



# 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: 11/01/2019

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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 CHARTER SCHOOL  
(Select name from the drop down menu)

**a1. Popular School Name** HCZ Promise Academy I 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** 05/2004

**e. DATE FIRST OPENED FOR INSTRUCTION** 09/2004

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

MISSION STATEMENT

The mission of the Harlem Children’s Zone Promise Academy Charter School (HCZ Promise Academy I) 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 I promotes high achievement in all subjects through a demanding curriculum, extensive supportive services and the use of data-driven teaching methods. HCZ Promise Academy I 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 I 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: Promise Academy has a Promise Academy I Parents Association (PAPA I) in which members 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](http://www.hczpromise.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)** 1250

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)** 1111

**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?

	No, just one site.
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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	245 West 129th Street New York, NY 10027	212-360-3230	NYC CSD 5	K-12	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	<a href="mailto:principalpa1@hczpromise.org">principalpa1@hczpromise.org</a>
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		<a href="mailto:principal1@hczpromise.org">principal1@hczpromise.org</a>

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

Private Space

## 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/90057018/yFPTXS6fVy/>

### Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/90057018/nBjtmqxAKU/>

## 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 organizational structure	Structural change from lower and upper elementary to one elementary K-5 to increase development alignment	part of charter renewal application	May 6, 2019 approved by BOR
2				
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	

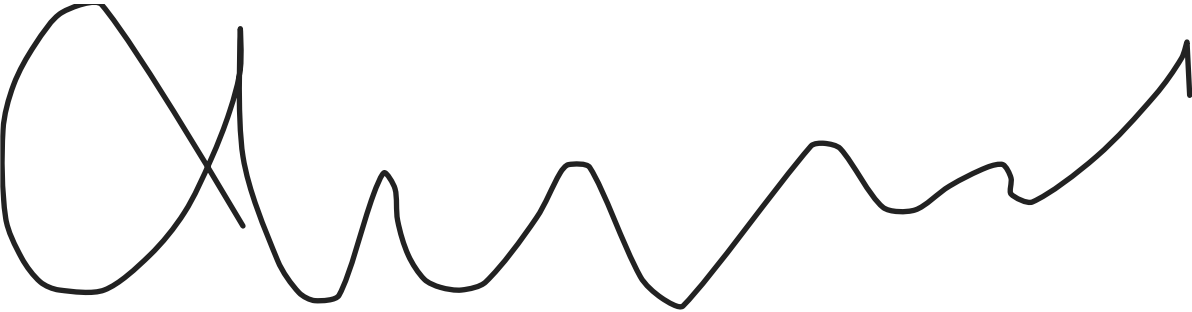
**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local 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 a large, stylized 'C' followed by a horizontal line and a vertical line.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink, featuring a large, stylized 'A' followed by a series of connected loops and a final upward stroke.

**Date** 2019/11/01

**Thank you.**



# Entry 2 NYS School Report Card Link

Created: 07/17/2019 • Last updated: 10/31/2019

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## HARLEM CHILDREN'S ZONE PROMISE ACADEMY 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=800000057519&year=2018&createreport=1&OverallStatus=1&section\\_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](https://data.nysed.gov/essa.php?instid=800000057519&year=2018&createreport=1&OverallStatus=1&section_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: 07/17/2019 • 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	Throughout the course of the school's next charter term, it will earn a score of B or better in "Performance" section of the citywide Progress Report.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports.
Academic Goal 2	Throughout the course of the school's next charter term, the school will show progress towards earning 75 percent of 3-8 graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State ELA examination.	NYS ELA exam scores	Met	Goal met: In 17-18, 55.8% of the 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the ELA exam. In 18-19, 56.7% of the 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the ELA exam. This increase indicates progress toward 75% proficient.

Academic Goal 3	Throughout the course of the school's next charter term, the school will show progress towards achieving 75 percent of 3-8 graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State Mathematics examination.	NYS Math exam scores	Met	Goal met: In 17-18, 64.4% of 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the math exam. In 18-19, 71.3% of 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the math exam. This increase indicates progress toward 75% proficient.
Academic Goal 4	Throughout the course of the school's next charter term, the school will show progress towards achieving 75 percent of 4th and 8th graders who have been enrolled at the school on BEDS days for at least two consecutive years will perform at or above Level 3 on the New York State Science examination.	NYS Science exam scores	Not Met	<p>Goal partially met: In 17-18, 95.2% of 4th graders and 59.5% of 8th graders who had been at the school for two or more years earned a level 3 or above on the science exam.</p> <p>In 18-19, 95.5% of 4th graders and 21.4% of 8th graders who had been at the school for two or more years earned a level 3 or above on the science exam. 4th grade students remained above 75 percent passing the exam but 8th grade students did not make progress towards achieving 75 percent proficient. 4th grade met the goal, but 8th grade did not.</p>
	Throughout the course of the school's next charter term, the school will show			N/A: The DOE no

Academic Goal 5	progress towards earning a score of B or better on the "Progress" section of the citywide Progress Report.	NYC DOE Progress Reports		longer produces graded Progress Reports.
Academic Goal 6	Throughout the next charter term, each grade-level cohort of the same students (i.e. students who are in the school for two years in a row) will reduce by a quarter the gap between the percent at or above Level 3 on the previous year's State ELA exam (baseline) and 75 percent at or above Level 3 on the current year's State ELA exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's ELA exam, the school is expected to demonstrate some growth (above 75 percent) in the current year (relevant for schools serving grades 3-8). (For measuring this goal, the difference will be calculated by subtracting the percentage of students who scored proficient on the NYS ELA test enrolled at the school on BEDS day of year 1 of the new charter term from the percentage of the same students who scored proficient	NYS ELA exams	Not Met	Goal not met: Matched cohorts of students who took the ELA test in both 17-18 and 18-19 and had been at the school for two or more years in 18-19 were created. In this matched cohort, 55.8% of students were proficient in 17-18 and 54.2% were proficient in 18-19. Because the percent of students proficient decreased, we did not meet this goal.



	on the NYS ELA test in year 2 of new charter term and were continuously enrolled for two consecutive years on BEDS day.)			
Academic Goal 7	<p>Throughout the next charter term, each grade-level cohort of the same students (i.e. students who are in the school for two years in a row) will reduce by a quarter the gap between the percent at or above Level 3 on the previous year's State Math exam (baseline) and 75 percent at or above Level 3 on the current year's State Math exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's Math exam, the school is expected to demonstrate some growth (above 75 percent) in the current year (relevant for schools serving grades 3-8). (For measuring this goal, the difference will be calculated by subtracting the percentage of students who scored proficient on the NYS Math test enrolled at the school on BEDS day of year 1 of the new charter term from the percentage</p>	NYS Math exams	Met	<p>Goal met: Matched cohorts of students who took the math test in both 17-18 and 18-19 and had been at the school for two or more years in 18-19 were created. In this matched cohort, 65.2% of students were proficient in 17-18 and 74.3% were proficient in 18-19. In order to meet the goal of a 25% increase in the difference between 65.2 and 75, the proficiency rate would have to increase by 2.5 points from 17-18 to 18-19. Because the proficiency rate decreased by 9.1 points, we met this goal.</p>

	of the same students who scored proficient on the NYS Math test in year 2 of new charter term and were continuously enrolled for two consecutive years on BEDS day.)			
Academic Goal 8	Throughout the next charter term, the school will show progress towards having 75% of students enrolled in grades 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 Progress Report.	Annual credit accumulation for high school students	Met	92% of Promise Academy students in grades 9-11 earned at least 10 credits toward graduation in the 2018-2019 school year.
	Each year, 75% of each cohort who have been in high			Goal met: 89% of

Academic Goal 9	school for at least 3 years will have scored at least 65 on the New York State Regents examinations in ELA.	NYS English Regents Exam	Met	cohort U and 94% of cohort V have scored at least a 65 on the ELA Regents exam.
Academic Goal 10	Each year, 75% of each cohort will have scored at least 65 on the New York State Regents examinations in Math.	NYS Math Regents exams	Met	Goal met: 96% of cohort U and 97% of cohort V, 98% of cohort W, and 98% of cohort X have scored at least a 65 on a Math Regents exam.

