELA Regents exam.
Academ ic Goal 4	Each year, at least 75 percent of students in the high school accountability cohort passing a math Regents exam will have a score of 75 or above by the end of their fourth year.	Math Regents Exams	Met	Goal met: 90.2% of cohort U students have scored at least a 75 on a math Regents exam.
	For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by half the gap between			<p>Goal partially met: 2 of 5 returning cohorts met the growth goal.</p> <p>2018-19 4th graders As 3rd graders: 53.3%; 2017-18 NYC: 50.6% Exceeded NYC</p> <p>As 4th graders: 48.1% CSD 5 growth: -2.6 percentage points Growth not exceeded</p> <p>2018-19 5th graders As 4th graders: 54.8% 2017-18 NYC: 49.3% Exceeded NYC</p>

Academic Goal 5	the percent at or above Level 3 on the previous year's NYS ELA exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State ELA exam. For school sin which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's ELA exam, the school is expected to demonstrate growth comparable to the CSD in the current year.	New York State ELA Exam	Not Met	<p>As 5th graders: 30.8% CSD 5 growth: -3.4 percentage points Growth not exceeded</p> <p>2018-19 6th graders As 5th graders: 34.9% 2017-18 NYC: 38.0% Did not exceed NYC</p> <p>As 6th graders: 67.5% 2018-2019 NYC: 48.4% Growth exceeded</p> <p>2018-19 7th graders As 6th graders: 58.0% 2017-18 NYC: 48.9% Exceeded NYC</p> <p>As 7th graders: 41.5% CSD 5 growth: -6.1 percentage points Growth not exceeded</p> <p>2018-19 8th graders As 7th graders: 55.2% 2017-18 NYC: 42.6% Exceeded NYC</p> <p>As 8th graders: 68.8% CSD 5 growth: 7.8 percentage points Growth exceeded</p>
				<p>Goal partially met: 4 of 5 returning cohorts met the growth goal</p> <p>2018-19 4th graders As 3rd graders: 73.0%; 2017-18 NYC: 52.2% Exceeded NYC</p>

<p>Academic Goal 6</p>	<p>For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by half the gap between the percent at or above Level 3 on the previous year's NYS math exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State math exam. For school sin which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's math exam, the school is expected to demonstrate growth comparable to the CSD in the current year.</p>	<p>New York State Math Exam</p>	<p>Not Met</p>	<p>As 4th graders: 69.6% CSD 5 growth: -5.3 percentage points Growth exceeded</p> <p>2018-19 5th graders As 4th graders: 70.6% 2017-18 NYC: 46.4% Exceeded NYC</p> <p>As 5th graders: 71.4% CSD 5 growth: 3.1 percentage points Growth not exceeded</p> <p>2018-19 6th graders As 5th graders: 59.8% 2017-18 NYC: 41.7% Exceeded NYC</p> <p>As 6th graders: 71.3% CSD 5 growth: 8.0 percentage points Growth exceeded</p> <p>2018-19 7th graders As 6th graders: 66.7% 2017-18 NYC: 39.9% Exceeded NYC</p> <p>As 7th graders: 75.6% CSD 5 growth: -1.4 percentage points Growth exceeded</p> <p>2018-19 8th graders As 7th graders: 83.3% 2017-18 NYC: 39.8% Exceeded NYC</p> <p>As 8th graders: 89.1% CSD 5 growth: -6.7 percentage points Growth exceeded</p>
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Academic Goal 7	For each year of the next charter term, the school will perform at the 60th percentile or above compared with citywide averages for its 4-year graduation rate in the 60th percentile or above compared with citywide averages for its 6-year graduation rate.	4-year and 6-year graduation rates		Not yet available: city-wide graduation rates for Cohort U have not been released.
Academic Goal 8	For each year of the next charter term, the school will show progress towards having 75% of students enrolled in each grade 9-11 accumulate 10 or more credits towards graduation. The school will be accountable for all credits accumulated by students who were continuously enrolled in the school including students who have dropped out or enrolled in an accredited GED program, however, excluding the credits accumulated by students who have transferred from or to another school, were incarcerated, left the country, or died during the school year. The school will report this each September by submitting a report of student credit accumulation from the previous school year for purposes of the NYC DOE School	Credit accumulation		N/A: The NYC DOE progress report is not yet available.

Academic Goal 9

Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City.

New York State ELA Exam

Met

Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.
Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.

The pass rates for each tested grade are as follows:
3rd grade: PA, 60.7%; Black, 42.9%; Latino, 42.6%

4th grade: PA, 48.1%; Black, 37.6%; Latino, 38.8%

5th grade: PA, 30.8%; Black, 27.8%; Latino, 28.9%

6th grade: PA, 67.5%; Black, 34.6%; Latino, 36.3%

7th grade: PA, 41.5%; Black, 29.4%; Latino, 31.2%

8th grade: PA, 68.8%; Black, 38.5%; Latino, 41.4%

Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.

The pass rates for each tested grade are as follows:
3rd grade: PA, 61.9%;

Academ ic Goal 10	Each year, the percent of students performing at or above Level 3 on the State Math exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City.	New York State Math Exam	Black, 38.7%; Latino, 41.3% 4th grade: PA, 69.6%; Black, 31.6%; Latino, 37.0% 5th grade: PA, 71.4%; Black, 27.9%; Latino, 33.6% 6th grade: PA, 71.3%; Black, 25.9%; Latino, 30.3% 7th grade: PA, 75.6%; Black, 23.7%; Latino, 28.7% 8th grade: PA, 89.1%; Black, 22.0%; Latino, 26.3%
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2. Do have more academic goals to add? Yes

2018-19 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 11	80% of students enrolled in classes designed toward college accreditation will earn the minimum amount of college credits.	College credit accumulation	Not Met	Goal not met: Students enrolled in classes designed towards college accreditation earned at least the minimum amount of college credits in 71% of classes taken.
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2018-19 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will have an average daily student attendance rate of at least 95 percent	Attendance rate in ATS	Not Met	Average attendance was 94.1% In the past two years, the superintendent has initiated a stronger attendance policy. For the 19-20 school year, work to more strongly align our best practices in the middle school grades will be rolled out to elementary and high school.
Org Goal 2	Each year, 95 percent of all students enrolled on the last day of the school year will return the following school year.	Student enrollment and discharge information from ATS		91% of students enrolled on the last day of school returned the following school year. The school will make stronger attempts to retain students at PAll by reaching out to families. However, it should be noted that attrition, in part, is due to problems we have had with the co-located building for our K-5 grades at 2005 Madison - especially maintenance issues.
Org Goal 3	Each year, 90 percent of all instruction staff employed during the prior school year will return and/or be	Human Resources Internal Systems and Records	Not Met	Goal not met: 81% of instruction staff employed during the prior school returned or were asked to

	asked to return the following year			return.
Org Goal 4	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of parents that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more parents participate in the survey.	2018-2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
Org Goal 5	In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of staff that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more staff participate in the survey.	2018-2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
	In each year of the charter term, students will express			

Org Goal 6	satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of students that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more students participate in the survey.	2018-2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				

Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add? No

6. FINANCIAL GOALS

2018-19 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financia l Goal 1	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Financial Data	Met	
Financia l Goal 2				
Financia l Goal 3				
Financia l Goal 4				
Financia l Goal 5				

7. Do have more financial goals to add? (No response)

2018-19 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financia l Goal 6				
Financia l Goal 7				
Financia l Goal 8				
Financia l Goal 9				
Financia l Goal 10				

Thank you.



Entry 4 Expenditures per Child

Last updated: 07/31/2019

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection Heading

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2018-19 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:*

Audit Guide available within the portal or on the NYSED website at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf>.

Line 1: Total Expenditures	20873427
Line 2: Year End FTE student enrollment	995
Line 3: Divide Line 1 by Line 2	20978

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2018-19 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:
The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:
<http://www.p12.nysed.gov/psc/AuditGuide.html>.
Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	17336643
Line 2: Management and General Cost (Column)	77157
Line 3: Sum of Line 1 and Line 2	17413800
Line 5: Divide Line 3 by the Year End FTE student enrollment	17501

Thank you.

Financial Statements and Supplementary
Schedule Together with
Reports of Independent Certified Public Accountants

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**

For the years ended June 30, 2019 and 2018

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

TABLE OF CONTENTS

	Page(s)
Report of Independent Certified Public Accountants	1 - 2
Financial Statements:	
Statements of Financial Position as of June 30, 2019 and 2018	3
Statements of Activities for the years ended June 30, 2019 and 2018	4
Statement of Functional Expenses for the year ended June 30, 2019	5
Statement of Functional Expenses for the year ended June 30, 2018	6
Statements of Cash Flows for the years ended June 30, 2019 and 2018	7
Notes to Financial Statements	8 - 15
Report of Independent Certified Public Accountants on Internal Control over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	16 - 17
Schedule of Findings and Questioned Costs	18

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To The Board of Trustees of
Harlem Children's Zone Promise Academy II Charter School:

Report on the financial statements

We have audited the accompanying financial statements of Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Harlem Children's Zone Promise Academy II Charter School as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other reporting required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report, dated October 30, 2019, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



New York, New York
October 30, 2019

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statements of Financial Position
As of June 30, 2019 and 2018

ASSETS	2019	2018
Cash and cash equivalents	\$ 2,493,450	\$ 135,107
Restricted cash	70,810	70,774
Contributions receivable	-	625,000
Government grants and contracts receivable	450,237	918,332
Due from related parties	616,509	93,676
Due from Harlem Children's Zone - deferred compensation plans	3,435,022	3,767,870
Property and equipment, net	25,327	5,166
Other assets	<u>37,034</u>	<u>61,270</u>
Total assets	<u><u>\$ 7,128,389</u></u>	<u><u>\$ 5,677,195</u></u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 2,170,313	\$ 1,629,111
Deferred compensation payable	<u>2,387,822</u>	<u>2,967,079</u>
Total liabilities	<u>4,558,135</u>	<u>4,596,190</u>
CONTINGENCIES		
NET ASSETS - without donor restrictions	<u>2,570,254</u>	<u>1,081,005</u>
Total liabilities and net assets	<u><u>\$ 7,128,389</u></u>	<u><u>\$ 5,677,195</u></u>

The accompanying notes are an integral part of these financial statements.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statement of Activities
For the years ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
REVENUE AND SUPPORT		
Revenue:		
Government grants and contracts	\$ 19,355,367	\$ 17,720,651
Other income	<u>6,447</u>	<u>3,045</u>
Total revenue	<u>19,361,814</u>	<u>17,723,696</u>
Support:		
Contributions:		
Related parties	4,034,006	4,047,684
Others	<u>1,325,963</u>	<u>1,264,511</u>
Contributed space and services:		
Related parties	514,522	491,635
Others	<u>1,677,481</u>	<u>1,774,764</u>
Total support	<u>7,551,972</u>	<u>7,578,594</u>
Total revenue and support	<u>26,913,786</u>	<u>25,302,290</u>
EXPENSES		
Program services:		
Regular education	20,911,825	20,779,062
Special education	<u>3,410,571</u>	<u>3,116,716</u>
Total program services	<u>24,322,396</u>	<u>23,895,778</u>
Management and general	<u>1,102,141</u>	<u>1,040,842</u>
Total expenses	<u>25,424,537</u>	<u>24,936,620</u>
Change in net assets	<u>1,489,249</u>	<u>365,670</u>
Net assets, beginning of year	<u>1,081,005</u>	<u>715,335</u>
Net assets, end of year	<u>\$ 2,570,254</u>	<u>\$ 1,081,005</u>

The accompanying notes are an integral part of these financial statements.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statement of Functional Expenses
For the year ended June 30, 2019

	Regular Education	Special Education	Management and General	Total
Salaries	\$ 11,404,793	\$ 1,860,040	\$ 654,194	\$ 13,919,027
Payroll taxes	926,421	151,093	53,141	1,130,655
Employee benefits	1,730,807	282,282	99,281	2,112,370
Retirement plan contribution	<u>239,048</u>	<u>38,987</u>	<u>13,712</u>	<u>291,747</u>
Total personnel services	<u>14,301,069</u>	<u>2,332,402</u>	<u>820,328</u>	<u>17,453,799</u>
Admissions	95,974	15,653	5,505	117,132
Classroom supplies	235,601	38,425	-	274,026
Contracted services	656,373	107,050	37,650	801,073
Depreciation	4,593	749	265	5,607
Equipment rental and maintenance	111,595	18,200	6,401	136,196
Food	895,249	146,009	-	1,041,258
Insurance	65,121	10,621	3,735	79,477
Occupancy	3,302,671	538,642	189,446	4,030,759
Office supplies and furniture	197,788	32,258	11,345	241,391
Printing, publications, and memberships	36,238	5,910	2,079	44,227
Software and hardware	175,138	28,564	10,046	213,748
Special client services & incentives	335,654	54,743	-	390,397
Staff travel	25,547	4,167	1,465	31,179
Student travel	145,807	23,780	-	169,587
Telecommunications	48,998	7,991	2,811	59,800
Training	127,583	20,808	7,318	155,709
Uniforms	85,452	13,937	-	99,389
Miscellaneous	<u>65,374</u>	<u>10,662</u>	<u>3,747</u>	<u>79,783</u>
Total other than personnel services	<u>6,610,756</u>	<u>1,078,169</u>	<u>281,813</u>	<u>7,970,738</u>
Total expenses	<u>\$ 20,911,825</u>	<u>\$ 3,410,571</u>	<u>\$ 1,102,141</u>	<u>\$ 25,424,537</u>

The accompanying notes are an integral part of this financial statement.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statement of Functional Expenses
For the year ended June 30, 2018

	Regular Education	Special Education	Management and General	Total
Salaries	\$ 11,401,909	\$ 1,710,207	\$ 617,848	\$ 13,729,964
Payroll taxes	970,398	145,553	52,584	1,168,535
Employee benefits	1,814,457	272,156	98,322	2,184,935
Retirement plan contribution	<u>255,097</u>	<u>38,263</u>	<u>13,823</u>	<u>307,183</u>
Total personnel services	<u>14,441,861</u>	<u>2,166,179</u>	<u>782,577</u>	<u>17,390,617</u>
Admissions	59,580	8,937	3,229	71,746
Classroom supplies	112,190	16,828	-	129,018
Contracted services	409,382	61,404	22,184	492,970
Depreciation	9,156	1,499	541	11,196
Equipment rental and maintenance	119,509	17,925	6,476	143,910
Food	812,958	121,938	-	934,896
Insurance	84,875	12,731	4,599	102,205
Occupancy	3,404,777	510,693	184,499	4,099,969
Office supplies and furniture	223,972	33,594	12,137	269,703
Printing, publications, and memberships	43,925	6,588	2,380	52,893
Software and hardware	112,034	16,804	6,071	134,909
Special client services & incentives	381,134	57,167	-	438,301
Staff travel	22,080	3,312	1,196	26,588
Student travel	199,156	29,872	-	229,028
Telecommunications	80,169	12,025	4,344	96,538
Training	130,151	19,522	7,053	156,726
Uniforms	65,700	9,855	-	75,555
Miscellaneous	<u>66,453</u>	<u>9,843</u>	<u>3,556</u>	<u>79,852</u>
Total other than personnel services	<u>6,337,201</u>	<u>950,537</u>	<u>258,265</u>	<u>7,546,003</u>
Total expenses	<u>\$ 20,779,062</u>	<u>\$ 3,116,716</u>	<u>\$ 1,040,842</u>	<u>\$ 24,936,620</u>

The accompanying notes are an integral part of this financial statement.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statements of Cash Flows
For the years ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,489,249	\$ 365,670
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	5,607	11,196
Changes in assets and liabilities:		
Decrease (increase) in private contributions and grants receivable	625,000	(625,000)
Decrease (increase) in government grants and contracts receivable	468,095	(135,466)
Increase in due from related party	(522,833)	(93,676)
Decrease (increase) in due from Harlem Children's Zone - deferred compensation plans	332,848	(151,424)
Decrease in other assets	24,236	35,831
Increase in accounts payable and accrued expenses	541,202	190,895
Decrease in due to related party	-	(23,138)
(Decrease) increase in deferred compensation payable	<u>(579,257)</u>	<u>334,347</u>
Net cash provided by (used in) operating activities	<u>2,384,147</u>	<u>(90,765)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Purchases of property and equipment	(25,768)	-
Change in restricted cash	<u>(36)</u>	<u>(35)</u>
Net cash used in investing activities	<u>(25,804)</u>	<u>(35)</u>
Net increase (decrease) in cash and cash equivalents	2,358,343	(90,800)
Cash and cash equivalents, beginning of year	<u>135,107</u>	<u>225,907</u>
Cash and cash equivalents, end of year	<u><u>\$ 2,493,450</u></u>	<u><u>\$ 135,107</u></u>

The accompanying notes are an integral part of these financial statements.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

1. NATURE OF OPERATIONS

Harlem Children's Zone Promise Academy II Charter School (the "School") is a public charter school that is open to all New York City public school children via a lottery. Opened in 2005, the School features small class sizes, an extended day and year, high expectations, and access to an extended support system through its Institutional Partner, Harlem Children's Zone, Inc. ("HCZ").

HCZ is a not-for-profit organization that offers a wide array of education and social programs to the children and families of Harlem. Created in 1970 as a truancy prevention agency (then called "Rheedlen Centers for Children and Families"), HCZ has expanded its services to address the needs of children from birth through college, and as part of that mission, it also works to strengthen families and the surrounding community.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("US GAAP").

In August 2016, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") No. 2016-14, Not-for-Profit Entities (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities* ("ASU 2016-14"). The ASU amends the current reporting model for not-for-profit organizations and requires certain additional disclosures. The significant changes include:

- Requiring the presentation of two net asset classes classified as "net assets without donor restrictions" and "net assets with donor restrictions";
- Modifying the presentation of underwater endowment funds and related disclosures;
- Requiring the use of the placed in service approach to recognize the satisfaction of restrictions on gifts used to acquire or construct long-lived assets, absent explicit donor stipulations otherwise;
- Requiring that all not-for-profits present an analysis of expenses by function and nature in a separate statement or in the notes to the financial statements;
- Requiring disclosure of quantitative and qualitative information regarding liquidity;
- Presenting investment return net of external and direct internal investment expenses; and,
- Modifying other financial statement reporting requirements and disclosures intended to increase the usefulness to the reader.

For the year ended June 30, 2019, the School adopted the relevant provisions of ASU 2016-14 and similarly revised the presentation of its fiscal 2018 financial statements to align with the new reporting presentation.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

The School classifies its net assets in the following categories:

Net Assets Without Donor Restrictions

Net assets that are not subject to donor-imposed stipulations and are, therefore, available for the general operations of the School.

Net Assets With Donor Restrictions

Represent net assets which are subject to donor-imposed restrictions whose use is restricted by time and/or purpose. Net assets with donor restrictions are subject to donor-imposed restrictions that require the School to use or expend the gifts as specified, based on purpose or passage of time. When donor restrictions expire, that is, when a purpose restriction is fulfilled or a time restriction ends, such net assets are reclassified to net assets without donor restrictions and reported on the statement of activities as net assets released from restrictions.

Net assets with donor restrictions also includes the corpus of gifts, which must be maintained in perpetuity, but allows for the expenditure of net investment income and gains earned on the corpus for either specified or unspecified purposes in accordance with donor stipulations. At June 30, 2019 and 2018, the School did not possess any net assets with donor restrictions.