**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	Each year, 75% of each cohort will have scored at least 65 on the New York State Regents examinations in Science (Living Environment, Chemistry, or other).	NYS Science Regents exams	Met	Goal met: 93% of cohort U and 100% of cohort V, 92% of cohort W, and 98% of cohort X have scored at least a 65 on a Science Regents exam
Academic Goal 12	Each year, 75% of each cohort who have been in high school for at least 3 years will have scored at least 65 on a New York State Regents examinations in History (Global Studies or U.S. History)	NYS Social Studies Regents exams	Met	Goal met: 93% of cohort U and 98% of cohort V have scored at least a 65 on a History Regents exam.
Academic Goal 13	Each year, at least 75% of each student cohort (as defined by NYSED) graduates	Cohort Graduation Rate	Met	Got met: 96% of cohort T graduated within five years.

	within five years			
Academic Goal 14	Throughout the next charter term, it will achieve a B grade or better in the college readiness index.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports
Academic Goal 15	Throughout the next charter term, 80% of students enrolled in classes designed towards college accreditation will earn the minimum amount of college credits.	College credit accumulation	Met	Goal met: Students enrolled in classes designed towards college accreditation earned at least the minimum amount of college credits in 98% of classes taken.
Academic Goal 16	Each year, the percent of students in grades 3-8 performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of the Community School District in which the school is located. This will be measured by an analysis of performance compared to CSDs conducted by NYCDOE.	NYS ELA exam		N/A: The DOE calculations are not yet available.
Academic Goal 17	Each year, the percent of students in grades 3-8 performing at or above Level 3 on the State Math exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of	NYS Math exam		N/A: The DOE calculations are not yet available.

	the Community School District in which the school is located. This will be measured by an analysis of performance compared to CSDs conducted by NYCDOE			
Academic Goal 18	Each year, the percent of students in the high school accountability cohort passing an English Regents exam with a score of 65 or above by the end of their fourth year will exceed that of the students in the high school accountability cohort from a group of similar schools as determined by the NYC DOE Progress Report peer schools.	NYS English Regents exam scores		N/A: The DOE calculations are not yet available.
Academic Goal 19	Each year, the percent of students in the high school accountability cohort passing an Math Regents exam with a score of 65 or above by the end of their fourth year will exceed that of the students in the high school accountability cohort from a group of similar schools as determined by the NYC DOE Progress Report peer schools.	NYS Math Regents exam score		N/A: The DOE calculations are not yet available.
				Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.

Academic Goal 20	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.	NYS ELA exam scores	Met	<p>The pass rates for each tested grade are as follows: 3rd grade: PA, 68.8%; Black, 42.9%; Latino, 42.6%</p> <p>4th grade: PA, 69.9%; Black, 37.6%; Latino, 38.8%</p> <p>5th grade: PA, 45.1%; Black, 27.8%; Latino, 28.9%</p> <p>6th grade: PA, 46.6%; Black, 34.6%; Latino, 36.3%</p> <p>7th grade: PA, 42.3%; Black, 29.4%; Latino, 31.2%</p> <p>8th grade: PA, 62.8%; Black, 38.5%; Latino, 41.4%</p>
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**3. 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, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
	Each year, the percent of students performing at or			<p>Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.</p> <p>The pass rates for each tested grade are as follows: 3rd grade: PA, 57.3%; Black, 38.7%; Latino, 41.3%</p>

Academic Goal 21	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	NYS Math exam scores	Met	<p>4th grade: PA, 68.1%; Black, 31.6%; Latino, 37.0%</p> <p>5th grade: PA, 79.1%; Black, 27.9%; Latino, 33.6%</p> <p>6th grade: PA, 72.4%; Black, 25.9%; Latino, 30.3%</p> <p>7th grade: PA, 79.2%; Black, 23.7%; Latino, 28.7%</p> <p>8th grade: PA, 68.7%; Black, 22.0%; Latino, 26.3%</p>
Academic Goal 22	Each year, the School will have an annual average students attendance rate of at least 95% as calculated by ATS.	ATS average daily attendance	Met	Goal Met: average attendance was 95%.
Academic Goal 23	Each year, 95% of all students enrolled on the last day of the school year who do not move out of district will return the following September.	ATS enrollment and discharge records	Met	95.34% of in-district students returned.
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				

Academ ic Goal 29				
Academ ic Goal 30				
Academ ic Goal 31				
Academ ic Goal 32				
Academ ic Goal 33				
Academ ic Goal 34				
Academ ic Goal 35				
Academ ic Goal 36				
Academ ic Goal 37				
Academ ic Goal 38				
Academ ic Goal 39				
Academ ic Goal 40				

#### 4. ORGANIZATIONAL GOALS

##### 2018-19 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to	Goal - Met or Not Met	If Not Met, Describe
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		Evaluate Progress		Efforts School Will Take
Org Goal 1	Each year, the school will comply with all applicable laws, rules, regulations and contract terms including but not limited to the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Reporting submissions to the DOE and NYSED, Board minutes, ATS and internal systems	Met	
Org Goal 2	Per the 2010 amendment to the Charter Schools Act, the school shall demonstrate good faith efforts to attract, retain, and meet or exceed enrollment and retention targets as prescribed by the Board of Regents through the State Education of students with disabilities, English Language Learners, and students who are eligible applicants for	ATS	Not Met	Goal partially met: PAI has exceeded enrollment and retention efforts for applicants eligible for free and reduced lunch. To better recruitment efforts for students with disabilities, we will continue efforts to host events and draw families within the Harlem community, share information about the special education services we provide, and enhance teachers' ability to reach students by provide stronger professional development opportunities from our SpEd staff. We will also continue to offer intervention services for gen ed students who need additional support

	the free and reduced price lunch program			and advocate for our students with special needs.  In order to better recruit ELLs, we are in the process of adding an ELL preference to our kindergarten lottery. We will also continue to attract families through our intensive outreach efforts.
Org Goal 3	As reflected in the Board minutes, the Superintendent or Principals will present Program reports that outline enrollment, attendance, discharge status, IEP, and ELL numbers as well as any available testing results at every Board of Trustees meeting. The Superintendent or Chief Financial Officer will present an up-to-date Financial Report as well.	Board Meeting Minutes	Met	
Org Goal 4				
Org Goal 5				
Org Goal 6				
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
Financial Goal 1	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be measured each year by an analysis of student enrollment figures in ATS.	Enrollment Data	Met	BEDS Enrollment was 1,141, which is within 15% of the contracted 1,250 students.
Financial Goal 2	Upon completion of each school year, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Financial Data	Met	
Financial Goal 3	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Financial Data	Met	
Financial Goal 4				
Financial Goal 5				

**7. Do we have more financial goals to add?** No

**Thank you.**



# Entry 4 Expenditures per Child

Created: 06/26/2019 • Last updated: 07/31/2019

## HARLEM CHILDREN'S ZONE PROMISE ACADEMY 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	22930237
Line 2: Year End FTE student enrollment	1114
Line 3: Divide Line 1 by Line 2	20584

## 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)	18750740
Line 2: Management and General Cost (Column)	96163
Line 3: Sum of Line 1 and Line 2	18846903
Line 5: Divide Line 3 by the Year End FTE student enrollment	16918

***Thank you.***

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

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

For the years ended June 30, 2019 and 2018

# HARLEM CHILDREN'S ZONE PROMISE ACADEMY CHARTER SCHOOL

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

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

**Report on the financial statements**

We have audited the accompanying financial statements of Harlem Children's Zone Promise Academy 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 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 CHARTER SCHOOL**  
**Statements of Financial Position**  
**As of June 30, 2019 and 2018**

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<b>ASSETS</b>	<b>2019</b>	<b>2018</b>
Cash	\$ 1,698,363	\$ 304,283
Restricted cash	70,790	70,755
Contributions receivable	-	625,000
Government grants and contracts receivable	473,384	1,031,194
Due from related parties	1,628,337	2,229,609
Due from Harlem Children's Zone - deferred compensation plans	7,749,154	5,690,673
Property and equipment, net	-	1,029
Other assets	108,927	64,248
Contribution receivable - contributed space	<u>64,119,267</u>	<u>65,951,246</u>
Total assets	<u>\$ 75,848,222</u>	<u>\$ 75,968,037</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 2,318,437	\$ 2,027,148
Deferred compensation payable	<u>4,016,486</u>	<u>4,205,622</u>
Total liabilities	<u>6,334,923</u>	<u>6,232,770</u>
<b>CONTINGENCIES</b>		
<b>NET ASSETS</b>		
Without donor restrictions	5,394,032	3,784,021
With donor restrictions	<u>64,119,267</u>	<u>65,951,246</u>
Total net assets	<u>69,513,299</u>	<u>69,735,267</u>
Total liabilities and net assets	<u>\$ 75,848,222</u>	<u>\$ 75,968,037</u>

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

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

---

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
REVENUE AND SUPPORT			
Revenue:			
Government grants and contracts	\$ 20,706,115	\$ -	\$ 20,706,115
Other income	11,080	-	11,080
Total revenue	<u>20,717,195</u>	<u>-</u>	<u>20,717,195</u>
Support:			
Contributions:			
Related parties	2,522,898	-	2,522,898
Others	1,347,168	-	1,347,168
Contributed services - related party	490,714	-	490,714
Total support	<u>4,360,780</u>	<u>-</u>	<u>4,360,780</u>
Net assets released from restrictions	<u>1,831,979</u>	<u>(1,831,979)</u>	<u>-</u>
Total revenue and support	<u>26,909,954</u>	<u>(1,831,979)</u>	<u>25,077,975</u>
EXPENSES			
Program services:			
Regular education	20,737,303	-	20,737,303
Special education	3,479,855	-	3,479,855
Total program services	<u>24,217,158</u>	<u>-</u>	<u>24,217,158</u>
Management and general	<u>1,082,785</u>	<u>-</u>	<u>1,082,785</u>
Total expenses	<u>25,299,943</u>	<u>-</u>	<u>25,299,943</u>
Change in net assets	1,610,011	(1,831,979)	(221,968)
Net assets, beginning of year	<u>3,784,021</u>	<u>65,951,246</u>	<u>69,735,267</u>
Net assets, end of year	<u>\$ 5,394,032</u>	<u>\$ 64,119,267</u>	<u>\$ 69,513,299</u>

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

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

---

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
<b>REVENUE AND SUPPORT</b>			
Revenue:			
Government grants and contracts	\$ 19,961,649	\$ -	\$ 19,961,649
Other income	10,964	-	10,964
Total revenue	<u>19,972,613</u>	<u>-</u>	<u>19,972,613</u>
Support:			
Contributions:			
Related parties	2,282,201	-	2,282,201
Others	1,265,720	-	1,265,720
Contributed services - related party	529,733	-	529,733
Total support	<u>4,077,654</u>	<u>-</u>	<u>4,077,654</u>
Net assets released from restrictions	<u>1,831,979</u>	<u>(1,831,979)</u>	<u>-</u>
Total revenue and support	<u>25,882,246</u>	<u>(1,831,979)</u>	<u>24,050,267</u>
<b>EXPENSES</b>			
Program services:			
Regular education	20,498,115	-	20,498,115
Special education	3,277,656	-	3,277,656
Total program services	<u>23,775,771</u>	<u>-</u>	<u>23,775,771</u>
Management and general	<u>1,011,147</u>	<u>-</u>	<u>1,011,147</u>
Total expenses	<u>24,786,918</u>	<u>-</u>	<u>24,786,918</u>
Change in net assets	1,095,328	(1,831,979)	(736,651)
Net assets, beginning of year	<u>2,688,693</u>	<u>67,783,225</u>	<u>70,471,918</u>
Net assets, end of year	<u>\$ 3,784,021</u>	<u>\$ 65,951,246</u>	<u>\$ 69,735,267</u>

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

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

---

	<b>Regular Education</b>	<b>Special Education</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 11,965,874	\$ 2,007,951	\$ 689,160	\$ 14,662,985
Payroll taxes	996,460	167,212	57,390	1,221,062
Employee benefits	1,855,134	311,303	106,844	2,273,281
Retirement plan contribution	<u>292,914</u>	<u>49,153</u>	<u>16,870</u>	<u>358,937</u>
Total personnel services	<u>15,110,382</u>	<u>2,535,619</u>	<u>870,264</u>	<u>18,516,265</u>
Admissions	67,854	11,386	3,908	83,148
Classroom supplies	233,547	39,191	-	272,738
Contracted services	795,342	133,464	45,807	974,613
Depreciation	840	141	48	1,029
Equipment rental and maintenance	160,391	26,915	9,238	196,544
Food	1,092,498	183,328	-	1,275,826
Insurance	65,194	10,940	3,755	79,889
Occupancy	1,943,457	326,125	111,931	2,381,513
Office supplies and furniture	207,513	34,822	11,951	254,286
Printing, publications, and memberships	33,722	5,659	1,942	41,323
Software and hardware	190,213	31,919	10,955	233,087
Special client services & incentives	345,123	57,914	-	403,037
Staff travel	21,596	3,624	1,244	26,464
Student travel	165,228	27,726	-	192,954
Telecommunications	46,946	7,878	2,704	57,528
Training	126,150	21,169	7,265	154,584
Uniforms	100,470	16,860	-	117,330
Miscellaneous	<u>30,837</u>	<u>5,175</u>	<u>1,773</u>	<u>37,785</u>
Total other than personnel services	<u>5,626,921</u>	<u>944,236</u>	<u>212,521</u>	<u>6,783,678</u>
Total expenses	<u>\$ 20,737,303</u>	<u>\$ 3,479,855</u>	<u>\$ 1,082,785</u>	<u>\$ 25,299,943</u>

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

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

---

	<b>Regular Education</b>	<b>Special Education</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 11,471,576	\$ 1,834,310	\$ 626,979	\$ 13,932,865
Payroll taxes	1,027,568	164,308	56,162	1,248,038
Employee benefits	2,004,498	320,520	109,556	2,434,574
Retirement plan contribution	<u>291,863</u>	<u>46,669</u>	<u>15,952</u>	<u>354,484</u>
Total personnel services	<u>14,795,505</u>	<u>2,365,807</u>	<u>808,649</u>	<u>17,969,961</u>
Admissions	42,027	6,720	2,297	51,044
Classroom supplies	127,946	20,459	-	148,405
Contracted services	702,586	112,344	38,400	853,330
Depreciation	3,441	550	188	4,179
Equipment rental and maintenance	172,209	27,536	9,412	209,157
Food	1,002,920	160,367	-	1,163,287
Insurance	92,734	14,828	5,068	112,630
Occupancy	2,004,047	320,448	109,531	2,434,026
Office supplies and furniture	211,533	33,824	11,561	256,918
Printing, publications, and memberships	62,887	10,056	3,437	76,380
Software and hardware	185,845	29,717	10,157	225,719
Special client services & incentives	481,563	77,002	-	558,565
Staff travel	18,002	2,879	984	21,865
Student travel	284,616	45,510	-	330,126
Telecommunications	41,866	6,694	2,288	50,848
Training	136,117	21,765	7,439	165,321
Uniforms	100,495	16,069	-	116,564
Miscellaneous	<u>31,776</u>	<u>5,081</u>	<u>1,736</u>	<u>38,593</u>
Total other than personnel services	<u>5,702,610</u>	<u>911,849</u>	<u>202,498</u>	<u>6,816,957</u>
Total expenses	<u>\$ 20,498,115</u>	<u>\$ 3,277,656</u>	<u>\$ 1,011,147</u>	<u>\$ 24,786,918</u>

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

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

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	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (221,968)	\$ (736,651)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	1,029	4,179
Change in contribution receivable - contributed space	1,831,979	1,831,979
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	557,810	(104,273)
Decrease (increase) in due from related parties	601,272	(1,237,431)
Increase in due from Harlem Children's Zone - deferred compensation plans	(2,058,481)	(187,590)
(Increase) decrease in other assets	(44,679)	61,573
Increase in accounts payable and accrued expenses	291,289	211,625
(Decrease) increase in deferred compensation payable	<u>(189,136)</u>	<u>500,460</u>
Net cash provided by (used in) operating activities	<u>1,394,115</u>	<u>(281,129)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Change in restricted cash	<u>(35)</u>	<u>(35)</u>
Net increase (decrease) in cash	1,394,080	(281,164)
Cash, beginning of year	<u>304,283</u>	<u>585,447</u>
Cash, end of year	<u><u>\$ 1,698,363</u></u>	<u><u>\$ 304,283</u></u>

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



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

## **Notes to Financial Statements**

**June 30, 2019 and 2018**

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### **1. NATURE OF OPERATIONS**

Harlem Children's Zone Promise Academy 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 2004, 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 CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2019 and 2018**

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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 funds required to be maintained in perpetuity.