Cash and Cash Equivalents

The School considers money market fund investments and all highly liquid debt instruments with a maturity of three months or less on the date of acquisition to be cash equivalents.

Property and Equipment

Property and equipment purchased for a value greater than \$5,000 and with depreciable lives greater than one year are carried at cost, net of depreciation. Significant additions or improvements extending asset lives are capitalized; normal maintenance and repair costs are expensed as incurred. Leasehold improvements are amortized based on the lesser of the estimated useful life or remaining lease term.

Property and equipment used in operations are depreciated over their estimated useful lives using the straight-line method, as follows:

	<u>Useful Life (Years)</u>
Furniture, fixtures, and equipment	5
Leasehold improvements	5 - 31.5

Revenue

The School derives its revenue principally from the New York State and New York City governments, through the New York City Department of Education ("DOE") Office of Charter Schools, based on pupil enrollment for regular and special education. The balance of the revenue and support is derived from contributions and other government grants and contracts.

Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by explicit donor-imposed restrictions. Revenues based on pupil enrollment are recognized over the

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL
Notes to Financial Statements
June 30, 2019 and 2018

period earned. Revenue from grants and contracts is recognized as the related expenses are incurred, or services performed, in accordance with the terms of the respective grant or contract agreement. Amounts received in advance are reported as deferred revenue.

The School records contributions of cash and other assets when an unconditional promise to give such assets is received from a donor. Contributions are recorded at the fair market value of the assets received and are classified as either support without donor restrictions or with donor restrictions, depending on whether the donor has imposed a restriction on the use of such assets. When a donor restriction expires (i.e., when a stipulated time restriction ends and/or a purpose restriction is accomplished), such net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Receivables

Receivables contain some level of uncertainty surrounding timing and amount of collection. Therefore, management provides an allowance for doubtful accounts based on the consideration of the type of receivable, responsible party, the known financial condition of the respective party, historical collection patterns and comparative aging. These allowances are maintained at a level management considers adequate to provide for subsequent adjustments and potential uncollectible accounts. These estimates are reviewed periodically and, if the financial condition of a party changes significantly, management will evaluate the recoverability of any receivables from that organization and write off any amounts that are no longer considered to be recoverable. Any payments subsequently collected on such written-off receivables are recorded as income in the period received. As of June 30, 2019 and 2018, no allowance for doubtful accounts was required.

Accounting for Income Taxes

The School recognizes the tax effects from an uncertain tax position in the financial statements only if the position is “more-likely-than-not” to be sustained if the position were to be challenged by a taxing authority. The assessment of the tax position is based solely on the technical merits of the position, without regard to the likelihood that the tax position may be challenged.

The School is exempt from federal income tax under Internal Revenue Code (“IRC”) section 501(c)(3), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the IRC. The School has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it was nexus; and to identify and evaluate other matters that may be considered tax positions. The School has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements for the years ending June 30, 2019 or 2018.

Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

Reclassifications

Certain items in the 2018 financial statements have been reclassified to conform to the current year presentation. These reclassifications did not have any effect on total assets, liabilities, net assets, revenues or expenses.

3. CASH AND CASH EQUIVALENTS

The School maintains cash and cash equivalent balances in financial institutions, which generally exceed the amount insured by the Federal Depositary Insurance Corporation ("FDIC") and subject the School to credit risk. The School monitors this risk on a regular basis and has not experienced, nor does it anticipate, nonperformance by any of these financial institutions.

4. RESTRICTED CASH

Pursuant to an addendum to the Charter Agreement dated February 3, 2015, with the New York City Department of Education, the School is required to set up an escrow of at least \$70,000. In the event of termination of the Charter, whether prematurely or otherwise, the School shall establish and follow procedures consistent with those required by Section 2851(2)(t) of the New York State Education Law in its use of the escrow.

5. PUPIL ENROLLMENT AND OTHER REVENUES FROM GOVERNMENT AGENCIES

Under the School's Charter agreement and the Charter Schools Act, the School is entitled to receive funding from state and federal sources that are available to public schools. These funds include New York City pupil enrollment funds, federal food subsidies, and Title I and Title II funds. The calculation of the amounts to be paid to the School under these programs is determined by the State and is based on complex laws and regulations, enrollment levels, and economic information related to the home school districts of the children enrolled in the School. If these regulations, some of which are relatively new in the State of New York, were to change, or other factors included in the calculations were to change, the level of funding that the School receives could vary significantly.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

The amounts received and receivable from government agencies and included as revenue in the financial statements consisted of the following as of and for the years ended June 30, 2019 and 2018:

	2019		2018	
	Revenues	Receivable	Revenues	Receivable
City of New York (Pupil enrollment)	\$ 17,201,113	\$ -	\$ 15,695,574	\$ 354,840
City of New York (Other)	804,424	-	668,624	-
Outside the City of New York (Pupil enrollment)	31,766	16,159	17,794	17,794
Title I	484,033	179,690	444,440	293,000
Title II	53,402	11,586	150,448	110,595
Title IV	35,141	28,113		
E-Rate	25,472	-	97,191	25,387
Food service - Federal and State of New York	720,016	214,689	646,580	116,716
Total government grants and contracts	<u>\$ 19,355,367</u>	<u>\$ 450,237</u>	<u>\$ 17,720,651</u>	<u>\$ 918,332</u>

6. PROPERTY AND EQUIPMENT

At June 30, 2019 and 2018, property and equipment consisted of the following:

	2019	2018
Equipment	\$ 235,830	\$ 227,022
Leasehold improvements	51,594	34,634
Furniture and fixtures	41,997	41,997
	<u>329,421</u>	<u>303,653</u>
Less: Accumulated depreciation	<u>(304,094)</u>	<u>(298,487)</u>
Total	<u>\$ 25,327</u>	<u>\$ 5,166</u>

Depreciation expense for the years ended June 30, 2019 and 2018 amounted to \$5,607 and \$11,196, respectively.

7. RETIREMENT PLAN

The School maintains the Alerus Tax Deferred Annuity Plan (the "Plan") with Alerus Retirement Solutions for all eligible employees. The Plan is non-contributory and employees become eligible once they have reached age 21 and have completed one year of service. Employees participating in the Plan will be fully vested after completing six years of service. Employer contributions made to the Plan are discretionary. For the years ended June 30, 2019 and 2018, contributions made to the Plan amounted to \$291,747 and \$307,183, respectively.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

8. RELATED-PARTY TRANSACTIONS

Contributions

Deferred compensation plans

HCZ maintains a discretionary 457(f) plan and a Supplemental Bonus Plan for Teachers (effective January 1, 2016) for certain eligible employees of the School. Employees become eligible to participate in these plans based solely at the discretion of the School's Board of Trustees. The amounts contributed to the 457(f) plan and the Supplemental Bonus Plan for Teachers become vested five and three years, respectively, after the date of the initial contribution for all eligible employees. Amounts contributed to these plans are paid to eligible employees when vested. Terminated employees become vested immediately at the date of their termination. HCZ provides the School with an annual subsidy to cover this cost by contributing to a HCZ investment account. During fiscal 2019 and 2018, HCZ provided a net subsidy of \$932,456 and \$876,940, respectively, for contributions to these plans. These amounts are recorded within private contributions – related party and a corresponding expense on the accompanying statements of activities. The cumulative amount due from HCZ relating to these plans totaled \$3,435,022 and \$3,767,870 at June 30, 2019 and 2018, respectively. The cumulative amount due to eligible employees totaled \$2,387,822 and \$2,967,079 at June 30, 2019 and 2018, respectively. Amounts due from HCZ in excess of amounts due to eligible employees represents reimbursements of amounts already paid by the School in advance of receiving the funds from HCZ.

Other

Certain expenses are shared amongst the School, HCZ and Harlem Children's Zone Promise Academy Charter School ("PA I"). Shared expenses primarily relate to prorated salaries and other expenses that are allocated amongst the School, HCZ and PA I. Amounts may also be received by the School on behalf of HCZ or PA I, and amounts may also be granted to the School from HCZ. At June 30, 2019 and 2018, due from related parties totaled \$616,509 and \$93,676, respectively, pertaining to these related party transactions.

HCZ also provided the School with grants in the amounts of \$3,101,550 and \$3,170,219 in fiscal 2019 and 2018, respectively, which are included in contributions – related parties on the accompanying statements of activities.

Contributed Space and Services

HCZ provides the School with certain services at no cost. For the years ended June 30, 2019 and 2018, the School recognized revenues and corresponding expenses for services of \$514,522 and \$491,635, respectively.

The School also recognized revenues and corresponding expenses for contributed space and utilities from the DOE for the years ended June 30, 2019 and 2018 of \$1,677,481 and \$1,774,764, respectively.

Rent

During fiscal 2019, the School renewed a five-year lease agreement with HCZ for the School's use of the space located at 35 East 125th St, New York, NY, a property owned by HCZ. Pursuant to the terms of this lease, the School incurred approximately \$1,786,000 in rent expense during both fiscal 2019 and 2018.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

As of June 30, 2019, the minimum future annual rental obligation under the terms of this lease are as follows:

Year	
2020	\$ 1,985,243
2021	2,044,800
2022	2,106,144
2023	2,169,328
2024	2,234,408
	<u>\$ 10,539,923</u>

9. CONCENTRATION OF RISK

The School is dependent on various government agencies for funding and is responsible for meeting the requirements of such agencies. If the School were to lose students or the related government funding, it could have a substantial effect on the School's ability to continue operations.

As discussed in Note 8, HCZ makes a contribution to the School and donates services. If this relationship were to change or cease, such change could have a substantial effect on the School's ability to continue operations.

10. CONTINGENCIES

Government Agency Audits

The School participates in a number of federal and state programs. These programs require that the School comply with certain requirements of laws, regulations, contracts, and agreements applicable to the programs in which it participates. All funds expended in connection with government grants and contracts are subject to audit by government agencies. While the ultimate liability, if any, from any such audits of government contracts by government agencies is presently not determinable, it should not, in the opinion of management, have a material effect on the School's financial position or change in net assets. Accordingly, no provision for any such liability that may result has been made in the accompanying financial statements.

Litigation

The School, in the normal course of its operations, is a party to various legal proceedings and claims. While it is not feasible to predict the ultimate outcomes of such matters, management of the School is not aware of any claims or contingencies that would have a material adverse effect on the School's financial position or change in net assets.

11. LIQUIDITY AND AVAILABILITY OF RESOURCES

The School closely monitors cash flows to ensure adequate resources are available at any given time to meet current and upcoming obligations. Strong emphasis on budget and treasury management is undertaken in an effort to anticipate organizational needs during both the short- and long-term. In doing so, the School is able to avoid large idle cash balances that would otherwise represent an opportunity cost to the School.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

Government grant revenue represents the majority of funding received for School operations. As such, the School puts considerable focus on grants management to make certain that necessary funding is both calculated accurately and received timely.

Finally, if significant unforeseen liquidity issues arise, the School would seek funding and assistance from its Instructional Partner, Harlem Children's Zone, Inc., to address potential shortfalls, mitigate any operational issues that could result, and develop a long-term remedy.

The School's financial assets available within one year of June 30, 2019 for general expenditure are as follows:

Cash and cash equivalents	\$ 2,493,450
Government grants and contracts receivable	450,237
Due from related parties	<u>616,509</u>
Financial assets available for general expenditures within one year	<u>\$ 3,560,196</u>

12. SUBSEQUENT EVENTS

The School evaluated its June 30, 2019 financial statements for subsequent events through October 30, 2019, the date the financial statements were available to be issued. The School is not aware of any subsequent events which would require recognition or disclosure in the financial statements.

GRANT THORNTON LLP

757 Third Avenue, 9th Floor
New York, NY 10017

D +1 212 599 0100

F +1 212 370 4520

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

To the Board of Trustees of
Harlem Children's Zone Promise Academy II Charter School:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2019.

Internal control over financial reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") to design audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in the School's internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and other matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Intended purpose

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Grant Thornton LLP

New York, New York
October 30, 2019

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Schedule of Findings and Questioned Costs
For the year ended June 30, 2019

None noted.



Entry 5c Additional Financial Docs

Last updated: 11/01/2019

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

(No response)

Explanation for not uploading the Management Letter.

Not applicable due to no internal controls that meet the reporting requirements.

2. Form 990

(No response)

Explanation for not uploading the Form 990.

(No response)

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit.

We will file within 9-months after the end of our fiscal year.

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report.

Not applicable.

5. Evidence of Required Escrow Account

Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

(No response)

Explanation for not uploading the Escrow evidence. (No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan. Not applicable due to no internal controls that meet the reporting requirements.



Entry 5d Financial Services Contact Information

Last updated: 10/31/2019

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Jim Hutter		212-360-3255

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Grant Thornton - Brian Hopkins	brian.hopkins@us.gt.com	212-542-9536	10

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2019-20 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

PROJECTED BUDGET FOR 2019-2020							Assumptions
July 1, 2019 to June 30, 2020							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	18,943,606	1,243,482	-	-	-	20,187,088	
Total Expenses	16,409,926	2,434,009	-	-	896,740	19,740,675	
Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413	
Actual Student Enrollment	866	162				-	
Total Paid Student Enrollment	-	-				-	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$16,150.00	16,602,200	-	-	-	16,602,200	FTE 1028
School District 2 (Enter Name)	\$16,159.00	16,159	-	-	-	16,159	FTE 1
School District 3 (Enter Name)	\$15,607.00	15,607	-	-	-	15,607	FTE 1
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		16,633,966	-	-	-	16,633,966	
Special Education Revenue		1,243,482	-	-	-	1,243,482	FTE 99 + FTE 10
Grants							
Stimulus		-	-	-	-	-	
Other		755,820	-	-	-	755,820	Rental Assistance 156 FTE projected in gr.10-12
Other State Revenue		198,404	-	-	-	198,404	FTE 1028 x 193 (One Time grant)
TOTAL REVENUE FROM STATE SOURCES		17,588,190	1,243,482	-	-	18,831,672	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		85,439	-	-	-	85,439	FY19 Allocation
Title I		436,060	-	-	-	436,060	FY20 Allocation
Title Funding - Other		75,755	-	-	-	75,755	FY20 Allocation (Title II &IV)
School Food Service (Free Lunch)		733,754	-	-	-	733,754	1028 x \$713.768 FY19 estimate
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		1,331,008	-	-	-	1,331,008	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		-	-	-	-	-	
Erate Reimbursement		24,408	-	-	-	24,408	Spectrum Only
Interest Income, Earnings on Investments,		-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	
Text Book		-	-	-	-	-	
Other Local Revenue		-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		24,408	-	-	-	24,408	
TOTAL REVENUE		18,943,606	1,243,482	-	-	20,187,088	
							List exact titles and staff FTE*s (Full time equivalent)
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
	No. of Positions						
Executive Management	1.00	98,738	16,054	-	-	5,915	120,707
Instructional Management	3.33	347,367	56,479	-	-	20,808	424,654
Deans, Directors & Coordinators	24.00	1,222,050	198,695	-	-	73,204	1,493,949
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	4.00	185,925	30,230	-	-	11,137	227,292
Administrative Staff	6.00	243,609	39,609	-	-	14,593	297,811
TOTAL ADMINISTRATIVE STAFF	38	2,097,690	341,067	-	-	125,656	2,564,413
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	92.14	4,319,188	702,264	-	-	258,729	5,280,181
Teachers - SPED	14.33	739,562	120,247	-	-	44,301	904,110
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	45.32	1,351,430	219,731	-	-	80,954	1,652,115
Specialty Teachers	24.00	1,084,821	176,383	-	-	64,983	1,326,187
Aides	3.32	54,206	8,814	-	-	3,247	66,267
Therapists & Counselors	9.00	413,109	67,168	-	-	24,746	505,023

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

PROJECTED BUDGET FOR 2019-2020								Assumptions
July 1, 2019 to June 30, 2020								DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.								
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Total Revenue	18,943,606	1,243,482	-	-	-	20,187,088		
Total Expenses	16,409,926	2,434,009	-	-	896,740	19,740,675		
Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413		
Actual Student Enrollment	866	162						
Total Paid Student Enrollment	-	-						-
PROGRAM SERVICES								
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Other	22.15	273,809	44,519	-	16,402	334,730		
TOTAL INSTRUCTIONAL	210	8,236,125	1,339,126	-	493,362	10,068,613		
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse	-	-	-	-	-	-		
Librarian	-	-	-	-	-	-		
Custodian	-	-	-	-	-	-		
Security	-	666	108	-	40	814		
Other	-	-	-	-	-	-		
TOTAL NON-INSTRUCTIONAL	-	666	108	-	40	814		
SUBTOTAL PERSONNEL SERVICE COSTS	249	10,334,481	1,680,301	-	619,058	12,633,840		
PAYROLL TAXES AND BENEFITS								
Payroll Taxes		1,092,858	177,690	-	65,465	1,336,012		
Fringe / Employee Benefits		2,206,148	358,701	-	132,153	2,697,002		
Retirement / Pension		-	-	-	-	-		
TOTAL PAYROLL TAXES AND BENEFITS		3,299,005	536,391	-	197,618	4,033,014		
TOTAL PERSONNEL SERVICE COSTS		13,633,487	2,216,692	-	816,676	16,666,854		
CONTRACTED SERVICES								
Accounting / Audit		89,303	14,520	-	5,349	109,172		
Legal		-	-	-	-	-		
Management Company Fee		-	-	-	-	-		
Nurse Services		-	-	-	-	-		
Food Service / School Lunch		-	-	-	-	-		
Payroll Services		1,427	232	-	86	1,745		
Special Ed Services		-	-	-	-	-		
Titlement Services (i.e. Title I)		-	-	-	-	-		
Other Purchased / Professional / Consulting		341,414	55,511	-	20,451	417,376		
TOTAL CONTRACTED SERVICES		432,144	70,263	-	25,886	528,293		
SCHOOL OPERATIONS								
Board Expenses		-	-	-	-	-		
Classroom / Teaching Supplies & Materials		130,338	-	-	-	130,338		
Special Ed Supplies & Materials		-	-	-	-	-		
Textbooks / Workbooks		-	-	-	-	-		
Supplies & Materials other		141,606	23,024	-	8,482	173,112		
Equipment / Furniture		86,369	14,043	-	5,174	105,585		
Telephone		17,929	2,915	-	1,074	21,918		
Technology		211,307	34,357	-	12,658	258,321		
Student Testing & Assessment		-	-	-	-	-		
Field Trips		94,340	-	-	-	94,340		
Transportation (student)		167,637	-	-	-	167,637		
Student Services - other		123,008	-	-	-	123,008		
Office Expense		88,387	14,371	-	5,295	108,053		
Staff Development		104,459	16,984	-	6,257	127,700		
Staff Recruitment		-	-	-	-	-		
Student Recruitment / Marketing		-	-	-	-	-		
School Meals / Lunch		924,531	-	-	-	924,531		
Travel (Staff)		16,128	2,622	-	966	19,716		
Fundraising		-	-	-	-	-		
Other		110,768	18,010	-	6,635	135,413		
TOTAL SCHOOL OPERATIONS		2,216,805	126,326	-	46,541	2,389,672		
FACILITY OPERATION & MAINTENANCE								
Insurance		92,481	15,037	-	5,540	113,058		
Janitorial		-	-	-	-	-		
Building and Land Rent / Lease		26,495	4,308	-	1,587	32,390		