**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 period earned. Revenue from grants and contracts is recognized as the related expenses are incurred, or

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

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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), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

**Receivables**

Receivables contain some level of uncertainty surrounding timing and amount at 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 ended 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 CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2019 and 2018**

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**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**

The School maintains cash balances in financial institutions, which generally exceed the amount insured by the Federal Depository 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 May 14, 2014, with the DOE, 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 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:

	<b>2019</b>		<b>2018</b>	
	<b>Revenues</b>	<b>Receivable</b>	<b>Revenues</b>	<b>Receivable</b>
City of New York (Pupil enrollment)	\$ 19,168,386	\$ -	\$ 18,338,938	\$ 408,275
Outside the City of New York				
(Pupil enrollment)	49,762	18,548	38,943	38,943
Title I	553,409	197,841	516,104	325,989
Title II	121,895	21,543	125,745	90,544
Title IV	39,731	31,785		
E-rate	17,712	-	144,746	15,343
Food Service - Federal and State of New York	755,220	203,667	797,173	152,100
Total government grants and contracts	<u>\$ 20,706,115</u>	<u>\$ 473,384</u>	<u>\$ 19,961,649</u>	<u>\$ 1,031,194</u>

**6. PROPERTY AND EQUIPMENT, NET**

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

	<b>2019</b>	<b>2018</b>
Equipment	\$ 348,297	\$ 348,297
Furniture and fixtures	<u>19,577</u>	<u>19,577</u>
	367,874	367,874
Less: accumulated depreciation	<u>(367,874)</u>	<u>(366,845)</u>
Total	<u>\$ -</u>	<u>\$ 1,029</u>

Depreciation expense for the years ended June 30, 2019 and 2018 amounted to \$1,029 and \$4,179, 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 \$358,937 and \$354,484, respectively.

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

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**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 \$1,380,123 and \$1,195,126, respectively, for contributions to these plans. These amounts are recorded within contributions – related parties and a corresponding expense on the accompanying statements of activities. The cumulative amount due from HCZ relating to these plans totaled \$7,749,154 and \$5,690,673 at June 30, 2019 and 2018, respectively. The cumulative amount due to eligible employees totaled \$4,016,486 and \$4,205,622 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 II Charter School ("PA II"). Shared expenses primarily relate to prorated salaries and other expenses that are allocated amongst the School, HCZ and PA II. Amounts may also be received by the School on behalf of HCZ or PA II, and amounts may also be granted to the School from HCZ. At June 30, 2019 and 2018, due from related parties totaled \$1,628,337 and \$2,229,609, respectively, pertaining to these related party transactions.

HCZ also provided the School with grants in the amounts of \$1,142,775 and \$1,086,550 in fiscal 2019 and 2018, respectively, which are included in contributions – related parties on the accompanying statements of activities.

**Contributed 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 contributed services of \$490,714 and \$529,733, respectively.

*Contribution receivable - contributed space*

During the fiscal year ended June 30, 2011, HCZ entered into agreements for the construction of a new charter school (the "School Project"). The agreements provided that the New York School Construction Authority (the "SCA") contribute up to \$60,000,000 towards the School Project, with the estimated balance of approximately \$40,000,000, to be contributed by HCZ or other donors. After completion of construction

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

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and issuance of the certificate of occupancy, title to the School Project was transferred to the DOE, leased back to HCZ, and portions of the premises sub-leased to the School. The lease agreement designates HCZ and the School as initial users of the premises.

Upon execution of the sublease agreement in fiscal 2015, the School recorded \$73,279,162 as a contribution receivable - contributed space, and recognized contribution revenue with donor restrictions, which represents the imputed fair value of the space under the lease. The receivable is being amortized to rent expense, and the related net assets with donor restrictions are released from restrictions, over the term of the lease. For each of the years ended June 30, 2019 and 2018, amortization expense totaled \$1,831,979. The sub-lease is for a period of 40 years and will expire in August 2054. Under the terms of the lease, the School is not required to pay any consideration for use of the space. Net assets with donor restrictions of \$64,119,267 and \$65,951,246 as of June 30, 2019 and 2018, respectively, represent the unamortized receivable pertaining to the sublease agreement.

**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 contributions 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.

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

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**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.

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	\$ 1,698,363
Government grants and contracts receivable	473,384
Due from related parties	<u>1,628,337</u>
Financial assets available for general expenditures within one year	<u>\$ 3,800,084</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.



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**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 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 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 CHARTER SCHOOL**  
**Schedule of Findings and Questioned Costs**  
**For the year ended June 30, 2019**

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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.**

Six month extension has been granted.

### 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.

<https://nysed-cso-reports.fluidreview.com/resp/119134115/pN6H0Nalce/>

**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

Created: 10/07/2019 • 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 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	<a href="mailto:brian.hopkins@us.gt.com">brian.hopkins@us.gt.com</a>	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 <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> 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 <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . 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 I**

**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	19,885,378	1,420,105	-	-	-	21,305,483	
Total Expenses	16,996,548	2,545,914	-	-	910,582	20,453,045	
Net Income	2,888,830	(1,125,809)	-	-	(910,582)	852,438	
Actual Student Enrollment	946	182					
Total Paid Student Enrollment	-	-				-	
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$16,150.00	18,104,150	-	-	-	18,104,150	FTE 1128
School District 2 (Enter Name)	\$18,548.00	18,548	-	-	-	18,548	FTE 1
School District 3 (Enter Name)	\$15,607.00	31,214	-	-	-	31,214	FTE 2
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		18,153,912	-	-	-	18,153,912	
Special Education Revenue		1,420,105	-	-	-	1,420,105	FTE 134 X 10,958
Grants							
Stimulus	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Other State Revenue		217,704	-	-	-	217,704	FTE 1128 x 193 (One Time grant)
<b>TOTAL REVENUE FROM STATE SOURCES</b>		18,371,616	-	-	-	19,791,721	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs		131,371	-	-	-	131,371	FY19 Allocation
Title I		491,149	-	-	-	491,149	FY20 Allocation
Title Funding - Other		81,821	-	-	-	81,821	FY20 Allocation (Title II & IV)
School Food Service (Free Lunch)		797,217	-	-	-	797,217	1128 x \$706.75 FY19 estimate
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		1,501,558	-	-	-	1,501,558	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising		-	-	-	-	-	
Erate Reimbursement		12,204	-	-	-	12,204	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		-	-	-	-	-	
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		12,204	-	-	-	12,204	
<b>TOTAL REVENUE</b>		19,885,378	1,420,105	-	-	21,305,483	
<b>EXPENSES</b>							List exact titles and staff FTE's ( Full time equivalent)
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>							
	No. of Positions						
Executive Management	1.00	106,443	17,915	-	6,407	130,765	
Instructional Management	3.00	360,186	60,621	-	21,682	442,489	
Deans, Directors & Coordinators	28.66	1,414,874	238,130	-	85,171	1,738,174	
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	3.00	112,816	18,988	-	6,791	138,595	
Administrative Staff	7.33	319,419	53,760	-	19,228	392,407	
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>43</b>	<b>2,313,738</b>	<b>389,413</b>	<b>-</b>	<b>139,279</b>	<b>2,842,430</b>	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	74.20	3,628,088	610,624	-	218,398	4,457,111	
Teachers - SPED	15.00	755,287	127,118	-	45,466	927,871	
Substitute Teachers	-	-	-	-	-	-	
Teaching Assistants	52.29	1,576,439	265,322	-	94,896	1,936,657	
Specialty Teachers	22.33	1,146,968	193,040	-	69,044	1,409,052	
Aides	3.63	7,741	1,303	-	466	9,510	
Therapists & Counselors	10.33	498,865	83,961	-	30,030	612,856	



**Promise Academy Charter School I**

**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 &amp; 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>							
	19,885,378	1,420,105	-	-	-	21,305,483	
	16,996,548	2,545,914	-	-	910,582	20,453,045	
	2,888,830	(1,125,809)	-	-	(910,582)	852,438	
	946	182				-	
	-	-				-	
PROGRAM SERVICES							
SUPPORT SERVICES							
REGULAR EDUCATION SPECIAL EDUCATION OTHER FUNDRAISING MANAGEMENT & GENERAL TOTAL							
Other	10.94	432,112	72,726	-	-	26,012	530,850
<b>TOTAL INSTRUCTIONAL</b>	<b>189</b>	<b>8,045,500</b>	<b>1,354,095</b>	<b>-</b>	<b>-</b>	<b>484,311</b>	<b>9,883,907</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>232</b>	<b>10,359,238</b>	<b>1,743,508</b>	<b>-</b>	<b>-</b>	<b>623,591</b>	<b>12,726,337</b>
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		1,086,011	182,781	-	-	65,374	1,334,166
Fringe / Employee Benefits		2,162,115	363,894	-	-	130,152	2,656,161
Retirement / Pension		-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>3,248,126</b>	<b>546,675</b>	<b>-</b>	<b>-</b>	<b>195,526</b>	<b>3,990,327</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>13,607,364</b>	<b>2,290,183</b>	<b>-</b>	<b>-</b>	<b>819,117</b>	<b>16,716,664</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		86,984	14,640	-	-	5,236	106,860
Legal		-	-	-	-	-	-
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		1,591	268	-	-	96	1,954
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		389,102	65,488	-	-	23,423	478,012
<b>TOTAL CONTRACTED SERVICES</b>		<b>477,676</b>	<b>80,395</b>	<b>-</b>	<b>-</b>	<b>28,754</b>	<b>586,826</b>
<b>SCHOOL OPERATIONS</b>							
Board Expenses		-	-	-	-	-	-
Classroom / Teaching Supplies & Materials		120,665	-	-	-	-	120,665
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		-	-	-	-	-	-
Supplies & Materials other		173,443	29,191	-	-	10,441	213,075
Equipment / Furniture		7,224	-	-	-	-	7,224
Telephone		21,861	3,679	-	-	1,316	26,856
Technology		191,119	32,166	-	-	11,505	234,790
Student Testing & Assessment		-	-	-	-	-	-
Field Trips		53,000	-	-	-	-	53,000
Transportation (student)		187,913	-	-	-	-	187,913
Student Services - other		156,000	-	-	-	-	156,000
Office Expense		81,111	13,651	-	-	4,883	99,645
Staff Development		138,706	23,345	-	-	8,350	170,400
Staff Recruitment		-	-	-	-	-	-
Student Recruitment / Marketing		-	-	-	-	-	-
School Meals / Lunch		1,344,927	-	-	-	-	1,344,927
Travel (Staff)		19,455	3,274	-	-	1,171	23,900
Fundraising		-	-	-	-	-	-
Other		157,905	26,576	-	-	9,505	193,986
<b>TOTAL SCHOOL OPERATIONS</b>		<b>2,653,328</b>	<b>131,883</b>	<b>-</b>	<b>-</b>	<b>47,170</b>	<b>2,832,381</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance		103,098	17,352	-	-	6,206	126,656
Janitorial		-	-	-	-	-	-
Building and Land Rent / Lease		-	-	-	-	-	-

**Promise Academy Charter School I**

**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 &amp; 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>							
	19,885,378	1,420,105	-	-	-	21,305,483	
	16,996,548	2,545,914	-	-	910,582	20,453,045	
	2,888,830	(1,125,809)	-	-	(910,582)	852,438	
	946	182				-	
	-	-				-	
PROGRAM SERVICES							
SUPPORT SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Repairs & Maintenance	30,026	5,054	-	-	1,807	36,887	
Equipment / Furniture	125,056	21,047	-	-	7,528	153,631	
Security	-	-	-	-	-	-	
Utilities	-	-	-	-	-	-	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>258,180</b>	<b>43,453</b>	<b>-</b>	<b>-</b>	<b>15,542</b>	<b>317,174</b>	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>16,996,548</b>	<b>2,545,914</b>	<b>-</b>	<b>-</b>	<b>910,582</b>	<b>20,453,045</b>	
<b>NET INCOME</b>	<b>2,888,830</b>	<b>(1,125,809)</b>	<b>-</b>	<b>-</b>	<b>(910,582)</b>	<b>852,438</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
District of Location	946	182	1,128				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
<b>TOTAL ENROLLMENT</b>	<b>946</b>	<b>182</b>	<b>1,128</b>				
<b>REVENUE PER PUPIL</b>	<b>21,020</b>	<b>7,803</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>17,967</b>	<b>13,989</b>	<b>-</b>				

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

**Trustee Name:** Aisha Tomlinson

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

Harlem Children's Zone Promise Academy I 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

---

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]

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

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<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, 2018  
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"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></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 I 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:** \_\_\_\_\_

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

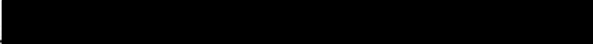
name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

 10/15/19  
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:** The Spence School, 

**E-mail Address:** 

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

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

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 I 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\*** 176 East 75th Street NYC NY 10021
5. **Business Address\*** [REDACTED]
6. **Daytime Phone\*** [REDACTED]
7. **E-Mail Address\*** [REDACTED]
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"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></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 I 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.

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<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:** [REDACTED]

**Business Address:** [REDACTED]

**E-mail Address:** [REDACTED]

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

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

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<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:** [REDACTED]

**Business Address:** [REDACTED]  
[REDACTED]

**E-mail Address:** [REDACTED]

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

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

**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 I 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 ☒ 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 ☒ 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"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></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 I 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 W. M. Jett Date 10/30/2019

*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.*

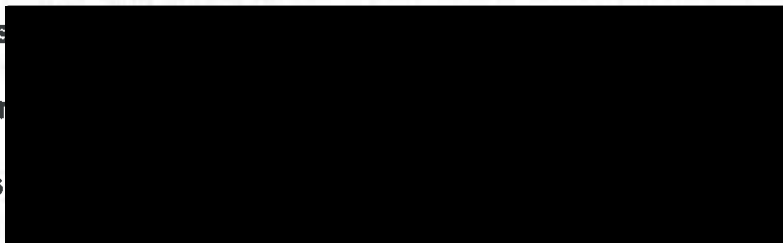
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_





# Entry 8 BOT Table

Created: 07/09/2019 • 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	7	06/19/2019	06/01/2021	6
7	Dr. Alfonso Wyatt	Trustee/Member	None	Yes	7	06/12/2018	06/01/2020	9
8	Aisha Tomlinson	Parent Rep	None	No	12	06/19/2019	06/01/2020	7
9	Ellanor (Bodie) Brizendine	Trustee/Member	None	No	1	06/19/2019	06/01/2021	5 or less

**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

Created: 07/09/2019 • Last updated: 07/23/2019

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## [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 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: 06/26/2019 • 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 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 I 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 the most underserved areas of Manhattan. We also moved our kindergarten lottery date to July, which includes a preference for low income families and families living in NYCHA's St. Nicholas Housing Development. The lottery was previously held in August, the only month that are 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 Manhattan 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 is 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 recruitment and enrollment efforts at families for who English is not the primary language, 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

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.

for pre-kindergarten students, we think that if we were able to assess our students when entering Gems, we would find a higher ELL 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

Student  
s with  
Disabilit  
ies

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](http://Understood.org), which is an online resource for parents of children who learn differently. In 2018-2019, in order to improve recruitment to students with disabilities, we took advantage of more opportunities to inform parents about the special education services at Promise Academy by attending HCZ Early Childhood events and providing information to the parents of three and four year olds. We worked closely with the Committee on Special Education to make sure that families are informed about the range of services. We held an information session at our lottery, so that the families of lottery winners and wait listed children are informed earlier of the services we provide. Information sessions have also been provided to the parent association board so get their assistance in informing more parents in the community.

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. We will also continue to offer intervention services for general education students who need additional support. Though the upward trend has been marginal, we believe growth is the result of the addition of the site coordinator role, where professionals with expertise in special education identified students with special needs advocating for them to receive services through the CSE. We will continue expanding upon that practice with the addition of the special education manager role.