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

PROJECTED BUDGET FOR 2019-2020							Assumptions
July 1, 2019 to June 30, 2020							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
<div> <div> <div>REGULAR EDUCATION</div> <div>SPECIAL EDUCATION</div> <div>OTHER</div> <div>FUNDRAISING</div> <div>MANAGEMENT & GENERAL</div> <div>TOTAL</div> </div> <div> <div>Total Revenue</div> <div>Total Expenses</div> <div>Net Income</div> <div>Actual Student Enrollment</div> <div>Total Paid Student Enrollment</div> </div> </div>							
	18,943,606	1,243,482	-	-	-	20,187,088	
	16,409,926	2,434,009	-	-	896,740	19,740,675	
	2,533,680	(1,190,527)	-	-	(896,740)	446,413	
	866	162				-	
	-	-				-	
PROGRAM SERVICES							
SUPPORT SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Repairs & Maintenance	8,514	1,384	-	-	510	10,408	
Equipment / Furniture						-	
Security	-	-	-	-	-	-	
Utilities						-	
TOTAL FACILITY OPERATION & MAINTENANCE	127,490	20,729	-	-	7,637	155,856	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	16,409,926	2,434,009	-	-	896,740	19,740,675	
NET INCOME	2,533,680	(1,190,527)	-	-	(896,740)	446,413	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	866	162	1,028				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
TOTAL ENROLLMENT	866	162	1,028				
REVENUE PER PUPIL	21,875	7,676	-				
EXPENSES PER PUPIL	18,949	15,025	-				

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Alfonso Wyatt

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Voting Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? **Yes**
 X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? **Yes** X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: _____

Business Address: _____

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Alfonso Wyatt October 13, 2014
Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Anne Williams-Isom

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chief Executive Officer

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? X Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

CEO of the Harlem Children's Zone, non-profit institutional partner; \$290,000 salary; started 7/1/2014.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business

with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 212-360-3255

Business Address: HCZ, 35 East 125th Street, New York, NY 10035

E-mail Address: [REDACTED]

Home Telephone: _____

Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Ellanor Brizendine

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? ____Yes
X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? ____Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the

name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature E. N. R. Date 10/18/19

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address: The Spence School

E-mail Address

Home Telephone:**Home Address:**

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Denise Fuller

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None



Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

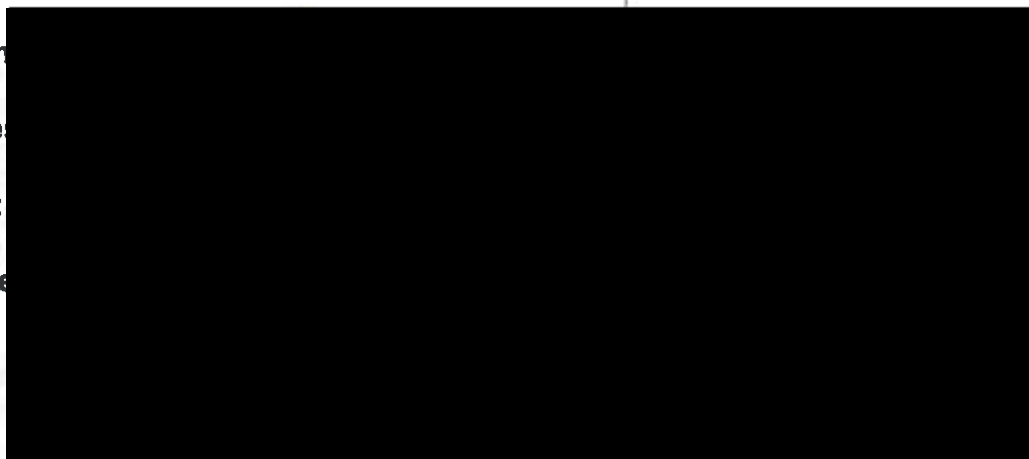
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Fatime Cadoo

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Parent Representative

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the

name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Falme B 10/18/19
Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

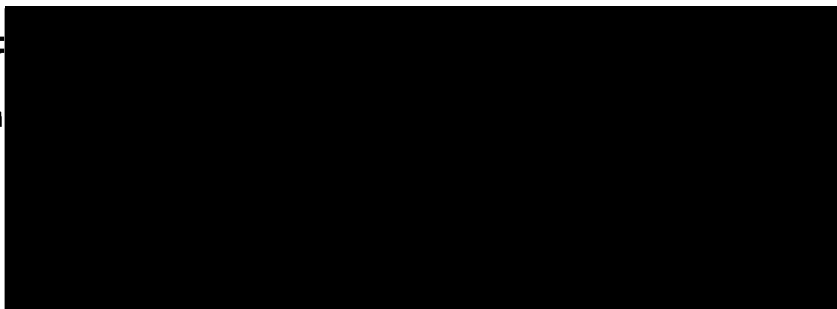
Business Telephone: _____

Business Address: _____

E-mail Address:

Home Telephone:

Home Address:



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Geoffrey Canada

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chairman

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? X Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

President of the Harlem Children's Zone, non-profit institutional partner; \$125,000 salary; started 7/1/2014.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during

the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 212-360-3255

Business Address: HCZ, 35 East 125th Street, New York, NY 10035

E-mail Address: [REDACTED]


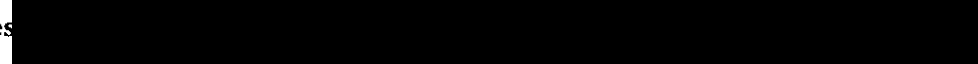
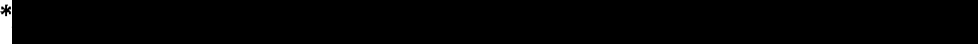
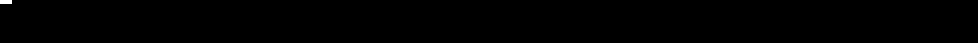
Home Telephone: _____

Home Address: _____

Appendix F: Disclosure of Financial Interest Form

**Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report**

**Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. **Trustee Name (print)** Keith Meister
2. **Charter School Name** Promise Academy I and II
3. **Charter Authorizer Entity** Promise Academy
4. **Home Address*** 
5. **Business Address*** 
6. **Daytime Phone*** 
7. **E-Mail Address*** 
8. **List all positions held on board (e.g., chair, treasurer, parent representative)**

9. Is the trustee an employee of the school? ☐ Yes ☒ No

If **Yes**, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? ☐ Yes ☒ No

If **Yes**, please provide a description of the position you hold and your responsibilities, your salary and your start date.

11. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Question 2-4 above, you need not disclose again your employment status, salary, etc.

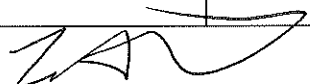
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>NONE</p>			

12. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>NONE</p>				

Signature

Date



7/1/2019

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Kenneth Langone

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chairman Emeritus

2. Is the trustee an employee of any school operated by the Education Corporation? **Yes**
 X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? **Yes** X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telep

Business Addr

E-mail Address

Home Telephon

Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Mitch Kurz

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Treasurer/Secretary

2. Is the trustee an employee of any school operated by the Education Corporation? **Yes**
 X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? **Yes** X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telep

Business Addr
Bronx, NY 1045

E-mail Address

Home Telephone: _____

Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Stanley Druckenmiller

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Voting Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None



Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Willie Mae Lewis

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Voting Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Wm. King
Signature

10/30/2019
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

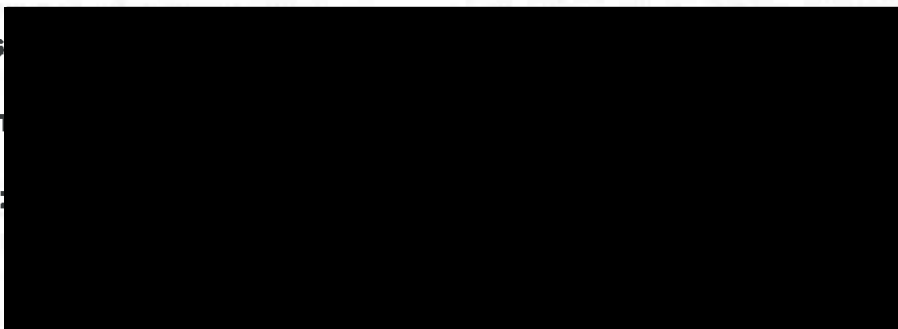
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____





Entry 8 BOT Table

Created: 07/23/2019 • Last updated: 08/01/2019

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018-19
1	Geoffrey Canada	Chair	Audit Committee	Yes	7	06/12/2018	06/01/2020	9
2	Anne Williams-Isom	Other	Audit Committee	Yes	3	06/19/2019	06/01/2021	9
3	Mitch Kurz	Secretary	Audit Committee	Yes	8	06/19/2019	06/01/2021	9
4	Kenneth Langone	Trustee/Member	None	Yes	7	06/12/2018	06/01/2020	5 or less
5	Stanley Druckenmiller	Trustee/Member	None	Yes	7	06/12/2018	06/01/2020	9
6	Denise Fuller	Trustee/Member	None	No	5	06/19/2019	06/01/2021	6
7	Dr. Alfonso Wyatt	Trustee/Member	None	Yes	2	06/12/2018	06/01/2020	9
8	Ellanor (Bodie) Brizendine	Trustee/Member	None	No	1	06/19/2019	06/01/2021	5 or less
9	Fatime Cadoo	Parent Rep	None	No	3	06/19/2019	06/01/2020	9

1a. Are there more than 9 members of the Board of Trustees? Yes

1b. Current Board Member Information

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018-19
10	Willie Mae Lewis	Trustee/Member	None	Yes	4	06/19/2019	06/01/2021	7
11	Keith Meister	Trustee/Member	None	No		06/19/2019	06/01/2021	
12								
13								
14								
15								

1c. Are there more that 15 members of the Board of Trustees? No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2019	11
b.Total Number of Members Added During 2018-19	1
c. Total Number of Members who Departed during 2018-19	0
d.Total Number of members in 2018-19, as set by in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2018-19 10

4. Number of Board meetings scheduled for 2019-20 12

Thank you.



Entry 9 - Board Meeting Minutes

Last updated: 07/23/2019

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2018-June 2019, which should match the number of meetings held during the 2018-19 school year.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?

Yes

A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2018-19 school year.

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



Entry 10 Enrollment and Retention of Special Populations

Created: 07/31/2019 • Last updated: 08/01/2019

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018-19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-20.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018-19	Describe Recruitment Plans in 2019-20
Economically Disadvantaged	For the 2018-2019 school year, Promise II sent out about 7,500 postcards to families across Harlem using the DOE's contractor Vanguard, who have addresses for students in particular grade levels. Through this method, we're able to target zip codes in low income areas. We also moved our kindergarten lottery date to July, which includes a preference for low income families. The lottery was previously held in August, the only month that our scholars do not attend school. Since we have a sibling preference, we wanted to ensure that our families could fully participate.	In 2019-2020, we will continue to target low income, underserved areas in Harlem to recruit students. We are also holding the 2019 lottery in July to ensure that our families can attend. When reaching out to wait listed families, we will continue to inform them of the wrap around services we provide, which are free of charge (i.e. free uniform, free breakfast, etc)
	The portion of students who are officially designated as English Language Learners (ELLs) is lower than that of the district. While we do target families for who English is not the primary language spoken at home, we also intervene early, working with our students when they are three years old in our Early Childhood Program. We believe this early intervention helps our young people develop the necessary English skills to pass the NYSITELL assessment at kindergarten entry, preventing them from ever being officially labeled as ELLs. Strategies for ELL Recruitment for the Harlem Children's Zone	

(HCZ) and Promise Academy starts when parents are expecting or have a child under the age of four. The Baby College, one of the HCZ programs, blankets the neighborhood with teams of outreach workers who encourage participation of all families with a child in the appropriate age range (up to age three, including pregnant mothers who have not yet given birth.) These outreach workers talk to people in the communities and surrounding neighborhoods, go door-to-door in apartment buildings, and advertise at local businesses and non-profits. The outreach teams include workers who speak Spanish and French, as well as some of the more common West African dialects spoken by many recent immigrants in the neighborhood. Recruitment materials are offered in Spanish and French, as well as the Baby College application. Baby College has approximately five 9-week cycles each year and each cycle has a French class and a Spanish class available. After participation in Baby College, HCZ staff remains in contact with parents. They are encouraged to participate in special events and receive check-in phone calls. In the summer of the year their child turns three, Baby College graduates are encouraged to enter the Promise Academy lottery. The lottery is also advertised through all of the HCZ programs in the neighborhood, more than 30 distinct program sites. Families selected in the lottery are offered the chance to participate in Three Year Old Journey, a 12-week program of Saturday classes for parents while their children receive enrichment in pre-school classrooms. When the children are four, they are offered a spot in Harlem Gems, an enrichment pre-kindergarten program with a focus on early literacy development which provides instruction in Spanish and French to all students. While not all Promise Academy kindergarteners have participated in the HCZ early childhood programs, the majority of them have. Consequently, we believe that our results on the NYSITELL underestimate the number of students who are learning English primarily at school. While there is no equivalent exam for pre-kindergarten students, we think that if we were able to assess our students when entering Gems, we would find a higher ELL

In order to attract additional families, efforts will be made in: (1) Distributing and maintaining information/documents in a variety of languages on hand at each site, so that interested parents who walk in for information can readily have access to it; (2) Orientation explaining the process for ESL identification to our early childhood parents prior to their children transitioning to kindergarten at Promise Academy; (3) Having a translator sit down with parents to complete the Home Language Survey; and (4) Administering an interview in English and the student's home language.

	rate. In summary, our recruitment efforts include: (1) outreach within the community; (2) academic support services for our ELLs within the Gems program; (3) services in our various early childhood programs from Baby College to Three-Year-Old Journey and Harlem Gems preschools; and (4) sibling preference in the lottery	
Students with Disabilities	Our recruitment efforts included informing parents via the distribution of flyers and sharing information during the application process that we provide inclusion classroom settings and special education services. Through our institutional partnership with HCZ, our staff members inform parents of children living in Harlem that Promise Academy welcomes students with disabilities. Additionally, since some of our applicants have siblings who already attend our school, we have consistently provided information for our current Promise Academy parents about our special education services. We hosted a community event for parents about Understood.org , which is an online resource for parents of children who learn differently.	Going forward, we plan to continue our efforts to host events and draw in families within the Harlem community to share information about special education processes and the services we offer at our Promise Academy Charter Schools. All of our teachers have access to the expertise of special education staff. This resource enhances all teachers' ability to reach their students and we plan to advertise this as part of our recruitment efforts in 2019-2020.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018-19	Describe Retention Plans in 2019-20
Economically Disadvantaged	To ensure that our applicants, which are from primarily low income families, suffer no hardships associated with their scholars receiving a high quality education, we provide free breakfast and lunch every day, free uniforms every year. We also provide wrap around services for our families including social work intervention, free after school services, tax preparation, free legal services and more.	In 2019-2020, we will continue to provide free wrap around services for our students and their families, as well as a free uniform, free breakfast and free lunch. Our high school students also receive help from our Center for Higher Education and Career Support, in order to help them obtain jobs and internships while as they transition into college.
	In order to retain families, Promise Academy I offered the following: (1) family orientation in the beginning of the year to welcome parents who speak a variety of languages,	In order to ensure that we retain our current families, Promise Academy will continue to offer the following: <ul style="list-style-type: none"> ● Family orientation in the beginning of the year to welcome parents who speak a variety of languages, with translators on hand. It is an opportunity to share the ELL identification process and answer any questions that may arise. ● ELL support, including intervention

English Language Learners/Multilingual Learners	<p>with translators on hand. It is an opportunity to share the ELL identification process and answer any questions that may arise: (2) Free meals; (3) ELL support, including intervention; (4) professional development for ESL teachers on best practices; and (5) disaggregating data by student groups and looking for positive gains and reductions in classification, hiring staff with appropriate certification, having an inclusive school culture.</p>	<ul style="list-style-type: none"> ● Professional development for ESL teachers on best practices ● Disaggregating data by student groups and looking for positive gains and reductions in classification, hiring staff with appropriate certification and having an inclusive school culture. <p>Going forward, we have also added the following strategies to retain students: (1) increasing the number of parent workshops; and (2) translating more internal documents in the predominant languages of our scholars' families.</p> <p>We anticipate that building on our current practices will result in growth of ELL students.</p>
Students with Disabilities	<p>Our recruitment efforts included informing parents via the distribution of flyers and sharing information during the application process that we provide inclusion classroom settings and special education services. Through our institutional partnership with HCZ, our staff members inform parents of children living in Harlem that Promise Academy welcomes students with disabilities. Additionally, since some of our applicants have siblings who already attend our school, we have consistently provided information for our current Promise Academy parents about our special education services. We hosted a community event for parents about Understood.org, which is an online resource for parents of children who learn differently.</p>	<p>Going forward, we plan to continue our efforts to host events and draw in Promise Academy families to share information about special education processes and the services we offer at our Promise Academy Charter Schools. All of our teachers have access to the expertise of special education staff. This resource enhances all teachers' ability to reach their students and we plan to advertise this as part of our recruitment efforts in 2019-2020. We will also continue to offer intervention services for general education students who need additional support. The addition of the special education manager role has provided an additional layer of support for all teachers working with scholars with special needs. We will also continue building upon our district-wide restorative and social and emotional learning practices.</p>



Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/30/2019 • Last updated: 07/31/2019

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 - 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 - 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 - 6/30/19	FTE of Classroom Teachers on 6/30/19
	83	40	28	30	66

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 - 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 - 6/30/19	FTE Administrators Added in New Positions 7/1/18 - 6/30/19	FTE Administrative Positions on 6/30/19
	9	7	3	3	10

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher’s advancement up the ladder to a leadership position within the network or an administrator’s movement to lead a new network charter school.

We typically promote from within. All of our principals are former teachers or administrators from Promise Academy. Although, there was another big focus on teacher retention, continuing our past initiatives, a change in leadership contributed to a higher attrition rate. Additionally, the 18-19 school year was restructured in order to create a more efficient system, especially in regards to support of students transitioning into testing grades. The two elementary schools were merged, some positions were eliminated, and leadership changed across all school levels. This was a transition year for Promise Academy II.