## 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.
English Language Learners/Multilingual Learners	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, 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>In order to ensure that we retain our current families, Promise Academy will continue to offer the following:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● ELL support, including intervention</li> <li>● Professional development for ESL teachers on best practices</li> <li>● 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.</li> </ul> <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>Year-over-year, we have seen an upward trend, although marginal. Yet, we anticipate that building on our current practices will result in continued growth of ELL students.</p>
Students with Disabilities	In the 2018-2019 school year, we took more opportunities to inform our current parents of the special education services at Promise Academy by having Special Education Managers at events across the year to inform parents about our services and to meet with parents during parent/teacher conferences to show the progress that scholars were making with the appropriate services in place. Dedicated Special Education Managers aligned best practices across schools and provided workshops for staff members and families. They are working toward dispelling	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

the stigmas often associated with special education services through workshops they provide for families. Although we do not provide 12:1:1 services, we use our SETSS services to provide comparable support to students with more restrictive programs on their IEPs.

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.



# Entry 11 Classroom Teacher and Administrator Attrition

Created: 06/26/2019 • 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	43	23	23	62

### 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
	35	8	0	1	26

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 I.

**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: 07/17/2019 • 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.

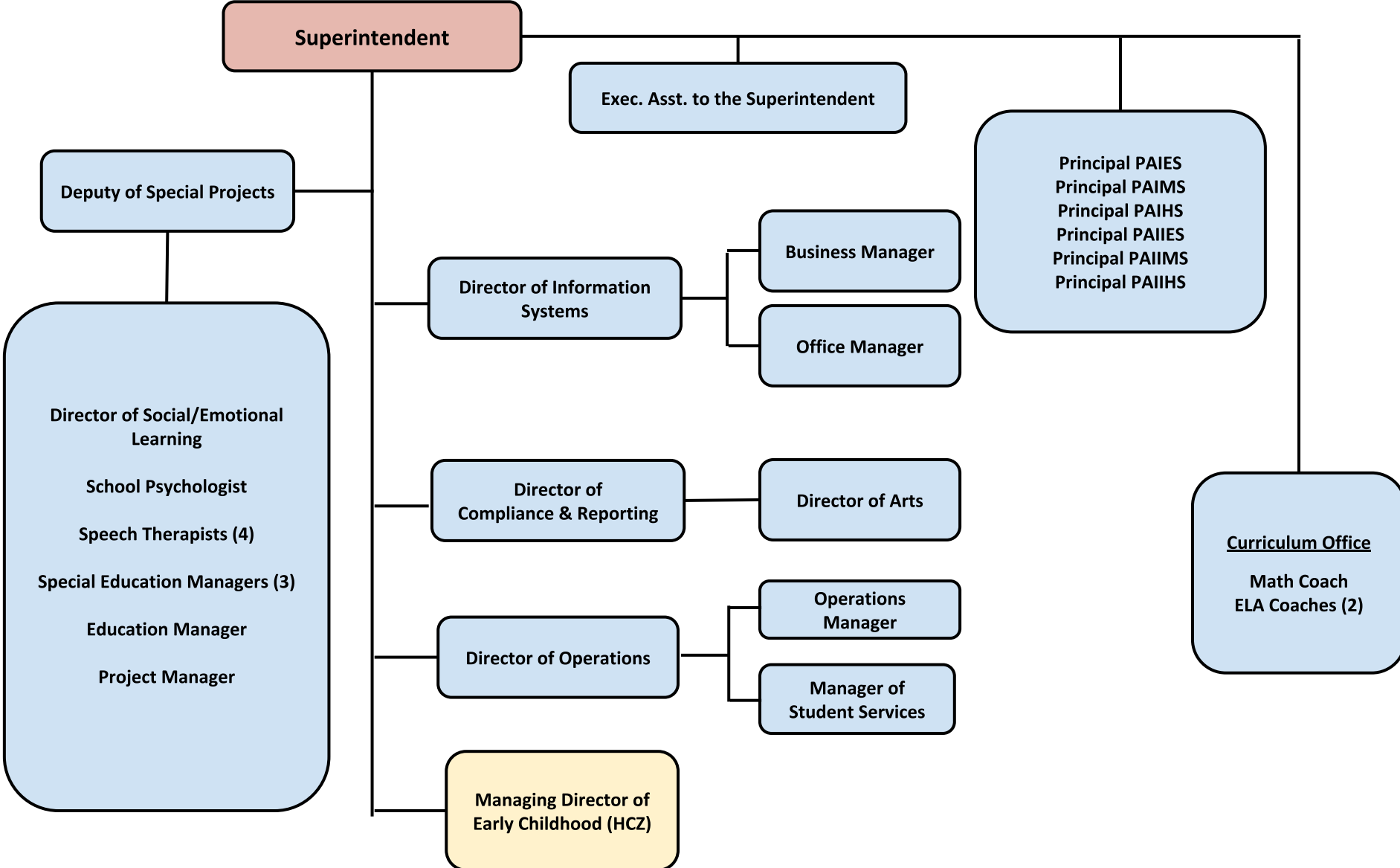
	FTE Count
1. Total FTE count of uncertified teachers (6-30-19)	11.5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-19)	7.5
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-19)	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** 11.5

**FTE Count of All Certified Teachers as of 6/30/19** 48.5

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



JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218-2051

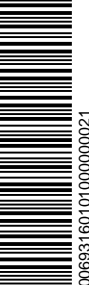
August 01, 2019 through August 30, 2019  
Account Number: **000002922761222**

### CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Deaf and Hard of Hearing: **1-800-242-7383**  
Para Espanol: **1-888-622-4273**  
International Calls: **1-713-262-1679**

00069316 DRE 802 210 24319 NNNNNNNNNN 1 000000000 66 0000

HCZ PROMISE ACADEMY I  
CHARTER SCHOOL-ESCROW A/C  
35 E 125TH ST  
NEW YORK NY 10035-1816



00693160101000000021

### SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$70,793.08</b>
Deposits and Additions	1	2.89
<b>Ending Balance</b>	<b>1</b>	<b>\$70,795.97</b>
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$2.89
Interest Paid Year-to-Date		\$23.30

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

### TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$70,793.08</b>
08/30	Interest Payment	2.89	70,795.97
	<b>Ending Balance</b>		<b>\$70,795.97</b>

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Performance Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.





August 01, 2019 through August 30, 2019  
Account Number: **000002922761222**

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**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.  
For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

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# Certificate of Occupancy

**CO Number:** 122430850F

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.*

<b>A.</b> <b>Borough:</b> Manhattan <b>Address:</b> 245 WEST 129 STREET <b>Building Identification Number (BIN):</b> 1089330	<b>Block Number:</b> 01933 <b>Lot Number(s):</b> 20  <b>Building Type:</b> Altered	<b>Certificate Type:</b> Final <b>Effective Date:</b> 06/12/2017
<b>This building is subject to this Building Code:</b> 2008 Code		
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>		
<b>B.</b> <b>Construction classification:</b> 1-B (2014/2008 Code) <b>Building Occupancy Group classification:</b> E (2014/2008 Code) <b>Multiple Dwelling Law Classification:</b> None		
<b>No. of stories:</b> 5 <b>Height in feet:</b> 77 <b>No. of dwelling units:</b> 0		
<b>C.</b> <b>Fire Protection Equipment:</b> Fire alarm system, Sprinkler system		
<b>D.</b> <b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b> <b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None		



Borough Commissioner



Commissioner

# Certificate of Occupancy

CO Number: 122430850F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 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	242	OG	E		3	CLASSROOMS, LOCKERS, OFFICES, WORKSHOPS, STORAGE, BIKE STORAGE
CEL	3	OG	F-2		3	TELECOM ROOM, LAUNDRY
CEL	4	OG	S-1		3	STORAGE
CEL	3	OG	H-3		3	EMERGENCY GENERATOR ROOM, GAS SERVICE ROOM
CEL	17	OG	B		3	HEALTH CARE, EXAM ROOMS, DENTAL ROOMS, OFFICES, LOCKERS
001	37	60	A-3		3	STAGE
001	419	100	A-3		3	CAFETERIA
001		100	F-2		3	TELECOM ROOM
001	519	OG	A-3		3	MULTI-PURPOSE ROOM-NON-SIMULTANEOUS USE AS A GYMNASIUM
001	692	OG	A-3		3	MUTIPURPOSE ROOM - NON-SIMULTANEOUS USE AS AUDITORIUM
001	91	100	E		3	STORAGE, KITCHEN, LOCKERS, OFFICES, AFTER SCHOOL MULTI-PURPOSE ROOM, CONFERENCE ROOM
001	22	60	B		3	HEALTH CENTER, RECEPTION, WAITING AREA, OFFICES
002	10	60	B		3	OFFICES, CONFERENCE ROOM