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Yes
--	-----

Thank you



Entry 12 Uncertified Teachers

Created: 07/28/2019 • Last updated: 07/31/2019

Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

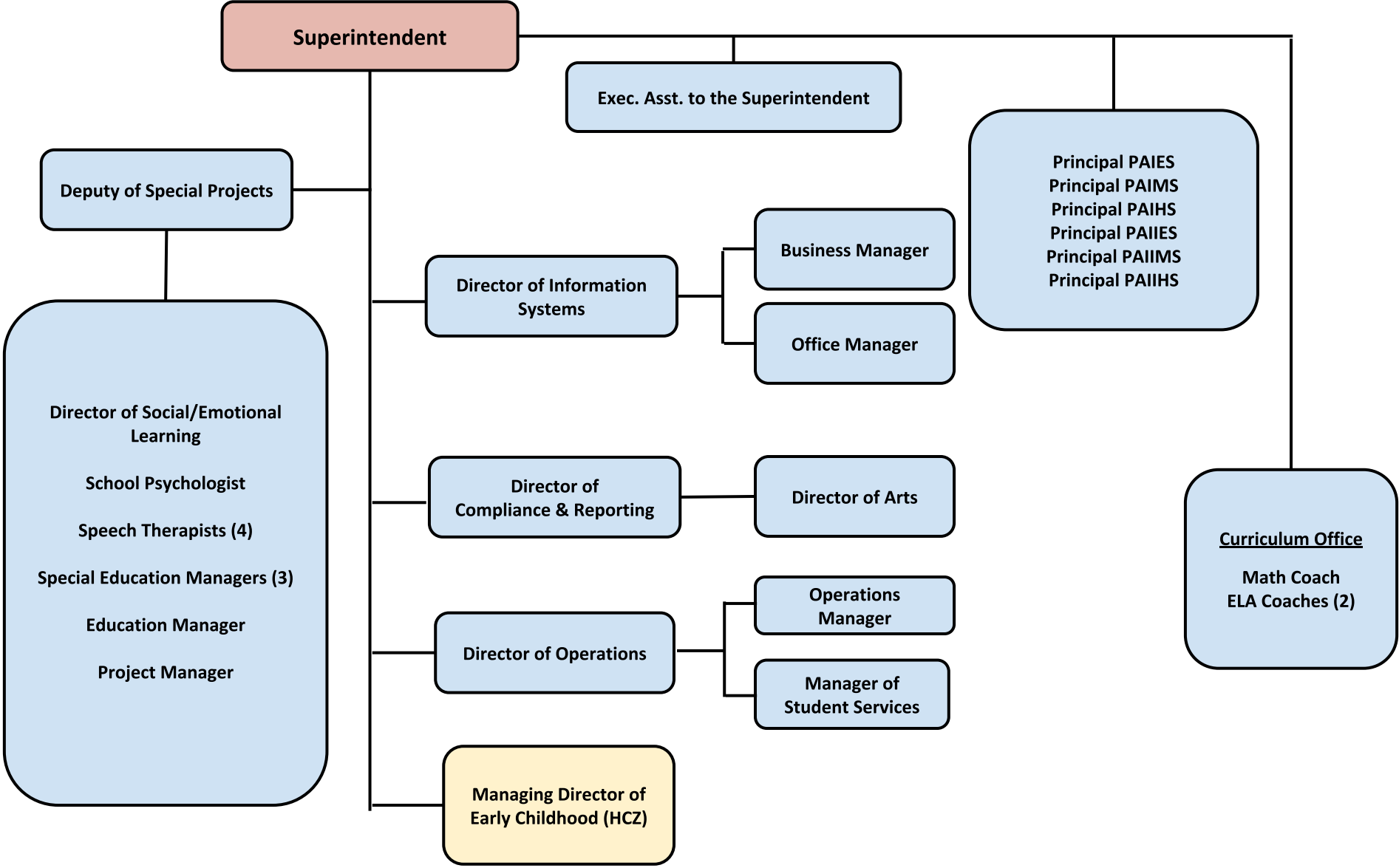
	FTE Count
1. Total FTE count of uncertified teachers (6-30-19)	13.5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-19)	9.5
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-19)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-19)	4

FTE Count of All Uncertified Teachers as of 6/30/19 13.5

FTE Count of All Certified Teachers as of 6/30/19 55.5

Thank you.

Superintendent's Organization Chart





2019-2020

Promise Academy Calendar (K-12)

Sep 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Mar 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Please note that dates for Summer 2020 will be scheduled later in the school year.

Notes

First day of instruction is Sep 5.

There is no instruction on March 13th (Superintendent's Recess Day) & June 4th (Chancellor's Conference Day).

School closed for students, teachers & staff

Sep 2	Labor Day
Sep 30 - Oct 1	Rosh Hashanah
Oct 9	Yom Kippur
Oct 14	Columbus Day
Nov 28 - 29	Thanksgiving Holiday
Dec 25	Christmas Day
Jan 1	New Year's Day
Jan 20	Dr. Martin Luther King, Jr. Day
Feb 17	President's Day
Apr 10	Good Friday
May 25	Memorial Day
Jul 3	Independence Day Observed
July 30-31	Eid al-Adha

School closed for students and teachers only

Nov 11	Veteran's Day Observed
Dec 23 - Jan 1	Winter Recess
Feb 17 - 21	Midwinter Recess
Mar 13	Superintendent's Recess Day
May 4 - 8	Spring Recess
Jun 29 - Jul 3	Summer 2019 Intermission

School closed for students only

Aug 26 - 30, Sep 3 - 4	Staff return for orientation and PDs
Nov 5	Election Day
Jun 4	Chancellor's Conference Day

Important date (school is open)

Sep 5	19-20 School Year begins
Nov 27	Early Dismissal
Jan 21 - 24	Regents Exams (HS only)
Feb 14	100th day of school
Mar 25 - 27*	NYS 3-8 ELA Exam
April 21 - 23*	NYS 3-8 Math Exam
May 1	Teacher Appreciation Day
May 18 - 29	Grades 4 & 8 Science Performance Test
June 1	Grades 4 & 8 Science Written Exam
Jun 2, 17-26	Regents Exams
June 26	Last day of spring session

Certificate of Occupancy

CO Number: 103325643F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A. Borough: Manhattan Address: 35 EAST 125 STREET Building Identification Number (BIN): 1087811	Block Number: 01750 Lot Number(s): 12 Building Type: New	Certificate Type: Final Effective Date: 09/10/2015
<i>For zoning lot metes & bounds, please see BISWeb.</i>		
B. Construction classification: 1-C (1968 Code) Building Occupancy Group classification: G (1968 Code) Multiple Dwelling Law Classification: None		
No. of stories: 6 Height in feet: 84 No. of dwelling units: 0		
C. Fire Protection Equipment: None associated with this filing.		
D. Type and number of open spaces: None associated with this filing.		
E. This Certificate is issued with the following legal limitations: None		
Borough Comments: None		



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 103325643F

Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	654	OG	F-3		3	LECTURE
CEL	5	OG	B-2		3	LAUNDRY ROOM
CEL	5	OG	B-2		3	STORAGE
CEL	654	OG	F-3		3	GYMNASIUM
CEL	5	100	E		3	ACC.OFFICES
CEL	637	OG	F-4		3	DANCE
CEL	450	OG	F-3		3	SPORTING EVENT
CEL	5	OG	G		3	EXERCISE ROOM
CEL	5	OG	D-2		3	LOCKER RMS,MECH RM/STORAGE
CEL	533	OG	F-4		3	BANQUET
001	100	100	B-2		3	STORAGE
001	289	100	F-3		3	CAFETERIA
001	9	100	D-2		3	KITCHEN



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: 103325643F

Permissible Use and Occupancy						
All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
001	5	100	D-2		3	LOCKER ROOM, TELEPHONE/DATA/ELECTRICAL ROOM
001	47	100	G		3	FLEXIBLE SPACE
001	50	100	G		3	LIBRARY
001	241	100	F-3		3	BANQUET
001	281	100	F-4		3	DANCE
001	289	100	F-2		3	LECTURE
001		100	B-2		3	LOADING DOCK
002	271	100	G		3	CLASSROOMS
002	102	100	F-2		3	OUTDOOR PLAY AREA
002	12	100	E		3	ACC. OFFICES
002		100	D-2		3	TELEPHONE/DATA/ELECTRICAL, ROOM
003	271	100	G		3	CLASSROOMS
003	15	100	E		3	ACC. OFFICES



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number:

103325643F

Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
003		100	D-2		3	TELEPHONE /DATA/ELECTRICAL , ROOM
004	271	100	G		3	CLASSROOMS
004	45	100	E		3	ACC. OFFICES
004		100	D-2		3	TELEPHONE,/DATA ROOMM
005	102	100	E		3	ACC. OFFICES
005		100	B-2		3	TELEPHONE/DATA ROOM
006	62	100	E		3	ACC.OFFICES
RO F		100	G		3	ROOF TERRACE
RO F		150	D-2		3	ELEV.MACH. RM
ZONING EXHIBITS 1 AND 3 DOCUMENT ID#2003050701498001 ONE TAX LOT:7 BLOCK 1750, NEW BIN # 1087811						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT



PLACE OF ASSEMBLY PERMIT

DO# 37	Account No. 35138767
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ISSUE DATE 02/27/2019	EXPIRATION DATE 04/19/2020	CONTROL # 3513876710700
PREMISES 35 E 125 ST		BOROUGH MANHATTAN
BLOCK/LOT 01750/0007	BIN # 1087811	ZIP CODE 100351816

ISSUED TO HARLEM CHILDRENS ZONE 35 E 125 ST MANHATTAN NY 10035

CERTIFICATE OF OPERATION #	TYPE/DESCRIPTION OF USE	FLOOR(S)	NO. OF PERSONS
103927235	CAFETERIA/LOUNGE	1	241
103927235	LECTURE HALL OR CLASS RM	1	289
103927235	DANCE HALL (food/drink)	1	281
103927226	GYM/PHYS CULTURAL ESTBLMT	CEL	654
103927226	LECTURE HALL OR CLASS RM	CEL	654
103927226	DANCE HALL (food/drink)	CEL	637
***	***	***	***
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This permit authorizes use and occupancy of the above premises as place(s) of assembly subject to the strict observance of the New York City Fire Code and other laws, rules and regulations enacted for the protection of the public in such occupancy. This permit shall remain in effect for the period specified unless revoked by the Fire Department prior to expiration.


FIRE COMMISSIONER

THE NEW YORK CITY FIRE CODE (FC105.3.5) REQUIRES THAT PERMITS BE POSTED IN A CONSPICUOUS LOCATION ON THE PREMISES AT ALL TIMES AND BE READILY AVAILABLE FOR INSPECTION BY ANY REPRESENTATIVE OF THE DEPARTMENT. APPROVED SEATING PLANS MUST BE AVAILABLE AT THE PREMISES AT ALL TIME FOR INSPECTION BY THE FIRE DEPARTMENT.



Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 06/26/2019 • Last updated: 10/30/2019

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2019**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL
(Select name from the drop down menu)

a1. Popular School Name HCZ Promise Academy II Charter School
(Optional)

b. CHARTER AUTHORIZER (As of June 30th, 2019) NYCDOE-Authorized Charter School

Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.

c. DISTRICT / CSD OF LOCATION NYC CSD 5

d. DATE OF INITIAL CHARTER 04/2005

e. DATE FIRST OPENED FOR INSTRUCTION 09/2005

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of the Harlem Children’s Zone Promise Academy II Charter School II (HCZ Promise Academy II) is to provide high quality, standards-based academic programs for students, grades K-12, from underserved communities and underperforming school districts, and to provide students with the skills they need to be accepted by and succeed in college. HCZ Promise Academy II promotes high achievement in all subjects through a demanding curriculum, extensive supportive services and the use of data-driven teaching methods. HCZ Promise Academy II is committed to promoting academic accomplishment, positive character development, healthy lifestyles and leadership skills. In partnership with the Harlem Children’s Zone, HCZ Promise Academy II addresses the educational and developmental needs of each student.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Data-Driven Instruction: The Promise Academy teaching philosophy is that all students have different instructional needs, and it is our job to find ways to identify and address those needs. Small-group instruction and tutoring offered in the after school program is an integral piece to achieving a high academic outcome. Promise also uses running records for assessing reading levels and identifying patterns of strategies that work.
Variable 2	Professional development: Promise Academy has always focused on building a core of highly-qualified, driven teachers serving as beacons of experience to younger staff with great potential. Promise has expanded that focus by creating a Curriculum Office of ELA and math coaches, giving teachers opportunities to receive guided instruction. We are also attracting and training talented teachers through student/teacher apprenticeships and Relay/GSE. During the summer of 2017, we began to offer new teachers a more intense series of mandatory PDs. Our current focus is ensuring that those PDs are consistently tailored to help integrate new teachers to better fulfill our mission.
Variable 3	College Readiness: To ensure that students in Promise have

	<p>the best chance for academic success, Promise has consistently aligned itself with collaborative programs. The Bard Early College Program and advanced placement classes, along with creating a campus like environment has been useful tools in helping our children become college-ready. Students are offered services from the Center for Higher Education and Career Support with advisors who help and guide them through their high school and college careers.</p>
Variable 4	<p>Parent Engagement: The members of the Promise Academy II Parents Association (PAPA II) are instrumental in maintaining strong ties between school staff and the families of students. The school also benefits from the Parent Engagement team, which offers professional development opportunities for the PAPA board and advises them on appropriate ways to manage feedback from the community of Promise parents.</p>
Variable 5	<p>Academic Coaches: Promise Academy has academic coaches in ELA and math to ensure that the curriculum is aligned with the Common Core State Standards. The coaches use teaching strategies and data assessment to improve and strengthen the curriculum and target at risk students in order to help them achieve benchmarks. Lead teachers, teaching fellows and principals are also provided with opportunities to be trained by Relay/GSE, an accredited national non-profit institution of higher education.</p>
Variable 6	<p>Recruitment: The recruitment team focuses on finding quality candidates from around the country and works with leadership using the following strategies: attending/hosting teacher recruitment fairs and events at colleges/universities, internet job postings, advertisements, employee referrals and partnering with programs such as Teach for America. Student teachers from reputable universities are also trained in Promise classrooms with a focus on a data-driven positive school culture.</p>
Variable 7	<p>Pipeline Services: The services we offer such as, healthy nutrition, access to social services, foster care prevention and the Promise After School program with additional instruction opportunities ensures that our students begin on the same playing field as children from more affluent communities. We also have a fully operational health center for all Promise students and partner with proven organizations so that our children get the services they need to develop as healthy students.</p>
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

Need additional space for variables No

h. SCHOOL WEB ADDRESS (URL) www.hczpromise.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment) 1200

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment) 990

k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
---------------	--

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2019-20?

	Yes, 2 sites
--	--------------

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2005 Madison Ave New york, NY 10035	212-360-3230	NYC CSD 5	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit	212-360-3255		principalpa2@hczpromise.org
Operational Leader	Ari Browne	212-360-3230		
Compliance Contact	Candice Ashby	212-360-3230		
Complaint Contact	Candice Ashby	212-360-3230		
DASA Coordinator	Toya Stilley	212-360-3230		
Phone Contact for After Hours Emergencies	Reception	212-360-3255		principal2@hczpromise.org

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	n/a	No		No		Yes

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Site 1 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/90057033/yFPTXS6fVy/>

Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/90057033/nBltmqxAKU/>

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	35 East 125th Street New York, NY 10035	212-360-3255	NYC CSD 5	6-12	10-12

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit	212-360-3255	212-360-3230	principalpa2@hczpromise.org
Operational Leader	Ari Browne	212-360-3230		
Compliance Contact	Candice Ashby	212-360-3230		
Complaint Contact	Candice Ashby	212-360-3230		
DASA Coordinator	Toya Stilley	212-360-3230		
Phone Contact for After Hours Emergencies	Reception	212-360-3255		principalpa2@hczpromise.org

m2b. Is site 2 in public (co-located) space or in private space?

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Site 2 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/90057033/s65leHxILr/>

Site 2 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/90057033/bZoeZBX06f/>

CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2018-19 school year? (Please include approved or pending material and non-material charter revisions). Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	The maximum number of enrollment was changed from 1250 to 1150.	Part of our charter renewal application	May 6, 2019 - approved by BOR
2	Change in organizational structure	Structural change from Lower and Upper Elementary to one Elementary from K-5 in order to increase developmental alignment	Part of our charter renewal application	May 6, 2019 - approved by BOR
3				
4				
5				

More revisions to add? No

ATTESTATION

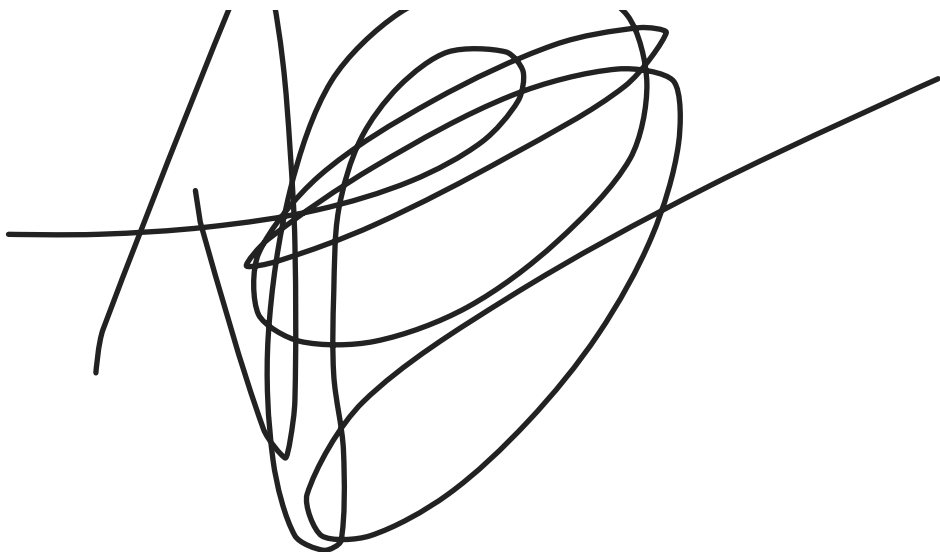
o. Individual Primarily Responsible for Submitting the Annual Report.

Name	Candice Ashby
Position	Director of Compliance & Reporting
Phone/Extension	
Email	

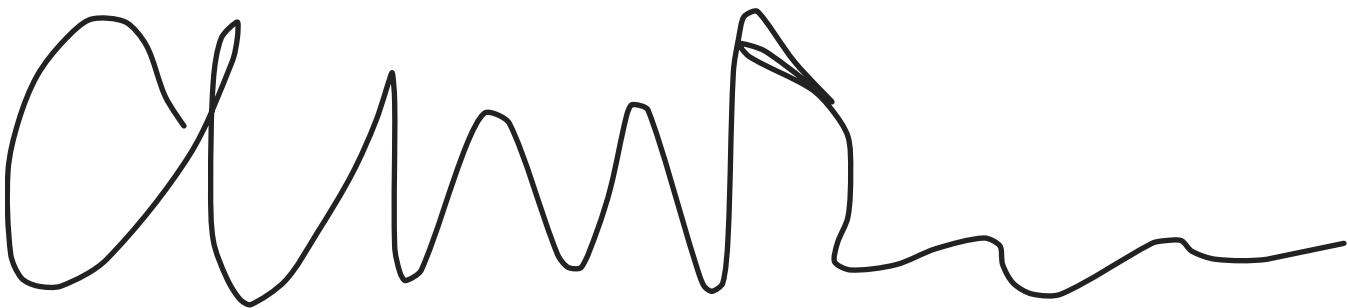
p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

Signature, Head of Charter School

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink, featuring a series of connected loops and a long horizontal stroke extending to the right.

Date (No response)

Thank you.



PLACE OF ASSEMBLY PERMIT

DO# 37	Account No. 35138767
-----------	-------------------------

ISSUE DATE 02/27/2019	EXPIRATION DATE 04/19/2020	CONTROL # 3513876710700
PREMISES 35 E 125 ST		BOROUGH MANHATTAN
BLOCK/LOT 01750/0007	BIN # 1087811	ZIP CODE 100351816

ISSUED TO HARLEM CHILDRENS ZONE 35 E 125 ST MANHATTAN NY 10035

CERTIFICATE OF OPERATION #	TYPE/DESCRIPTION OF USE	FLOOR(S)	NO. OF PERSONS
103927235	CAFETERIA/LOUNGE	1	241
103927235	LECTURE HALL OR CLASS RM	1	289
103927235	DANCE HALL (food/drink)	1	281
103927226	GYM/PHYS CULTURAL ESTBLMT	CEL	654
103927226	LECTURE HALL OR CLASS RM	CEL	654
103927226	DANCE HALL (food/drink)	CEL	637
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This permit authorizes use and occupancy of the above premises as place(s) of assembly subject to the strict observance of the New York City Fire Code and other laws, rules and regulations enacted for the protection of the public in such occupancy. This permit shall remain in effect for the period specified unless revoked by the Fire Department prior to expiration.