Borough Commissioner

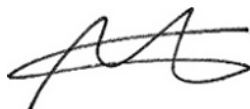


Commissioner

# Certificate of Occupancy

CO Number: 122430850F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 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
002	544	60	E		3	CLASSROOMS
002		100	F-2		3	TELECOM ROOM
002	144	100	A-3		3	PLAY/TERRACE
003	243	100	A-3		3	PLAY/TERRACE
003	16	60	B		3	OFFICES, CONFERENCE ROOM
003	516	60	E		3	CLASSROOMS, LIBRARY, TEACHER'S LOUNGE
003		100	F-2		3	TELECOM ROOM
004		100	F-2		3	TELECOM ROOM
004	526	60	E		3	CLASSROOMS, LIBRARY
004	15	60	B		3	OFFICES, CONFERENCE ROOM
005	583	60	E		3	CLASSROOMS, TEACHER'S LOUNGE
005		100	F-2		3	TELECOM ROOM
005	14	60	B		3	OFFICES



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

# Certificate of Occupancy

CO Number: 122430850F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 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
RO F	5	100	F-2		3	MECHANICAL ROOMS
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT

122430850/000 6/12/2017 11:39:56 AM



PLACE OF ASSEMBLY PERMIT

DO# 37	Account No. 34096602
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ISSUE DATE 05/11/2018	EXPIRATION DATE 04/15/2019	CONTROL # 3409660210045
PREMISES 245 W 129 ST		BOROUGH MANHATTAN
BLOCK/LOT 01933/0020	BIN # 1089330	ZIP CODE 100270000

ISSUED TO HARLEM CHILDREN'S ZONE PROMISE ACADEMY 245 W 129 ST MANHATTAN NY 10027
--

CERTIFICATE OF OPERATION #	TYPE/DESCRIPTION OF USE	FLOOR(S)	NO. OF PERSONS
120608342	CAFETERIA/LOUNGE	1	419
120608333	GYM/PHYS CULTURAL ESTBLMT	2	144
120608413	GYM/PHYS CULTURAL ESTBLMT	3	243
120606040	GYM/PHYS CULTURAL ESTBLMT	1	519
120606040	AUDITORIUM	1	692
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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.





PLACE OF ASSEMBLY PERMIT

DO# 37	Account No. 34096602
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ISSUE DATE 05/11/2018	EXPIRATION DATE 04/15/2019	CONTROL # 3409660210045
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# 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: 11/01/2019

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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 CHARTER SCHOOL  
(Select name from the drop down menu)

**a1. Popular School Name** HCZ Promise Academy I 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** 05/2004

**e. DATE FIRST OPENED FOR INSTRUCTION** 09/2004



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

MISSION STATEMENT

The mission of the Harlem Children’s Zone Promise Academy Charter School (HCZ Promise Academy I) 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 I promotes high achievement in all subjects through a demanding curriculum, extensive supportive services and the use of data-driven teaching methods. HCZ Promise Academy I 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 I 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: Promise Academy has a Promise Academy I Parents Association (PAPA I) in which members 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](http://www.hczpromise.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)** 1250

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)** 1111

**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?

	No, just one site.
--	--------------------

**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	245 West 129th Street New York, NY 10027	212-360-3230	NYC CSD 5	K-12	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		
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		<a href="mailto:principal1@hczpromise.org">principal1@hczpromise.org</a>

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

Private Space

## 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/90057018/yFPTXS6fVy/>

### Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/90057018/nBjtmqxAKU/>

## 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 organizational structure	Structural change from lower and upper elementary to one elementary K-5 to increase development alignment	part of charter renewal application	May 6, 2019 approved by BOR
2				
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	

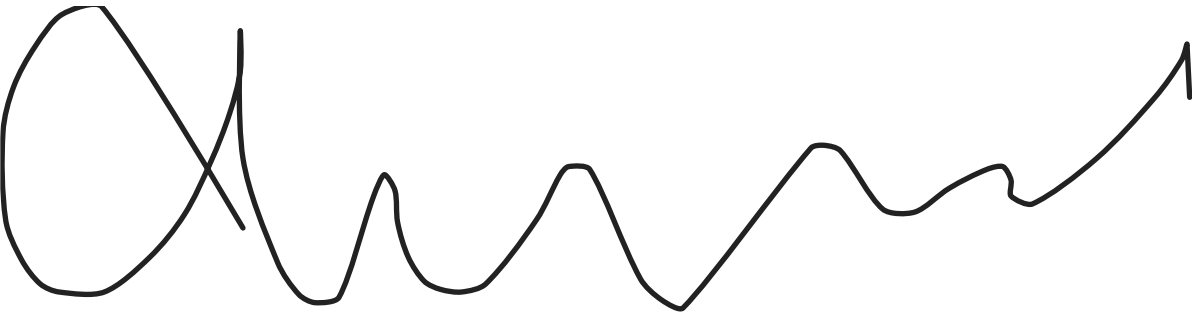
**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local 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**



**Signature, President of the Board of Trustees**



**Date** 2019/11/01

**Thank you.**





PLACE OF ASSEMBLY PERMIT

DO# 37	Account No. 34096602
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<b>A.</b>	<b>Borough:</b> Manhattan	<b>Block Number:</b> 01933	<b>Certificate Type:</b> Final
	<b>Address:</b> 245 WEST 129 STREET	<b>Lot Number(s):</b> 20	<b>Effective Date:</b> 06/12/2017
	<b>Building Identification Number (BIN):</b> 1089330	<b>Building Type:</b> Altered	
<b>This building is subject to this Building Code: 2008 Code</b>			
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b> 1-B	(2014/2008 Code)	
	<b>Building Occupancy Group classification:</b> E	(2014/2008 Code)	
	<b>Multiple Dwelling Law Classification:</b> None		
	<b>No. of stories:</b> 5	<b>Height in feet:</b> 77	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> Fire alarm system, Sprinkler system		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None			



Borough Commissioner

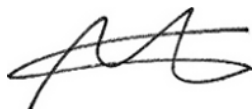


Commissioner

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CEL	4	OG	S-1		3	STORAGE
CEL	3	OG	H-3		3	EMERGENCY GENERATOR ROOM, GAS SERVICE ROOM
CEL	17	OG	B		3	HEALTH CARE, EXAM ROOMS, DENTAL ROOMS, OFFICES, LOCKERS
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001	419	100	A-3		3	CAFETERIA
001		100	F-2		3	TELECOM ROOM
001	519	OG	A-3		3	MULTI-PURPOSE ROOM-NON-SIMULTANEOUS USE AS A GYMNASIUM
001	692	OG	A-3		3	MUTIPURPOSE ROOM - NON-SIMULTANEOUS USE AS AUDITORIUM
001	91	100	E		3	STORAGE, KITCHEN, LOCKERS, OFFICES, AFTER SCHOOL MULTI-PURPOSE ROOM, CONFERENCE ROOM
001	22	60	B		3	HEALTH CENTER, RECEPTION, WAITING AREA, OFFICES
002	10	60	B		3	OFFICES, CONFERENCE ROOM



Borough Commissioner

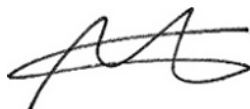


Commissioner

# Certificate of Occupancy

CO Number: 122430850F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 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
002	544	60	E		3	CLASSROOMS
002		100	F-2		3	TELECOM ROOM
002	144	100	A-3		3	PLAY/TERRACE
003	243	100	A-3		3	PLAY/TERRACE
003	16	60	B		3	OFFICES, CONFERENCE ROOM
003	516	60	E		3	CLASSROOMS, LIBRARY, TEACHER'S LOUNGE
003		100	F-2		3	TELECOM ROOM
004		100	F-2		3	TELECOM ROOM
004	526	60	E		3	CLASSROOMS, LIBRARY
004	15	60	B		3	OFFICES, CONFERENCE ROOM
005	583	60	E		3	CLASSROOMS, TEACHER'S LOUNGE
005		100	F-2		3	TELECOM ROOM
005	14	60	B		3	OFFICES