FIRE COMMISSIONER

THE NEW YORK CITY FIRE CODE (FC105.3.5) REQUIRES THAT PERMITS BE POSTED IN A CONSPICUOUS LOCATION ON THE PREMISES AT ALL TIMES AND BE READILY AVAILABLE FOR INSPECTION BY ANY REPRESENTATIVE OF THE DEPARTMENT. APPROVED SEATING PLANS MUST BE AVAILABLE AT THE PREMISES AT ALL TIME FOR INSPECTION BY THE FIRE DEPARTMENT.



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Certificate of Occupancy

CO Number: 103325643F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: Manhattan	Block Number: 01750	Certificate Type: Final
	Address: 35 EAST 125 STREET	Lot Number(s): 12	Effective Date: 09/10/2015
	Building Identification Number (BIN): 1087811	Building Type: New	
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification:	1-C	(1968 Code)
	Building Occupancy Group classification:	G	(1968 Code)
	Multiple Dwelling Law Classification:	None	
	No. of stories: 6	Height in feet: 84	No. of dwelling units: 0
C.	Fire Protection Equipment: None associated with this filing.		
D.	Type and number of open spaces: None associated with this filing.		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 103325643F

Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	654	OG	F-3		3	LECTURE
CEL	5	OG	B-2		3	LAUNDRY ROOM
CEL	5	OG	B-2		3	STORAGE
CEL	654	OG	F-3		3	GYMNASIUM
CEL	5	100	E		3	ACC.OFFICES
CEL	637	OG	F-4		3	DANCE
CEL	450	OG	F-3		3	SPORTING EVENT
CEL	5	OG	G		3	EXERCISE ROOM
CEL	5	OG	D-2		3	LOCKER RMS,MECH RM/STORAGE
CEL	533	OG	F-4		3	BANQUET
001	100	100	B-2		3	STORAGE
001	289	100	F-3		3	CAFETERIA
001	9	100	D-2		3	KITCHEN



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: 103325643F

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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
001	5	100	D-2		3	LOCKER ROOM, TELEPHONE/DATA/ELECTRICAL ROOM
001	47	100	G		3	FLEXIBLE SPACE
001	50	100	G		3	LIBRARY
001	241	100	F-3		3	BANQUET
001	281	100	F-4		3	DANCE
001	289	100	F-2		3	LECTURE
001		100	B-2		3	LOADING DOCK
002	271	100	G		3	CLASSROOMS
002	102	100	F-2		3	OUTDOOR PLAY AREA
002	12	100	E		3	ACC. OFFICES
002		100	D-2		3	TELEPHONE/DATA/ELECTRICAL, ROOM
003	271	100	G		3	CLASSROOMS
003	15	100	E		3	ACC. OFFICES



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
003		100	D-2		3	TELEPHONE /DATA/ELECTRICAL , ROOM
004	271	100	G		3	CLASSROOMS
004	45	100	E		3	ACC. OFFICES
004		100	D-2		3	TELEPHONE,/DATA ROOMM
005	102	100	E		3	ACC. OFFICES
005		100	B-2		3	TELEPHONE/DATA ROOM
006	62	100	E		3	ACC.OFFICES
RO F		100	G		3	ROOF TERRACE
RO F		150	D-2		3	ELEV.MACH. RM
ZONING EXHIBITS 1 AND 3 DOCUMENT ID#2003050701498001 ONE TAX LOT:7 BLOCK 1750, NEW BIN # 1087811						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT

Certificate of Occupancy

CO Number: 103325643F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A. Borough: Manhattan Address: 35 EAST 125 STREET Building Identification Number (BIN): 1087811	Block Number: 01750 Lot Number(s): 12 Building Type: New	Certificate Type: Final Effective Date: 09/10/2015
<i>For zoning lot metes & bounds, please see BISWeb.</i>		
B. Construction classification: 1-C (1968 Code) Building Occupancy Group classification: G (1968 Code) Multiple Dwelling Law Classification: None		
No. of stories: 6 Height in feet: 84 No. of dwelling units: 0		
C. Fire Protection Equipment: None associated with this filing.		
D. Type and number of open spaces: None associated with this filing.		
E. This Certificate is issued with the following legal limitations: None		
Borough Comments: None		



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 103325643F

Permissible Use and Occupancy

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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	654	OG	F-3		3	LECTURE
CEL	5	OG	B-2		3	LAUNDRY ROOM
CEL	5	OG	B-2		3	STORAGE
CEL	654	OG	F-3		3	GYMNASIUM
CEL	5	100	E		3	ACC.OFFICES
CEL	637	OG	F-4		3	DANCE
CEL	450	OG	F-3		3	SPORTING EVENT
CEL	5	OG	G		3	EXERCISE ROOM
CEL	5	OG	D-2		3	LOCKER RMS,MECH RM/STORAGE
CEL	533	OG	F-4		3	BANQUET
001	100	100	B-2		3	STORAGE
001	289	100	F-3		3	CAFETERIA
001	9	100	D-2		3	KITCHEN



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

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001	5	100	D-2		3	LOCKER ROOM, TELEPHONE/DATA/ELECTRICAL ROOM
001	47	100	G		3	FLEXIBLE SPACE
001	50	100	G		3	LIBRARY
001	241	100	F-3		3	BANQUET
001	281	100	F-4		3	DANCE
001	289	100	F-2		3	LECTURE
001		100	B-2		3	LOADING DOCK
002	271	100	G		3	CLASSROOMS
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002	12	100	E		3	ACC. OFFICES
002		100	D-2		3	TELEPHONE/DATA/ELECTRICAL, ROOM
003	271	100	G		3	CLASSROOMS
003	15	100	E		3	ACC. OFFICES



Borough Commissioner



Commissioner

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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
003		100	D-2		3	TELEPHONE /DATA/ELECTRICAL , ROOM
004	271	100	G		3	CLASSROOMS
004	45	100	E		3	ACC. OFFICES
004		100	D-2		3	TELEPHONE,/DATA ROOMM
005	102	100	E		3	ACC. OFFICES
005		100	B-2		3	TELEPHONE/DATA ROOM
006	62	100	E		3	ACC.OFFICES
RO F		100	G		3	ROOF TERRACE
RO F		150	D-2		3	ELEV.MACH. RM
ZONING EXHIBITS 1 AND 3 DOCUMENT ID#2003050701498001 ONE TAX LOT:7 BLOCK 1750, NEW BIN # 1087811						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT



Entry 2 NYS School Report Card Link

Last updated: 07/22/2019

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

1. CHARTER AUTHORIZER (As of June 30th, 2019) NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

2. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

https://data.nysed.gov/essa.php?instid=800000058981&year=2018&createreport=1&OverallStatus=1§ion_1003=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&HSindicators=1&HScomposite=1&HSgradrate=1&HScompgrowth=1&HSelp=1&HSprogress=1&HSchronic=1&HScctr=1&HSpert=1



Entry 3 Progress Toward Goals

Created: 07/22/2019 • Last updated: 11/01/2019

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2018-19 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceed the percent proficient of the Community School District (CSD) of location and also meets or exceed the citywide percent proficient on the New York State ELA examination.	New York State ELA Exam	Met	Goal met: Promise Academy II students had a 52.5% pass rate in ELA which was a higher pass rate than CSD 5 (31.0%) and NYC (47.4%).
Academ	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceed the percent	New York State Math		Goal met: Promise Academy II students had a 72.5% pass rate in math which

ic Goal 2	proficient of the Community School District (CSD) of location and also meets or exceed the citywide percent proficient on the New York State math examination.	Exam	Met	was a higher pass rate than CSD 5 (25.3%) and NYC (45.6%).
Academic Goal 3	Each year, at least 75 percent of students in the high school accountability cohort passing an English Regents exam will have a score of 75 or above by the end of their fourth year.	English Regents Exam	Not Met	Goal not met: 72.1% of cohort U students have scored at least a 75 on the ELA Regents exam.
Academic Goal 4	Each year, at least 75 percent of students in the high school accountability cohort passing a math Regents exam will have a score of 75 or above by the end of their fourth year.	Math Regents Exams	Met	Goal met: 90.2% of cohort U students have scored at least a 75 on a math Regents exam.
	For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by half the gap between			<p>Goal partially met: 2 of 5 returning cohorts met the growth goal.</p> <p>2018-19 4th graders As 3rd graders: 53.3%; 2017-18 NYC: 50.6% Exceeded NYC</p> <p>As 4th graders: 48.1% CSD 5 growth: -2.6 percentage points Growth not exceeded</p> <p>2018-19 5th graders As 4th graders: 54.8% 2017-18 NYC: 49.3% Exceeded NYC</p>

Academic Goal 5	the percent at or above Level 3 on the previous year's NYS ELA exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State ELA exam. For school sin which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's ELA exam, the school is expected to demonstrate growth comparable to the CSD in the current year.	New York State ELA Exam	Not Met	<p>As 5th graders: 30.8% CSD 5 growth: -3.4 percentage points Growth not exceeded</p> <p>2018-19 6th graders As 5th graders: 34.9% 2017-18 NYC: 38.0% Did not exceed NYC</p> <p>As 6th graders: 67.5% 2018-2019 NYC: 48.4% Growth exceeded</p> <p>2018-19 7th graders As 6th graders: 58.0% 2017-18 NYC: 48.9% Exceeded NYC</p> <p>As 7th graders: 41.5% CSD 5 growth: -6.1 percentage points Growth not exceeded</p> <p>2018-19 8th graders As 7th graders: 55.2% 2017-18 NYC: 42.6% Exceeded NYC</p> <p>As 8th graders: 68.8% CSD 5 growth: 7.8 percentage points Growth exceeded</p>
				<p>Goal partially met: 4 of 5 returning cohorts met the growth goal</p> <p>2018-19 4th graders As 3rd graders: 73.0%; 2017-18 NYC: 52.2% Exceeded NYC</p>

<p>Academic Goal 6</p>	<p>For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by half the gap between the percent at or above Level 3 on the previous year's NYS math exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State math exam. For school sin which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's math exam, the school is expected to demonstrate growth comparable to the CSD in the current year.</p>	<p>New York State Math Exam</p>	<p>Not Met</p>	<p>As 4th graders: 69.6% CSD 5 growth: -5.3 percentage points Growth exceeded</p> <p>2018-19 5th graders As 4th graders: 70.6% 2017-18 NYC: 46.4% Exceeded NYC</p> <p>As 5th graders: 71.4% CSD 5 growth: 3.1 percentage points Growth not exceeded</p> <p>2018-19 6th graders As 5th graders: 59.8% 2017-18 NYC: 41.7% Exceeded NYC</p> <p>As 6th graders: 71.3% CSD 5 growth: 8.0 percentage points Growth exceeded</p> <p>2018-19 7th graders As 6th graders: 66.7% 2017-18 NYC: 39.9% Exceeded NYC</p> <p>As 7th graders: 75.6% CSD 5 growth: -1.4 percentage points Growth exceeded</p> <p>2018-19 8th graders As 7th graders: 83.3% 2017-18 NYC: 39.8% Exceeded NYC</p> <p>As 8th graders: 89.1% CSD 5 growth: -6.7 percentage points Growth exceeded</p>
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Academic Goal 7	For each year of the next charter term, the school will perform at the 60th percentile or above compared with citywide averages for its 4-year graduation rate in the 60th percentile or above compared with citywide averages for its 6-year graduation rate.	4-year and 6-year graduation rates		Not yet available: city-wide graduation rates for Cohort U have not been released.
Academic Goal 8	For each year of the next charter term, the school will show progress towards having 75% of students enrolled in each grade 9-11 accumulate 10 or more credits towards graduation. The school will be accountable for all credits accumulated by students who were continuously enrolled in the school including students who have dropped out or enrolled in an accredited GED program, however, excluding the credits accumulated by students who have transferred from or to another school, were incarcerated, left the country, or died during the school year. The school will report this each September by submitting a report of student credit accumulation from the previous school year for purposes of the NYC DOE School	Credit accumulation		N/A: The NYC DOE progress report is not yet available.

Academic Goal
9

Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City.

New York State ELA
Exam

Met

Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.
Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.

The pass rates for each tested grade are as follows:
3rd grade: PA, 60.7%; Black, 42.9%; Latino, 42.6%

4th grade: PA, 48.1%; Black, 37.6%; Latino, 38.8%

5th grade: PA, 30.8%; Black, 27.8%; Latino, 28.9%

6th grade: PA, 67.5%; Black, 34.6%; Latino, 36.3%

7th grade: PA, 41.5%; Black, 29.4%; Latino, 31.2%

8th grade: PA, 68.8%; Black, 38.5%; Latino, 41.4%

Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.

The pass rates for each tested grade are as follows:
3rd grade: PA, 61.9%;

Academ ic Goal 10	Each year, the percent of students performing at or above Level 3 on the State Math exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City.	New York State Math Exam	Black, 38.7%; Latino, 41.3% 4th grade: PA, 69.6%; Black, 31.6%; Latino, 37.0% 5th grade: PA, 71.4%; Black, 27.9%; Latino, 33.6% 6th grade: PA, 71.3%; Black, 25.9%; Latino, 30.3% 7th grade: PA, 75.6%; Black, 23.7%; Latino, 28.7% 8th grade: PA, 89.1%; Black, 22.0%; Latino, 26.3%
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2. Do have more academic goals to add? Yes

2018-19 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 11	80% of students enrolled in classes designed toward college accreditation will earn the minimum amount of college credits.	College credit accumulation	Not Met	Goal not met: Students enrolled in classes designed towards college accreditation earned at least the minimum amount of college credits in 71% of classes taken.
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2018-19 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will have an average daily student attendance rate of at least 95 percent	Attendance rate in ATS	Not Met	Average attendance was 94.1% In the past two years, the superintendent has initiated a stronger attendance policy. For the 19-20 school year, work to more strongly align our best practices in the middle school grades will be rolled out to elementary and high school.
Org Goal 2	Each year, 95 percent of all students enrolled on the last day of the school year will return the following school year.	Student enrollment and discharge information from ATS		91% of students enrolled on the last day of school returned the following school year. The school will make stronger attempts to retain students at PAll by reaching out to families. However, it should be noted that attrition, in part, is due to problems we have had with the co-located building for our K-5 grades at 2005 Madison - especially maintenance issues.
Org Goal 3	Each year, 90 percent of all instruction staff employed during the prior school year will return and/or be	Human Resources Internal Systems and Records	Not Met	Goal not met: 81% of instruction staff employed during the prior school returned or were asked to

	asked to return the following year			return.
Org Goal 4	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of parents that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more parents participate in the survey.	2018-2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
Org Goal 5	In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of staff that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more staff participate in the survey.	2018-2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
	In each year of the charter term, students will express			

Org Goal 6	satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of students that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more students participate in the survey.	2018-2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				

Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add? No

6. FINANCIAL GOALS

2018-19 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financia l Goal 1	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Financial Data	Met	
Financia l Goal 2				
Financia l Goal 3				
Financia l Goal 4				
Financia l Goal 5				

7. Do have more financial goals to add? (No response)

2018-19 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financia l Goal 6				
Financia l Goal 7				
Financia l Goal 8				
Financia l Goal 9				
Financia l Goal 10				

Thank you.



Entry 4 Expenditures per Child

Last updated: 07/31/2019

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection Heading

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2018-19 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:*

Audit Guide available within the portal or on the NYSED website at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf>.

Line 1: Total Expenditures	20873427
Line 2: Year End FTE student enrollment	995
Line 3: Divide Line 1 by Line 2	20978

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2018-19 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:

The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:

<http://www.p12.nysed.gov/psc/AuditGuide.html>.

Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	17336643
Line 2: Management and General Cost (Column)	77157
Line 3: Sum of Line 1 and Line 2	17413800
Line 5: Divide Line 3 by the Year End FTE student enrollment	17501

Thank you.

Financial Statements and Supplementary
Schedule Together with
Reports of Independent Certified Public Accountants

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**

For the years ended June 30, 2019 and 2018

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

TABLE OF CONTENTS

	Page(s)
Report of Independent Certified Public Accountants	1 - 2
Financial Statements:	
Statements of Financial Position as of June 30, 2019 and 2018	3
Statements of Activities for the years ended June 30, 2019 and 2018	4
Statement of Functional Expenses for the year ended June 30, 2019	5
Statement of Functional Expenses for the year ended June 30, 2018	6
Statements of Cash Flows for the years ended June 30, 2019 and 2018	7
Notes to Financial Statements	8 - 15
Report of Independent Certified Public Accountants on Internal Control over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	16 - 17
Schedule of Findings and Questioned Costs	18

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To The Board of Trustees of
Harlem Children's Zone Promise Academy II Charter School:

Report on the financial statements

We have audited the accompanying financial statements of Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Harlem Children's Zone Promise Academy II Charter School as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other reporting required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report, dated October 30, 2019, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



New York, New York
October 30, 2019

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statements of Financial Position
As of June 30, 2019 and 2018

ASSETS	2019	2018
Cash and cash equivalents	\$ 2,493,450	\$ 135,107
Restricted cash	70,810	70,774
Contributions receivable	-	625,000
Government grants and contracts receivable	450,237	918,332
Due from related parties	616,509	93,676
Due from Harlem Children's Zone - deferred compensation plans	3,435,022	3,767,870
Property and equipment, net	25,327	5,166
Other assets	<u>37,034</u>	<u>61,270</u>
Total assets	<u><u>\$ 7,128,389</u></u>	<u><u>\$ 5,677,195</u></u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 2,170,313	\$ 1,629,111
Deferred compensation payable	<u>2,387,822</u>	<u>2,967,079</u>
Total liabilities	<u>4,558,135</u>	<u>4,596,190</u>
CONTINGENCIES		
NET ASSETS - without donor restrictions	<u>2,570,254</u>	<u>1,081,005</u>
Total liabilities and net assets	<u><u>\$ 7,128,389</u></u>	<u><u>\$ 5,677,195</u></u>

The accompanying notes are an integral part of these financial statements.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statement of Activities
For the years ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
REVENUE AND SUPPORT		
Revenue:		
Government grants and contracts	\$ 19,355,367	\$ 17,720,651
Other income	<u>6,447</u>	<u>3,045</u>
Total revenue	<u>19,361,814</u>	<u>17,723,696</u>
Support:		
Contributions:		
Related parties	4,034,006	4,047,684
Others	<u>1,325,963</u>	<u>1,264,511</u>
Contributed space and services:		
Related parties	514,522	491,635
Others	<u>1,677,481</u>	<u>1,774,764</u>
Total support	<u>7,551,972</u>	<u>7,578,594</u>
Total revenue and support	<u>26,913,786</u>	<u>25,302,290</u>
EXPENSES		
Program services:		
Regular education	20,911,825	20,779,062
Special education	<u>3,410,571</u>	<u>3,116,716</u>
Total program services	<u>24,322,396</u>	<u>23,895,778</u>
Management and general	<u>1,102,141</u>	<u>1,040,842</u>
Total expenses	<u>25,424,537</u>	<u>24,936,620</u>
Change in net assets	<u>1,489,249</u>	<u>365,670</u>
Net assets, beginning of year	<u>1,081,005</u>	<u>715,335</u>
Net assets, end of year	<u>\$ 2,570,254</u>	<u>\$ 1,081,005</u>

The accompanying notes are an integral part of these financial statements.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statement of Functional Expenses
For the year ended June 30, 2019

	Regular Education	Special Education	Management and General	Total
Salaries	\$ 11,404,793	\$ 1,860,040	\$ 654,194	\$ 13,919,027
Payroll taxes	926,421	151,093	53,141	1,130,655
Employee benefits	1,730,807	282,282	99,281	2,112,370
Retirement plan contribution	<u>239,048</u>	<u>38,987</u>	<u>13,712</u>	<u>291,747</u>
Total personnel services	<u>14,301,069</u>	<u>2,332,402</u>	<u>820,328</u>	<u>17,453,799</u>
Admissions	95,974	15,653	5,505	117,132
Classroom supplies	235,601	38,425	-	274,026
Contracted services	656,373	107,050	37,650	801,073
Depreciation	4,593	749	265	5,607
Equipment rental and maintenance	111,595	18,200	6,401	136,196
Food	895,249	146,009	-	1,041,258
Insurance	65,121	10,621	3,735	79,477
Occupancy	3,302,671	538,642	189,446	4,030,759
Office supplies and furniture	197,788	32,258	11,345	241,391
Printing, publications, and memberships	36,238	5,910	2,079	44,227
Software and hardware	175,138	28,564	10,046	213,748
Special client services & incentives	335,654	54,743	-	390,397
Staff travel	25,547	4,167	1,465	31,179
Student travel	145,807	23,780	-	169,587
Telecommunications	48,998	7,991	2,811	59,800
Training	127,583	20,808	7,318	155,709
Uniforms	85,452	13,937	-	99,389
Miscellaneous	<u>65,374</u>	<u>10,662</u>	<u>3,747</u>	<u>79,783</u>
Total other than personnel services	<u>6,610,756</u>	<u>1,078,169</u>	<u>281,813</u>	<u>7,970,738</u>
Total expenses	<u>\$ 20,911,825</u>	<u>\$ 3,410,571</u>	<u>\$ 1,102,141</u>	<u>\$ 25,424,537</u>

The accompanying notes are an integral part of this financial statement.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statement of Functional Expenses
For the year ended June 30, 2018

	Regular Education	Special Education	Management and General	Total
Salaries	\$ 11,401,909	\$ 1,710,207	\$ 617,848	\$ 13,729,964
Payroll taxes	970,398	145,553	52,584	1,168,535
Employee benefits	1,814,457	272,156	98,322	2,184,935
Retirement plan contribution	<u>255,097</u>	<u>38,263</u>	<u>13,823</u>	<u>307,183</u>
Total personnel services	<u>14,441,861</u>	<u>2,166,179</u>	<u>782,577</u>	<u>17,390,617</u>
Admissions	59,580	8,937	3,229	71,746
Classroom supplies	112,190	16,828	-	129,018
Contracted services	409,382	61,404	22,184	492,970
Depreciation	9,156	1,499	541	11,196
Equipment rental and maintenance	119,509	17,925	6,476	143,910
Food	812,958	121,938	-	934,896
Insurance	84,875	12,731	4,599	102,205
Occupancy	3,404,777	510,693	184,499	4,099,969
Office supplies and furniture	223,972	33,594	12,137	269,703
Printing, publications, and memberships	43,925	6,588	2,380	52,893
Software and hardware	112,034	16,804	6,071	134,909
Special client services & incentives	381,134	57,167	-	438,301
Staff travel	22,080	3,312	1,196	26,588
Student travel	199,156	29,872	-	229,028
Telecommunications	80,169	12,025	4,344	96,538
Training	130,151	19,522	7,053	156,726
Uniforms	65,700	9,855	-	75,555
Miscellaneous	<u>66,453</u>	<u>9,843</u>	<u>3,556</u>	<u>79,852</u>
Total other than personnel services	<u>6,337,201</u>	<u>950,537</u>	<u>258,265</u>	<u>7,546,003</u>
Total expenses	<u>\$ 20,779,062</u>	<u>\$ 3,116,716</u>	<u>\$ 1,040,842</u>	<u>\$ 24,936,620</u>

The accompanying notes are an integral part of this financial statement.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Statements of Cash Flows
For the years ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,489,249	\$ 365,670
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	5,607	11,196
Changes in assets and liabilities:		
Decrease (increase) in private contributions and grants receivable	625,000	(625,000)
Decrease (increase) in government grants and contracts receivable	468,095	(135,466)
Increase in due from related party	(522,833)	(93,676)
Decrease (increase) in due from Harlem Children's Zone - deferred compensation plans	332,848	(151,424)
Decrease in other assets	24,236	35,831
Increase in accounts payable and accrued expenses	541,202	190,895
Decrease in due to related party	-	(23,138)
(Decrease) increase in deferred compensation payable	<u>(579,257)</u>	<u>334,347</u>
Net cash provided by (used in) operating activities	<u>2,384,147</u>	<u>(90,765)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Purchases of property and equipment	(25,768)	-
Change in restricted cash	<u>(36)</u>	<u>(35)</u>
Net cash used in investing activities	<u>(25,804)</u>	<u>(35)</u>
Net increase (decrease) in cash and cash equivalents	2,358,343	(90,800)
Cash and cash equivalents, beginning of year	<u>135,107</u>	<u>225,907</u>
Cash and cash equivalents, end of year	<u><u>\$ 2,493,450</u></u>	<u><u>\$ 135,107</u></u>

The accompanying notes are an integral part of these financial statements.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

1. NATURE OF OPERATIONS

Harlem Children's Zone Promise Academy II Charter School (the "School") is a public charter school that is open to all New York City public school children via a lottery. Opened in 2005, the School features small class sizes, an extended day and year, high expectations, and access to an extended support system through its Institutional Partner, Harlem Children's Zone, Inc. ("HCZ").

HCZ is a not-for-profit organization that offers a wide array of education and social programs to the children and families of Harlem. Created in 1970 as a truancy prevention agency (then called "Rheedlen Centers for Children and Families"), HCZ has expanded its services to address the needs of children from birth through college, and as part of that mission, it also works to strengthen families and the surrounding community.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("US GAAP").

In August 2016, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") No. 2016-14, Not-for-Profit Entities (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities* ("ASU 2016-14"). The ASU amends the current reporting model for not-for-profit organizations and requires certain additional disclosures. The significant changes include:

- Requiring the presentation of two net asset classes classified as "net assets without donor restrictions" and "net assets with donor restrictions";
- Modifying the presentation of underwater endowment funds and related disclosures;
- Requiring the use of the placed in service approach to recognize the satisfaction of restrictions on gifts used to acquire or construct long-lived assets, absent explicit donor stipulations otherwise;
- Requiring that all not-for-profits present an analysis of expenses by function and nature in a separate statement or in the notes to the financial statements;
- Requiring disclosure of quantitative and qualitative information regarding liquidity;
- Presenting investment return net of external and direct internal investment expenses; and,
- Modifying other financial statement reporting requirements and disclosures intended to increase the usefulness to the reader.

For the year ended June 30, 2019, the School adopted the relevant provisions of ASU 2016-14 and similarly revised the presentation of its fiscal 2018 financial statements to align with the new reporting presentation.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

The School classifies its net assets in the following categories:

Net Assets Without Donor Restrictions

Net assets that are not subject to donor-imposed stipulations and are, therefore, available for the general operations of the School.

Net Assets With Donor Restrictions

Represent net assets which are subject to donor-imposed restrictions whose use is restricted by time and/or purpose. Net assets with donor restrictions are subject to donor-imposed restrictions that require the School to use or expend the gifts as specified, based on purpose or passage of time. When donor restrictions expire, that is, when a purpose restriction is fulfilled or a time restriction ends, such net assets are reclassified to net assets without donor restrictions and reported on the statement of activities as net assets released from restrictions.

Net assets with donor restrictions also includes the corpus of gifts, which must be maintained in perpetuity, but allows for the expenditure of net investment income and gains earned on the corpus for either specified or unspecified purposes in accordance with donor stipulations. At June 30, 2019 and 2018, the School did not possess any net assets with donor restrictions.

Cash and Cash Equivalents

The School considers money market fund investments and all highly liquid debt instruments with a maturity of three months or less on the date of acquisition to be cash equivalents.

Property and Equipment

Property and equipment purchased for a value greater than \$5,000 and with depreciable lives greater than one year are carried at cost, net of depreciation. Significant additions or improvements extending asset lives are capitalized; normal maintenance and repair costs are expensed as incurred. Leasehold improvements are amortized based on the lesser of the estimated useful life or remaining lease term.

Property and equipment used in operations are depreciated over their estimated useful lives using the straight-line method, as follows:

	<u>Useful Life (Years)</u>
Furniture, fixtures, and equipment	5
Leasehold improvements	5 - 31.5

Revenue

The School derives its revenue principally from the New York State and New York City governments, through the New York City Department of Education ("DOE") Office of Charter Schools, based on pupil enrollment for regular and special education. The balance of the revenue and support is derived from contributions and other government grants and contracts.

Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by explicit donor-imposed restrictions. Revenues based on pupil enrollment are recognized over the

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL
Notes to Financial Statements
June 30, 2019 and 2018

period earned. Revenue from grants and contracts is recognized as the related expenses are incurred, or services performed, in accordance with the terms of the respective grant or contract agreement. Amounts received in advance are reported as deferred revenue.

The School records contributions of cash and other assets when an unconditional promise to give such assets is received from a donor. Contributions are recorded at the fair market value of the assets received and are classified as either support without donor restrictions or with donor restrictions, depending on whether the donor has imposed a restriction on the use of such assets. When a donor restriction expires (i.e., when a stipulated time restriction ends and/or a purpose restriction is accomplished), such net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Receivables

Receivables contain some level of uncertainty surrounding timing and amount of collection. Therefore, management provides an allowance for doubtful accounts based on the consideration of the type of receivable, responsible party, the known financial condition of the respective party, historical collection patterns and comparative aging. These allowances are maintained at a level management considers adequate to provide for subsequent adjustments and potential uncollectible accounts. These estimates are reviewed periodically and, if the financial condition of a party changes significantly, management will evaluate the recoverability of any receivables from that organization and write off any amounts that are no longer considered to be recoverable. Any payments subsequently collected on such written-off receivables are recorded as income in the period received. As of June 30, 2019 and 2018, no allowance for doubtful accounts was required.

Accounting for Income Taxes

The School recognizes the tax effects from an uncertain tax position in the financial statements only if the position is “more-likely-than-not” to be sustained if the position were to be challenged by a taxing authority. The assessment of the tax position is based solely on the technical merits of the position, without regard to the likelihood that the tax position may be challenged.

The School is exempt from federal income tax under Internal Revenue Code (“IRC”) section 501(c)(3), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the IRC. The School has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it was nexus; and to identify and evaluate other matters that may be considered tax positions. The School has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements for the years ending June 30, 2019 or 2018.

Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

Reclassifications

Certain items in the 2018 financial statements have been reclassified to conform to the current year presentation. These reclassifications did not have any effect on total assets, liabilities, net assets, revenues or expenses.

3. CASH AND CASH EQUIVALENTS

The School maintains cash and cash equivalent balances in financial institutions, which generally exceed the amount insured by the Federal Depositary Insurance Corporation ("FDIC") and subject the School to credit risk. The School monitors this risk on a regular basis and has not experienced, nor does it anticipate, nonperformance by any of these financial institutions.

4. RESTRICTED CASH

Pursuant to an addendum to the Charter Agreement dated February 3, 2015, with the New York City Department of Education, the School is required to set up an escrow of at least \$70,000. In the event of termination of the Charter, whether prematurely or otherwise, the School shall establish and follow procedures consistent with those required by Section 2851(2)(t) of the New York State Education Law in its use of the escrow.

5. PUPIL ENROLLMENT AND OTHER REVENUES FROM GOVERNMENT AGENCIES

Under the School's Charter agreement and the Charter Schools Act, the School is entitled to receive funding from state and federal sources that are available to public schools. These funds include New York City pupil enrollment funds, federal food subsidies, and Title I and Title II funds. The calculation of the amounts to be paid to the School under these programs is determined by the State and is based on complex laws and regulations, enrollment levels, and economic information related to the home school districts of the children enrolled in the School. If these regulations, some of which are relatively new in the State of New York, were to change, or other factors included in the calculations were to change, the level of funding that the School receives could vary significantly.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

The amounts received and receivable from government agencies and included as revenue in the financial statements consisted of the following as of and for the years ended June 30, 2019 and 2018:

	2019		2018	
	Revenues	Receivable	Revenues	Receivable
City of New York (Pupil enrollment)	\$ 17,201,113	\$ -	\$ 15,695,574	\$ 354,840
City of New York (Other)	804,424	-	668,624	-
Outside the City of New York (Pupil enrollment)	31,766	16,159	17,794	17,794
Title I	484,033	179,690	444,440	293,000
Title II	53,402	11,586	150,448	110,595
Title IV	35,141	28,113		
E-Rate	25,472	-	97,191	25,387
Food service - Federal and State of New York	720,016	214,689	646,580	116,716
Total government grants and contracts	<u>\$ 19,355,367</u>	<u>\$ 450,237</u>	<u>\$ 17,720,651</u>	<u>\$ 918,332</u>

6. PROPERTY AND EQUIPMENT

At June 30, 2019 and 2018, property and equipment consisted of the following:

	2019	2018
Equipment	\$ 235,830	\$ 227,022
Leasehold improvements	51,594	34,634
Furniture and fixtures	41,997	41,997
	<u>329,421</u>	<u>303,653</u>
Less: Accumulated depreciation	<u>(304,094)</u>	<u>(298,487)</u>
Total	<u>\$ 25,327</u>	<u>\$ 5,166</u>

Depreciation expense for the years ended June 30, 2019 and 2018 amounted to \$5,607 and \$11,196, respectively.

7. RETIREMENT PLAN

The School maintains the Alerus Tax Deferred Annuity Plan (the "Plan") with Alerus Retirement Solutions for all eligible employees. The Plan is non-contributory and employees become eligible once they have reached age 21 and have completed one year of service. Employees participating in the Plan will be fully vested after completing six years of service. Employer contributions made to the Plan are discretionary. For the years ended June 30, 2019 and 2018, contributions made to the Plan amounted to \$291,747 and \$307,183, respectively.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

8. RELATED-PARTY TRANSACTIONS

Contributions

Deferred compensation plans

HCZ maintains a discretionary 457(f) plan and a Supplemental Bonus Plan for Teachers (effective January 1, 2016) for certain eligible employees of the School. Employees become eligible to participate in these plans based solely at the discretion of the School's Board of Trustees. The amounts contributed to the 457(f) plan and the Supplemental Bonus Plan for Teachers become vested five and three years, respectively, after the date of the initial contribution for all eligible employees. Amounts contributed to these plans are paid to eligible employees when vested. Terminated employees become vested immediately at the date of their termination. HCZ provides the School with an annual subsidy to cover this cost by contributing to a HCZ investment account. During fiscal 2019 and 2018, HCZ provided a net subsidy of \$932,456 and \$876,940, respectively, for contributions to these plans. These amounts are recorded within private contributions – related party and a corresponding expense on the accompanying statements of activities. The cumulative amount due from HCZ relating to these plans totaled \$3,435,022 and \$3,767,870 at June 30, 2019 and 2018, respectively. The cumulative amount due to eligible employees totaled \$2,387,822 and \$2,967,079 at June 30, 2019 and 2018, respectively. Amounts due from HCZ in excess of amounts due to eligible employees represents reimbursements of amounts already paid by the School in advance of receiving the funds from HCZ.

Other

Certain expenses are shared amongst the School, HCZ and Harlem Children's Zone Promise Academy Charter School ("PA I"). Shared expenses primarily relate to prorated salaries and other expenses that are allocated amongst the School, HCZ and PA I. Amounts may also be received by the School on behalf of HCZ or PA I, and amounts may also be granted to the School from HCZ. At June 30, 2019 and 2018, due from related parties totaled \$616,509 and \$93,676, respectively, pertaining to these related party transactions.

HCZ also provided the School with grants in the amounts of \$3,101,550 and \$3,170,219 in fiscal 2019 and 2018, respectively, which are included in contributions – related parties on the accompanying statements of activities.

Contributed Space and Services

HCZ provides the School with certain services at no cost. For the years ended June 30, 2019 and 2018, the School recognized revenues and corresponding expenses for services of \$514,522 and \$491,635, respectively.

The School also recognized revenues and corresponding expenses for contributed space and utilities from the DOE for the years ended June 30, 2019 and 2018 of \$1,677,481 and \$1,774,764, respectively.

Rent

During fiscal 2019, the School renewed a five-year lease agreement with HCZ for the School's use of the space located at 35 East 125th St, New York, NY, a property owned by HCZ. Pursuant to the terms of this lease, the School incurred approximately \$1,786,000 in rent expense during both fiscal 2019 and 2018.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

As of June 30, 2019, the minimum future annual rental obligation under the terms of this lease are as follows:

Year	
2020	\$ 1,985,243
2021	2,044,800
2022	2,106,144
2023	2,169,328
2024	2,234,408
	<u>\$ 10,539,923</u>

9. CONCENTRATION OF RISK

The School is dependent on various government agencies for funding and is responsible for meeting the requirements of such agencies. If the School were to lose students or the related government funding, it could have a substantial effect on the School's ability to continue operations.

As discussed in Note 8, HCZ makes a contribution to the School and donates services. If this relationship were to change or cease, such change could have a substantial effect on the School's ability to continue operations.

10. CONTINGENCIES

Government Agency Audits

The School participates in a number of federal and state programs. These programs require that the School comply with certain requirements of laws, regulations, contracts, and agreements applicable to the programs in which it participates. All funds expended in connection with government grants and contracts are subject to audit by government agencies. While the ultimate liability, if any, from any such audits of government contracts by government agencies is presently not determinable, it should not, in the opinion of management, have a material effect on the School's financial position or change in net assets. Accordingly, no provision for any such liability that may result has been made in the accompanying financial statements.

Litigation

The School, in the normal course of its operations, is a party to various legal proceedings and claims. While it is not feasible to predict the ultimate outcomes of such matters, management of the School is not aware of any claims or contingencies that would have a material adverse effect on the School's financial position or change in net assets.

11. LIQUIDITY AND AVAILABILITY OF RESOURCES

The School closely monitors cash flows to ensure adequate resources are available at any given time to meet current and upcoming obligations. Strong emphasis on budget and treasury management is undertaken in an effort to anticipate organizational needs during both the short- and long-term. In doing so, the School is able to avoid large idle cash balances that would otherwise represent an opportunity cost to the School.

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Notes to Financial Statements
June 30, 2019 and 2018

Government grant revenue represents the majority of funding received for School operations. As such, the School puts considerable focus on grants management to make certain that necessary funding is both calculated accurately and received timely.

Finally, if significant unforeseen liquidity issues arise, the School would seek funding and assistance from its Instructional Partner, Harlem Children's Zone, Inc., to address potential shortfalls, mitigate any operational issues that could result, and develop a long-term remedy.

The School's financial assets available within one year of June 30, 2019 for general expenditure are as follows:

Cash and cash equivalents	\$ 2,493,450
Government grants and contracts receivable	450,237
Due from related parties	<u>616,509</u>
Financial assets available for general expenditures within one year	<u>\$ 3,560,196</u>

12. SUBSEQUENT EVENTS

The School evaluated its June 30, 2019 financial statements for subsequent events through October 30, 2019, the date the financial statements were available to be issued. The School is not aware of any subsequent events which would require recognition or disclosure in the financial statements.

GRANT THORNTON LLP

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

To the Board of Trustees of
Harlem Children's Zone Promise Academy II Charter School:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2019.

Internal control over financial reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") to design audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in the School's internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and other matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Intended purpose

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Grant Thornton LLP

New York, New York
October 30, 2019

**HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL**
Schedule of Findings and Questioned Costs
For the year ended June 30, 2019

None noted.



Entry 5c Additional Financial Docs

Last updated: 11/01/2019

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

(No response)

Explanation for not uploading the Management Letter.

Not applicable due to no internal controls that meet the reporting requirements.

2. Form 990

(No response)

Explanation for not uploading the Form 990.

(No response)

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit.

We will file within 9-months after the end of our fiscal year.

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report.

Not applicable.

5. Evidence of Required Escrow Account

Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

(No response)

Explanation for not uploading the Escrow evidence. (No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan. Not applicable due to no internal controls that meet the reporting requirements.



Entry 5d Financial Services Contact Information

Last updated: 10/31/2019

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Jim Hutter	jhutter@hcz.org	212-360-3255

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Grant Thornton - Brian Hopkins	brian.hopkins@us.gt.com	212-542-9536	10

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2019-20 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,943,606	1,243,482	-	-	-	20,187,088
Total Expenses	16,409,926	2,434,009	-	-	896,740	19,740,675
Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413
Actual Student Enrollment	866	162				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue CY Per Pupil Rate

District of Location

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

\$16,150.00	16,602,200	-	-	-	-	16,602,200
\$16,159.00	16,159	-	-	-	-	16,159
\$15,607.00	15,607	-	-	-	-	15,607
	-	-	-	-	-	-
	-	-	-	-	-	-
	16,633,966	-	-	-	-	16,633,966

Special Education Revenue

Grants

Stimulus

Other

Other State Revenue

	1,243,482	-	-	-	-	1,243,482
-	-	-	-	-	-	-
755,820	-	-	-	-	-	755,820
198,404	-	-	-	-	-	198,404

TOTAL REVENUE FROM STATE SOURCES

17,588,190	1,243,482	-	-	-	-	18,831,672
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

85,439	-	-	-	-	-	85,439
436,060	-	-	-	-	-	436,060
75,755	-	-	-	-	-	75,755
733,754	-	-	-	-	-	733,754
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

TOTAL REVENUE FROM FEDERAL SOURCES

1,331,008	-	-	-	-	-	1,331,008
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LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

Food Service (Income from meals)

Text Book

Other Local Revenue

-	-	-	-	-	-	-
24,408	-	-	-	-	-	24,408
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

24,408	-	-	-	-	-	24,408
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TOTAL REVENUE

18,943,606	1,243,482	-	-	-	-	20,187,088
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

Instructional Management

Deans, Directors & Coordinators

CFO / Director of Finance

1.00	98,738	16,054	-	-	5,915	120,707
3.33	347,367	56,479	-	-	20,808	424,654
24.00	1,222,050	198,695	-	-	73,204	1,493,949
-	-	-	-	-	-	-

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,943,606	1,243,482	-	-	-	20,187,088
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Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413
Actual Student Enrollment	866	162				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Operation / Business Manager	4.00	185,925	30,230	-	-	11,137	227,292
Administrative Staff	6.00	243,609	39,609	-	-	14,593	297,811
TOTAL ADMINISTRATIVE STAFF	38	2,097,690	341,067	-	-	125,656	2,564,413
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	92.14	4,319,188	702,264	-	-	258,729	5,280,181
Teachers - SPED	14.33	739,562	120,247	-	-	44,301	904,110
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	45.32	1,351,430	219,731	-	-	80,954	1,652,115
Specialty Teachers	24.00	1,084,821	176,383	-	-	64,983	1,326,187
Aides	3.32	54,206	8,814	-	-	3,247	66,267
Therapists & Counselors	9.00	413,109	67,168	-	-	24,746	505,023
Other	22.15	273,809	44,519	-	-	16,402	334,730
TOTAL INSTRUCTIONAL	210	8,236,125	1,339,126	-	-	493,362	10,068,613
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	666	108	-	-	40	814
Other	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	666	108	-	-	40	814
SUBTOTAL PERSONNEL SERVICE COSTS	249	10,334,481	1,680,301	-	-	619,058	12,633,840
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		1,092,858	177,690	-	-	65,465	1,336,012
Fringe / Employee Benefits		2,206,148	358,701	-	-	132,153	2,697,002
Retirement / Pension		-	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS		3,299,005	536,391	-	-	197,618	4,033,014
TOTAL PERSONNEL SERVICE COSTS		13,633,487	2,216,692	-	-	816,676	16,666,854
CONTRACTED SERVICES							
Accounting / Audit		89,303	14,520	-	-	5,349	109,172
Legal		-	-	-	-	-	-
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		1,427	232	-	-	86	1,745
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		341,414	55,511	-	-	20,451	417,376
TOTAL CONTRACTED SERVICES		432,144	70,263	-	-	25,886	528,293
SCHOOL OPERATIONS							
Board Expenses		-	-	-	-	-	-
Classroom / Teaching Supplies & Materials		130,338	-	-	-	-	130,338

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,943,606	1,243,482	-	-	-	20,187,088
Total Expenses	16,409,926	2,434,009	-	-	896,740	19,740,675
Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413
Actual Student Enrollment	866	162				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	141,606	23,024	-	-	8,482	173,112
Equipment / Furniture	86,369	14,043	-	-	5,174	105,585
Telephone	17,929	2,915	-	-	1,074	21,918
Technology	211,307	34,357	-	-	12,658	258,321
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	94,340	-	-	-	-	94,340
Transportation (student)	167,637	-	-	-	-	167,637
Student Services - other	123,008	-	-	-	-	123,008
Office Expense	88,387	14,371	-	-	5,295	108,053
Staff Development	104,459	16,984	-	-	6,257	127,700
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-	-
School Meals / Lunch	924,531	-	-	-	-	924,531
Travel (Staff)	16,128	2,622	-	-	966	19,716
Fundraising	-	-	-	-	-	-
Other	110,768	18,010	-	-	6,635	135,413
TOTAL SCHOOL OPERATIONS	2,216,805	126,326	-	-	46,541	2,389,672

FACILITY OPERATION & MAINTENANCE

Insurance	92,481	15,037	-	-	5,540	113,058
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	26,495	4,308	-	-	1,587	32,390
Repairs & Maintenance	8,514	1,384	-	-	510	10,408
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	127,490	20,729	-	-	7,637	155,856

DEPRECIATION & AMORTIZATION

	-	-	-	-	-	-
--	---	---	---	---	---	---

DISSOLUTION ESCROW & RESERVES / CONTINGENCY

	-	-	-	-	-	-
--	---	---	---	---	---	---

TOTAL EXPENSES	16,409,926	2,434,009	-	-	896,740	19,740,675
-----------------------	-------------------	------------------	----------	----------	----------------	-------------------

NET INCOME	2,533,680	(1,190,527)	-	-	(896,740)	446,413
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ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	866	162	1,028
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	866	162	1,028
REVENUE PER PUPIL	21,875	7,676	-

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,943,606	1,243,482	-	-	-	20,187,088
Total Expenses	16,409,926	2,434,009	-	-	896,740	19,740,675
Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413
Actual Student Enrollment	866	162				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
EXPENSES PER PUPIL	18,949	15,025	-			

<u>Assumptions</u>
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
FTE 1028
FTE 1
FTE 1
FTE 99 + FTE 10
Rental Assistance 156 FTE projected in gr.10-12
FTE 1028 x 193 (One Time grant)
FY19 Allocation
FY20 Allocation
FY20 Allocation (Title II & IV)
1028 x \$713.768 FY19 estimate
Spectrum Only
List exact titles and staff FTE"s (Full time equivilalent)

[illegible]

[illegible]

[illegible]

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Alfonso Wyatt

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Voting Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? **Yes**
 X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? **Yes** X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: _____

Business Address: _____

E-mail Address: alfonsowyatt09@gmail.com

Home Telephone: 212-925-6675


Home Address: 175-60 Underhill Avenue Fresh Meadows, NY 11365

agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

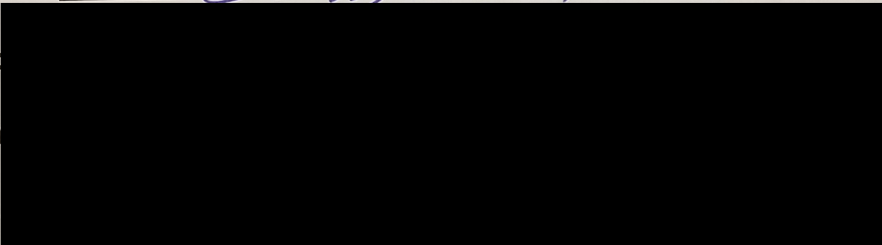
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

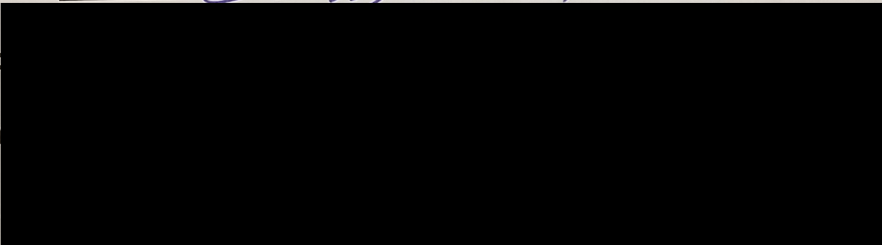
Alfonso Wyatt October 13, 2014
Signature Date

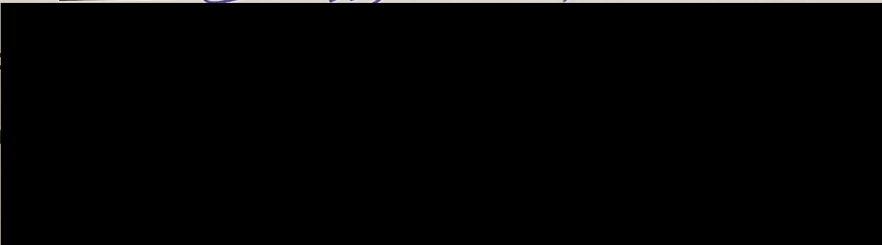
Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 

Business Address: Same below

E-mail Address: 

Home Telephone: 

Home Address: 

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Anne Williams-Isom

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chief Executive Officer

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? X Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

CEO of the Harlem Children's Zone, non-profit institutional partner; \$290,000 salary; started 7/1/2014.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business

with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None


Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 212-360-3255

Business Address: HCZ, 35 East 125th Street, New York, NY 10035

E-mail Address: [REDACTED]

Home Telephone: _____

Home Address: _____

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Ellanor Brizendine

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? ____Yes
X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? ____Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the

name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature En. N. R. Date 10/18/19

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address: The Spence School

E-mail Address

Home Telephone:

Home Address:

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name: Denise Fuller

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None



Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

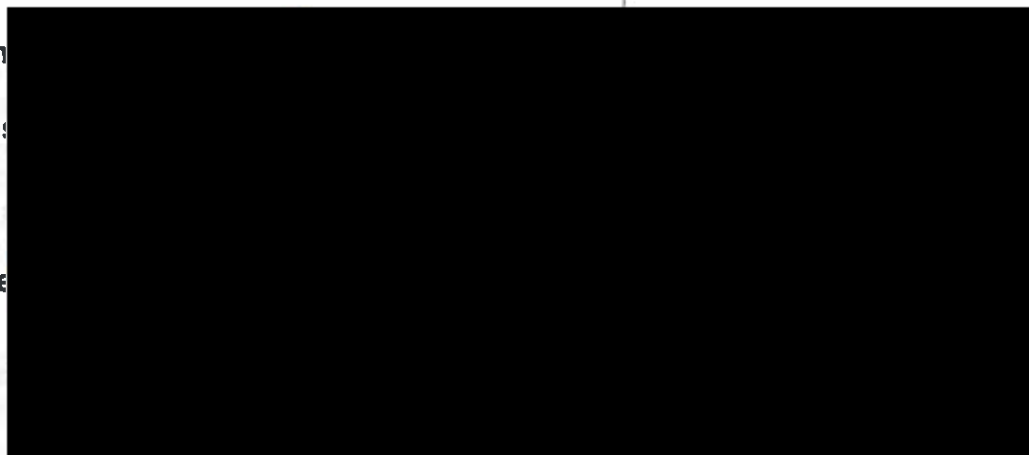
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Fatime Cadoo

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Parent Representative

2. Is the trustee an employee of any school operated by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the

name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Falme B
Signature

10/18/19
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

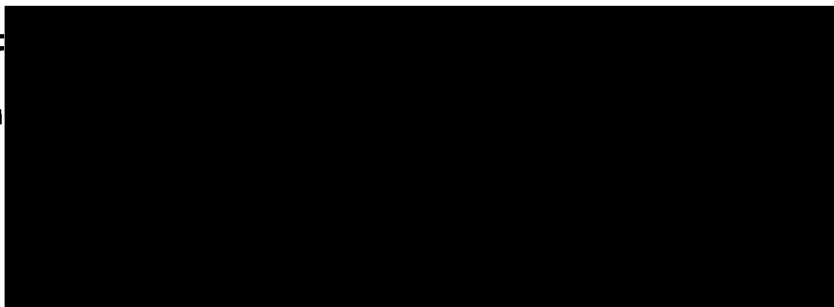
Business Telephone: _____

Business Address: _____

E-mail Address:

Home Telephone:

Home Address:



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Geoffrey Canada

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chairman

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? X Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

President of the Harlem Children's Zone, non-profit institutional partner; \$125,000 salary; started 7/1/2014.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during

the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 212-360-3255

Business Address: HCZ, 35 East 125th Street, New York, NY 10035

E-mail Address: [REDACTED]


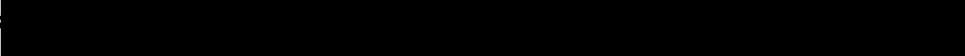

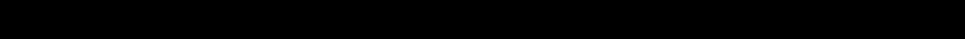
Home Telephone: _____

Home Address: _____

Appendix F: Disclosure of Financial Interest Form

**Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report**

**Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. **Trustee Name (print)** Keith Meister
2. **Charter School Name** Promise Academy I and II
3. **Charter Authorizer Entity** Promise Academy
4. **Home Address*** 
5. **Business Address*** 
6. **Daytime Phone*** 
7. **E-Mail Address*** 
8. **List all positions held on board (e.g., chair, treasurer, parent representative)**

9. Is the trustee an employee of the school? ☐ Yes ☒ No

If **Yes**, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? ☐ Yes ☒ No

If **Yes**, please provide a description of the position you hold and your responsibilities, your salary and your start date.

11. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Question 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>NONE</p>			

12. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>NONE</p>				


7/1/2019

Signature _____ Date _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Kenneth Langone

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chairman Emeritus

2. Is the trustee an employee of any school operated by the Education Corporation? **Yes**
 X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? **Yes** X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 212-421-2500

Business Address: Invemed Associates Inc. 375 Park Avenue, New York, NY 10152

E-mail Address: pam@invemed.com

Home Telephone: _____

Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Mitch Kurz

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Treasurer/Secretary

2. Is the trustee an employee of any school operated by the Education Corporation? **Yes**
 X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? **Yes** X **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 718-992-7089

Business Address: Bronx Center for Science and Mathematics, 1363 Fulton Avenue, Bronx, NY 10456

E-mail Address: mitch_kurz@att.net

Home Telephone: _____

Home Address: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Stanley Druckenmiller

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Voting Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None



Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

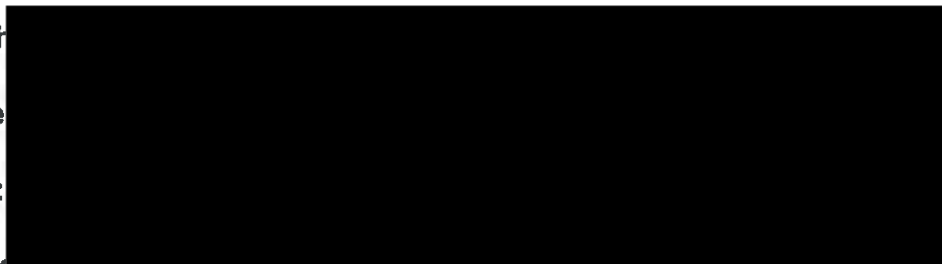
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name: Willie Mae Lewis

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harlem Children's Zone Promise Academy II Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Voting Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? Yes
 X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or

person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Wm. King
Signature

10/30/2019
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

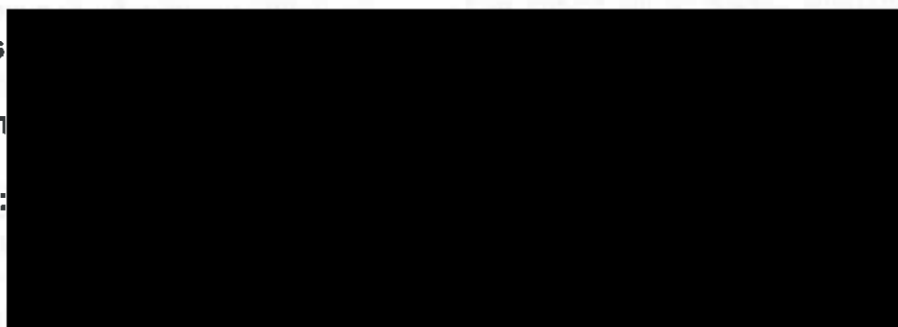
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____





Entry 8 BOT Table

Created: 07/23/2019 • Last updated: 08/01/2019

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018-19
1	Geoffrey Canada	Chair	Audit Committee	Yes	7	06/12/2018	06/01/2020	9
2	Anne Williams-Isom	Other	Audit Committee	Yes	3	06/19/2019	06/01/2021	9
3	Mitch Kurz	Secretary	Audit Committee	Yes	8	06/19/2019	06/01/2021	9
4	Kenneth Langone	Trustee/Member	None	Yes	7	06/12/2018	06/01/2020	5 or less
5	Stanley Druckenmiller	Trustee/Member	None	Yes	7	06/12/2018	06/01/2020	9
6	Denise Fuller	Trustee/Member	None	No	5	06/19/2019	06/01/2021	6
7	Dr. Alfonso Wyatt	Trustee/Member	None	Yes	2	06/12/2018	06/01/2020	9
8	Ellanor (Bodie) Brizendine	Trustee/Member	None	No	1	06/19/2019	06/01/2021	5 or less
9	Fatime Cadoo	Parent Rep	None	No	3	06/19/2019	06/01/2020	9

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Current Board Member Information

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018-19
10	Willie Mae Lewis	Trustee/Member	None	Yes	4	06/19/2019	06/01/2021	7
11	Keith Meister	Trustee/Member	None	No		06/19/2019	06/01/2021	
12								
13								
14								
15								

1c. Are there more that 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2019	11
b.Total Number of Members Added During 2018-19	1
c. Total Number of Members who Departed during 2018-19	0
d.Total Number of members in 2018-19, as set by in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2018-19 10

4. Number of Board meetings scheduled for 2019-20 12

Thank you.



Entry 9 - Board Meeting Minutes

Last updated: 07/23/2019

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2018-June 2019, which should match the number of meetings held during the 2018-19 school year.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?

Yes

A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2018-19 school year.

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



Entry 10 Enrollment and Retention of Special Populations

Created: 07/31/2019 • Last updated: 08/01/2019

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018-19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-20.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018-19	Describe Recruitment Plans in 2019-20
Economically Disadvantaged	For the 2018-2019 school year, Promise II sent out about 7,500 postcards to families across Harlem using the DOE's contractor Vanguard, who have addresses for students in particular grade levels. Through this method, we're able to target zip codes in low income areas. We also moved our kindergarten lottery date to July, which includes a preference for low income families. The lottery was previously held in August, the only month that our scholars do not attend school. Since we have a sibling preference, we wanted to ensure that our families could fully participate.	In 2019-2020, we will continue to target low income, underserved areas in Harlem to recruit students. We are also holding the 2019 lottery in July to ensure that our families can attend. When reaching out to wait listed families, we will continue to inform them of the wrap around services we provide, which are free of charge (i.e. free uniform, free breakfast, etc)
	The portion of students who are officially designated as English Language Learners (ELLs) is lower than that of the district. While we do target families for who English is not the primary language spoken at home, we also intervene early, working with our students when they are three years old in our Early Childhood Program. We believe this early intervention helps our young people develop the necessary English skills to pass the NYSITELL assessment at kindergarten entry, preventing them from ever being officially labeled as ELLs. Strategies for ELL Recruitment for the Harlem Children's Zone	

(HCZ) and Promise Academy starts when parents are expecting or have a child under the age of four. The Baby College, one of the HCZ programs, blankets the neighborhood with teams of outreach workers who encourage participation of all families with a child in the appropriate age range (up to age three, including pregnant mothers who have not yet given birth.) These outreach workers talk to people in the communities and surrounding neighborhoods, go door-to-door in apartment buildings, and advertise at local businesses and non-profits. The outreach teams include workers who speak Spanish and French, as well as some of the more common West African dialects spoken by many recent immigrants in the neighborhood. Recruitment materials are offered in Spanish and French, as well as the Baby College application. Baby College has approximately five 9-week cycles each year and each cycle has a French class and a Spanish class available. After participation in Baby College, HCZ staff remains in contact with parents. They are encouraged to participate in special events and receive check-in phone calls. In the summer of the year their child turns three, Baby College graduates are encouraged to enter the Promise Academy lottery. The lottery is also advertised through all of the HCZ programs in the neighborhood, more than 30 distinct program sites. Families selected in the lottery are offered the chance to participate in Three Year Old Journey, a 12-week program of Saturday classes for parents while their children receive enrichment in pre-school classrooms. When the children are four, they are offered a spot in Harlem Gems, an enrichment pre-kindergarten program with a focus on early literacy development which provides instruction in Spanish and French to all students. While not all Promise Academy kindergarteners have participated in the HCZ early childhood programs, the majority of them have. Consequently, we believe that our results on the NYSITELL underestimate the number of students who are learning English primarily at school. While there is no equivalent exam for pre-kindergarten students, we think that if we were able to assess our students when entering Gems, we would find a higher ELL

In order to attract additional families, efforts will be made in: (1) Distributing and maintaining information/documents in a variety of languages on hand at each site, so that interested parents who walk in for information can readily have access to it; (2) Orientation explaining the process for ESL identification to our early childhood parents prior to their children transitioning to kindergarten at Promise Academy; (3) Having a translator sit down with parents to complete the Home Language Survey; and (4) Administering an interview in English and the student's home language.

	rate. In summary, our recruitment efforts include: (1) outreach within the community; (2) academic support services for our ELLs within the Gems program; (3) services in our various early childhood programs from Baby College to Three-Year-Old Journey and Harlem Gems preschools; and (4) sibling preference in the lottery	
Students with Disabilities	Our recruitment efforts included informing parents via the distribution of flyers and sharing information during the application process that we provide inclusion classroom settings and special education services. Through our institutional partnership with HCZ, our staff members inform parents of children living in Harlem that Promise Academy welcomes students with disabilities. Additionally, since some of our applicants have siblings who already attend our school, we have consistently provided information for our current Promise Academy parents about our special education services. We hosted a community event for parents about Understood.org , which is an online resource for parents of children who learn differently.	Going forward, we plan to continue our efforts to host events and draw in families within the Harlem community to share information about special education processes and the services we offer at our Promise Academy Charter Schools. All of our teachers have access to the expertise of special education staff. This resource enhances all teachers' ability to reach their students and we plan to advertise this as part of our recruitment efforts in 2019-2020.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018-19	Describe Retention Plans in 2019-20
Economically Disadvantaged	To ensure that our applicants, which are from primarily low income families, suffer no hardships associated with their scholars receiving a high quality education, we provide free breakfast and lunch every day, free uniforms every year. We also provide wrap around services for our families including social work intervention, free after school services, tax preparation, free legal services and more.	In 2019-2020, we will continue to provide free wrap around services for our students and their families, as well as a free uniform, free breakfast and free lunch. Our high school students also receive help from our Center for Higher Education and Career Support, in order to help them obtain jobs and internships while as they transition into college.
	In order to retain families, Promise Academy I offered the following: (1) family orientation in the beginning of the year to welcome parents who speak a variety of languages,	In order to ensure that we retain our current families, Promise Academy will continue to offer the following: <ul style="list-style-type: none"> ● Family orientation in the beginning of the year to welcome parents who speak a variety of languages, with translators on hand. It is an opportunity to share the ELL identification process and answer any questions that may arise. ● ELL support, including intervention

English Language Learners/Multilingual Learners	<p>with translators on hand. It is an opportunity to share the ELL identification process and answer any questions that may arise: (2) Free meals; (3) ELL support, including intervention; (4) professional development for ESL teachers on best practices; and (5) disaggregating data by student groups and looking for positive gains and reductions in classification, hiring staff with appropriate certification, having an inclusive school culture.</p>	<ul style="list-style-type: none"> ● Professional development for ESL teachers on best practices ● Disaggregating data by student groups and looking for positive gains and reductions in classification, hiring staff with appropriate certification and having an inclusive school culture. <p>Going forward, we have also added the following strategies to retain students: (1) increasing the number of parent workshops; and (2) translating more internal documents in the predominant languages of our scholars' families.</p> <p>We anticipate that building on our current practices will result in growth of ELL students.</p>
Students with Disabilities	<p>Our recruitment efforts included informing parents via the distribution of flyers and sharing information during the application process that we provide inclusion classroom settings and special education services. Through our institutional partnership with HCZ, our staff members inform parents of children living in Harlem that Promise Academy welcomes students with disabilities. Additionally, since some of our applicants have siblings who already attend our school, we have consistently provided information for our current Promise Academy parents about our special education services. We hosted a community event for parents about Understood.org, which is an online resource for parents of children who learn differently.</p>	<p>Going forward, we plan to continue our efforts to host events and draw in Promise Academy families to share information about special education processes and the services we offer at our Promise Academy Charter Schools. All of our teachers have access to the expertise of special education staff. This resource enhances all teachers' ability to reach their students and we plan to advertise this as part of our recruitment efforts in 2019-2020. We will also continue to offer intervention services for general education students who need additional support. The addition of the special education manager role has provided an additional layer of support for all teachers working with scholars with special needs. We will also continue building upon our district-wide restorative and social and emotional learning practices.</p>



Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/30/2019 • Last updated: 07/31/2019

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 - 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 - 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 - 6/30/19	FTE of Classroom Teachers on 6/30/19
	83	40	28	30	66

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 - 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 - 6/30/19	FTE Administrators Added in New Positions 7/1/18 - 6/30/19	FTE Administrative Positions on 6/30/19
	9	7	3	3	10

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher’s advancement up the ladder to a leadership position within the network or an administrator’s movement to lead a new network charter school.

We typically promote from within. All of our principals are former teachers or administrators from Promise Academy. Although, there was another big focus on teacher retention, continuing our past initiatives, a change in leadership contributed to a higher attrition rate. Additionally, the 18-19 school year was restructured in order to create a more efficient system, especially in regards to support of students transitioning into testing grades. The two elementary schools were merged, some positions were eliminated, and leadership changed across all school levels. This was a transition year for Promise Academy II.

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Yes
--	-----

Thank you



Entry 12 Uncertified Teachers

Created: 07/28/2019 • Last updated: 07/31/2019

Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

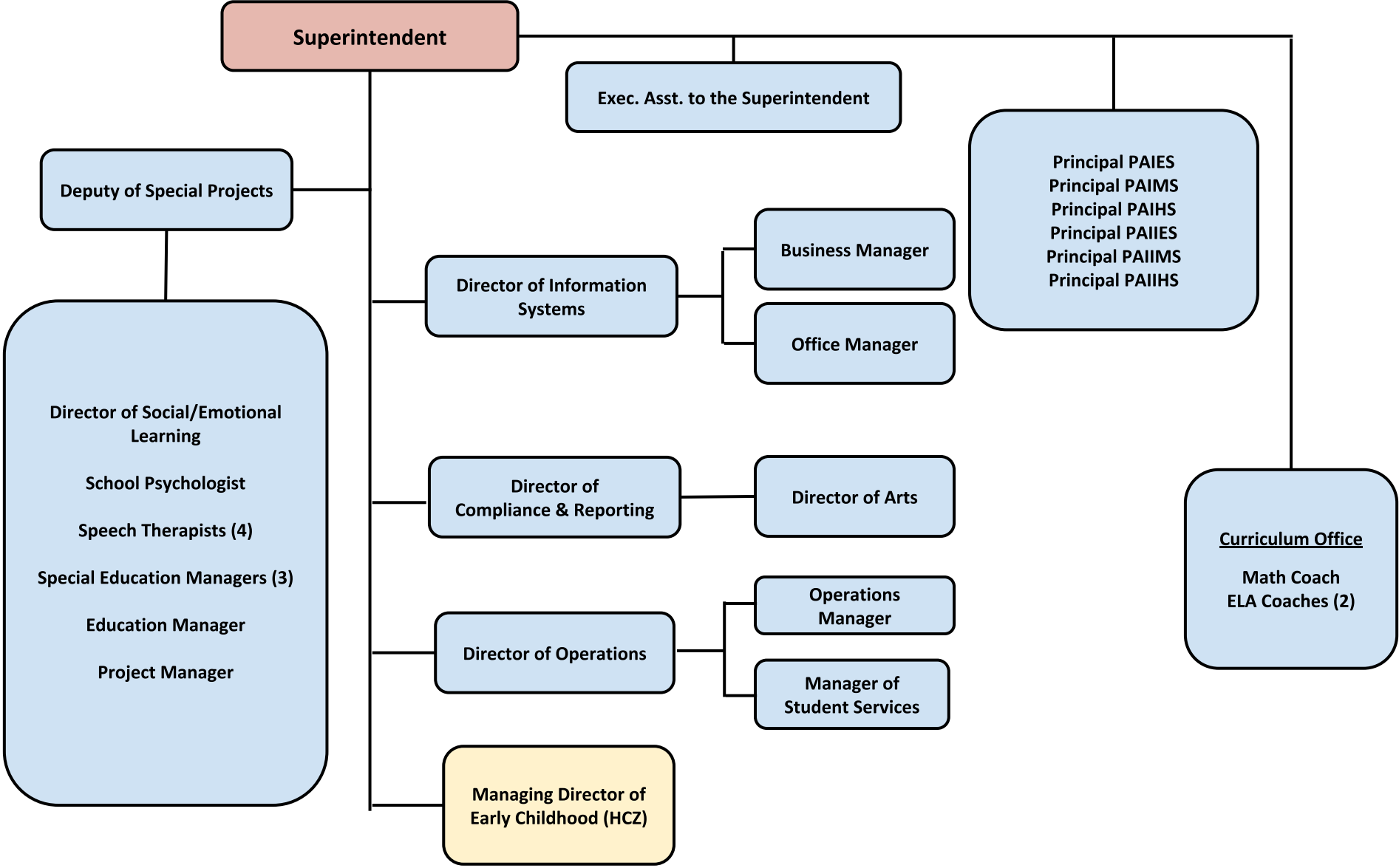
	FTE Count
1. Total FTE count of uncertified teachers (6-30-19)	13.5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-19)	9.5
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-19)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-19)	4

FTE Count of All Uncertified Teachers as of 6/30/19 13.5

FTE Count of All Certified Teachers as of 6/30/19 55.5

Thank you.

Superintendent's Organization Chart





2019-2020

Promise Academy Calendar (K-12)

Sep 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Mar 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Please note that dates for Summer 2020 will be scheduled later in the school year.

Notes

First day of instruction is Sep 5.

There is no instruction on March 13th (Superintendent's Recess Day) & June 4th (Chancellor's Conference Day).

School closed for students, teachers & staff

Sep 2	Labor Day
Sep 30 - Oct 1	Rosh Hashanah
Oct 9	Yom Kippur
Oct 14	Columbus Day
Nov 28 - 29	Thanksgiving Holiday
Dec 25	Christmas Day
Jan 1	New Year's Day
Jan 20	Dr. Martin Luther King, Jr. Day
Feb 17	President's Day
Apr 10	Good Friday
May 25	Memorial Day
Jul 3	Independence Day Observed
July 30-31	Eid al-Adha

School closed for students and teachers only

Nov 11	Veteran's Day Observed
Dec 23 - Jan 1	Winter Recess
Feb 17 - 21	Midwinter Recess
Mar 13	Superintendent's Recess Day
May 4 - 8	Spring Recess
Jun 29 - Jul 3	Summer 2019 Intermission

School closed for students only

Aug 26 - 30, Sep 3 - 4	Staff return for orientation and PDs
Nov 5	Election Day
Jun 4	Chancellor's Conference Day

Important date (school is open)

Sep 5	19-20 School Year begins
Nov 27	Early Dismissal
Jan 21 - 24	Regents Exams (HS only)
Feb 14	100th day of school
Mar 25 - 27*	NYS 3-8 ELA Exam
April 21 - 23*	NYS 3-8 Math Exam
May 1	Teacher Appreciation Day
May 18 - 29	Grades 4 & 8 Science Performance Test
June 1	Grades 4 & 8 Science Written Exam
Jun 2, 17-26	Regents Exams
June 26	Last day of spring session

Certificate of Occupancy

CO Number: 103325643F

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A. Borough: Manhattan Address: 35 EAST 125 STREET Building Identification Number (BIN): 1087811	Block Number: 01750 Lot Number(s): 12 Building Type: New	Certificate Type: Final Effective Date: 09/10/2015
<i>For zoning lot metes & bounds, please see BISWeb.</i>		
B. Construction classification: 1-C (1968 Code) Building Occupancy Group classification: G (1968 Code) Multiple Dwelling Law Classification: None		
No. of stories: 6 Height in feet: 84 No. of dwelling units: 0		
C. Fire Protection Equipment: None associated with this filing.		
D. Type and number of open spaces: None associated with this filing.		
E. This Certificate is issued with the following legal limitations: None		
Borough Comments: None		



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: 103325643F

Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	654	OG	F-3		3	LECTURE
CEL	5	OG	B-2		3	LAUNDRY ROOM
CEL	5	OG	B-2		3	STORAGE
CEL	654	OG	F-3		3	GYMNASIUM
CEL	5	100	E		3	ACC.OFFICES
CEL	637	OG	F-4		3	DANCE
CEL	450	OG	F-3		3	SPORTING EVENT
CEL	5	OG	G		3	EXERCISE ROOM
CEL	5	OG	D-2		3	LOCKER RMS,MECH RM/STORAGE
CEL	533	OG	F-4		3	BANQUET
001	100	100	B-2		3	STORAGE
001	289	100	F-3		3	CAFETERIA
001	9	100	D-2		3	KITCHEN



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: 103325643F

Permissible Use and Occupancy						
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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
001	5	100	D-2		3	LOCKER ROOM, TELEPHONE/DATA/ELECTRICAL ROOM
001	47	100	G		3	FLEXIBLE SPACE
001	50	100	G		3	LIBRARY
001	241	100	F-3		3	BANQUET
001	281	100	F-4		3	DANCE
001	289	100	F-2		3	LECTURE
001		100	B-2		3	LOADING DOCK
002	271	100	G		3	CLASSROOMS
002	102	100	F-2		3	OUTDOOR PLAY AREA
002	12	100	E		3	ACC. OFFICES
002		100	D-2		3	TELEPHONE/DATA/ELECTRICAL, ROOM
003	271	100	G		3	CLASSROOMS
003	15	100	E		3	ACC. OFFICES



Borough Commissioner



Commissioner

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Certificate of Occupancy

CO Number:

103325643F

Permissible Use and Occupancy

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Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
003		100	D-2		3	TELEPHONE /DATA/ELECTRICAL , ROOM
004	271	100	G		3	CLASSROOMS
004	45	100	E		3	ACC. OFFICES
004		100	D-2		3	TELEPHONE,/DATA ROOMM
005	102	100	E		3	ACC. OFFICES
005		100	B-2		3	TELEPHONE/DATA ROOM
006	62	100	E		3	ACC.OFFICES
RO F		100	G		3	ROOF TERRACE
RO F		150	D-2		3	ELEV.MACH. RM
ZONING EXHIBITS 1 AND 3 DOCUMENT ID#2003050701498001 ONE TAX LOT:7 BLOCK 1750, NEW BIN # 1087811						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT



PLACE OF ASSEMBLY PERMIT

DO# 37	Account No. 35138767
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ISSUE DATE 02/27/2019	EXPIRATION DATE 04/19/2020	CONTROL # 3513876710700
PREMISES 35 E 125 ST		BOROUGH MANHATTAN
BLOCK/LOT 01750/0007	BIN # 1087811	ZIP CODE 100351816

ISSUED TO HARLEM CHILDRENS ZONE 35 E 125 ST MANHATTAN NY 10035

CERTIFICATE OF OPERATION #	TYPE/DESCRIPTION OF USE	FLOOR(S)	NO. OF PERSONS
103927235	CAFETERIA/LOUNGE	1	241
103927235	LECTURE HALL OR CLASS RM	1	289
103927235	DANCE HALL (food/drink)	1	281
103927226	GYM/PHYS CULTURAL ESTBLMT	CEL	654
103927226	LECTURE HALL OR CLASS RM	CEL	654
103927226	DANCE HALL (food/drink)	CEL	637
***	***	***	***
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***	***	***	***

This permit authorizes use and occupancy of the above premises as place(s) of assembly subject to the strict observance of the New York City Fire Code and other laws, rules and regulations enacted for the protection of the public in such occupancy. This permit shall remain in effect for the period specified unless revoked by the Fire Department prior to expiration.


FIRE COMMISSIONER

THE NEW YORK CITY FIRE CODE (FC105.3.5) REQUIRES THAT PERMITS BE POSTED IN A CONSPICUOUS LOCATION ON THE PREMISES AT ALL TIMES AND BE READILY AVAILABLE FOR INSPECTION BY ANY REPRESENTATIVE OF THE DEPARTMENT. APPROVED SEATING PLANS MUST BE AVAILABLE AT THE PREMISES AT ALL TIME FOR INSPECTION BY THE FIRE DEPARTMENT.