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

# Certificate of Occupancy

CO Number: 122430850F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 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
RO F	5	100	F-2		3	MECHANICAL ROOMS
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT





# Entry 2 NYS School Report Card Link

Created: 07/17/2019 • Last updated: 10/31/2019

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## HARLEM CHILDREN'S ZONE PROMISE ACADEMY 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=800000057519&year=2018&createreport=1&OverallStatus=1&section\\_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&HShronic=1&HScctr=1&HSpert=1](https://data.nysed.gov/essa.php?instid=800000057519&year=2018&createreport=1&OverallStatus=1&section_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&HShronic=1&HScctr=1&HSpert=1)



# Entry 3 Progress Toward Goals

Created: 07/17/2019 • 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	Throughout the course of the school's next charter term, it will earn a score of B or better in "Performance" section of the citywide Progress Report.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports.
Academic Goal 2	Throughout the course of the school's next charter term, the school will show progress towards earning 75 percent of 3-8 graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State ELA examination.	NYS ELA exam scores	Met	Goal met: In 17-18, 55.8% of the 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the ELA exam. In 18-19, 56.7% of the 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the ELA exam. This increase indicates progress toward 75% proficient.

Academic Goal 3	Throughout the course of the school's next charter term, the school will show progress towards achieving 75 percent of 3-8 graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State Mathematics examination.	NYS Math exam scores	Met	Goal met: In 17-18, 64.4% of 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the math exam. In 18-19, 71.3% of 3rd-8th graders who had been at the school for two or more years earned a level 3 or above on the math exam. This increase indicates progress toward 75% proficient.
Academic Goal 4	Throughout the course of the school's next charter term, the school will show progress towards achieving 75 percent of 4th and 8th graders who have been enrolled at the school on BEDS days for at least two consecutive years will perform at or above Level 3 on the New York State Science examination.	NYS Science exam scores	Not Met	Goal partially met: In 17-18, 95.2% of 4th graders and 59.5% of 8th graders who had been at the school for two or more years earned a level 3 or above on the science exam.  In 18-19, 95.5% of 4th graders and 21.4% of 8th graders who had been at the school for two or more years earned a level 3 or above on the science exam. 4th grade students remained above 75 percent passing the exam but 8th grade students did not make progress towards achieving 75 percent proficient. 4th grade met the goal, but 8th grade did not.
	Throughout the course of the school's next charter term, the school will show			N/A: The DOE no



Academic Goal 5	progress towards earning a score of B or better on the "Progress" section of the citywide Progress Report.	NYC DOE Progress Reports		longer produces graded Progress Reports.
Academic Goal 6	Throughout the next charter term, each grade-level cohort of the same students (i.e. students who are in the school for two years in a row) will reduce by a quarter the gap between the percent at or above Level 3 on the previous year's State ELA exam (baseline) and 75 percent at or above Level 3 on the current year's State ELA exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's ELA exam, the school is expected to demonstrate some growth (above 75 percent) in the current year (relevant for schools serving grades 3-8). (For measuring this goal, the difference will be calculated by subtracting the percentage of students who scored proficient on the NYS ELA test enrolled at the school on BEDS day of year 1 of the new charter term from the percentage of the same students who scored proficient	NYS ELA exams	Not Met	Goal not met: Matched cohorts of students who took the ELA test in both 17-18 and 18-19 and had been at the school for two or more years in 18-19 were created. In this matched cohort, 55.8% of students were proficient in 17-18 and 54.2% were proficient in 18-19. Because the percent of students proficient decreased, we did not meet this goal.

	on the NYS ELA test in year 2 of new charter term and were continuously enrolled for two consecutive years on BEDS day.)			
Academic Goal 7	<p>Throughout the next charter term, each grade-level cohort of the same students (i.e. students who are in the school for two years in a row) will reduce by a quarter the gap between the percent at or above Level 3 on the previous year's State Math exam (baseline) and 75 percent at or above Level 3 on the current year's State Math exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's Math exam, the school is expected to demonstrate some growth (above 75 percent) in the current year (relevant for schools serving grades 3-8). (For measuring this goal, the difference will be calculated by subtracting the percentage of students who scored proficient on the NYS Math test enrolled at the school on BEDS day of year 1 of the new charter term from the percentage</p>	NYS Math exams	Met	<p>Goal met: Matched cohorts of students who took the math test in both 17-18 and 18-19 and had been at the school for two or more years in 18-19 were created. In this matched cohort, 65.2% of students were proficient in 17-18 and 74.3% were proficient in 18-19. In order to meet the goal of a 25% increase in the difference between 65.2 and 75, the proficiency rate would have to increase by 2.5 points from 17-18 to 18-19. Because the proficiency rate decreased by 9.1 points, we met this goal.</p>

	of the same students who scored proficient on the NYS Math test in year 2 of new charter term and were continuously enrolled for two consecutive years on BEDS day.)			
Academic Goal 8	Throughout the next charter term, the school will show progress towards having 75% of students enrolled in grades 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 Progress Report.	Annual credit accumulation for high school students	Met	92% of Promise Academy students in grades 9-11 earned at least 10 credits toward graduation in the 2018-2019 school year.
	Each year, 75% of each cohort who have been in high			Goal met: 89% of

Academic Goal 9	school for at least 3 years will have scored at least 65 on the New York State Regents examinations in ELA.	NYS English Regents Exam	Met	cohort U and 94% of cohort V have scored at least a 65 on the ELA Regents exam.
Academic Goal 10	Each year, 75% of each cohort will have scored at least 65 on the New York State Regents examinations in Math.	NYS Math Regents exams	Met	Goal met: 96% of cohort U and 97% of cohort V, 98% of cohort W, and 98% of cohort X have scored at least a 65 on a Math Regents exam.

**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	Each year, 75% of each cohort will have scored at least 65 on the New York State Regents examinations in Science (Living Environment, Chemistry, or other).	NYS Science Regents exams	Met	Goal met: 93% of cohort U and 100% of cohort V, 92% of cohort W, and 98% of cohort X have scored at least a 65 on a Science Regents exam
Academic Goal 12	Each year, 75% of each cohort who have been in high school for at least 3 years will have scored at least 65 on a New York State Regents examinations in History (Global Studies or U.S. History)	NYS Social Studies Regents exams	Met	Goal met: 93% of cohort U and 98% of cohort V have scored at least a 65 on a History Regents exam.
Academic Goal 13	Each year, at least 75% of each student cohort (as defined by NYSED) graduates	Cohort Graduation Rate	Met	Got met: 96% of cohort T graduated within five years.

	within five years			
Academic Goal 14	Throughout the next charter term, it will achieve a B grade or better in the college readiness index.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports
Academic Goal 15	Throughout the next charter term, 80% of students enrolled in classes designed towards college accreditation will earn the minimum amount of college credits.	College credit accumulation	Met	Goal met: Students enrolled in classes designed towards college accreditation earned at least the minimum amount of college credits in 98% of classes taken.
Academic Goal 16	Each year, the percent of students in grades 3-8 performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of the Community School District in which the school is located. This will be measured by an analysis of performance compared to CSDs conducted by NYCDOE.	NYS ELA exam		N/A: The DOE calculations are not yet available.
Academic Goal 17	Each year, the percent of students in grades 3-8 performing at or above Level 3 on the State Math exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of	NYS Math exam		N/A: The DOE calculations are not yet available.

	the Community School District in which the school is located. This will be measured by an analysis of performance compared to CSDs conducted by NYCDOE			
Academic Goal 18	Each year, the percent of students in the high school accountability cohort passing an English Regents exam with a score of 65 or above by the end of their fourth year will exceed that of the students in the high school accountability cohort from a group of similar schools as determined by the NYC DOE Progress Report peer schools.	NYS English Regents exam scores		N/A: The DOE calculations are not yet available.
Academic Goal 19	Each year, the percent of students in the high school accountability cohort passing an Math Regents exam with a score of 65 or above by the end of their fourth year will exceed that of the students in the high school accountability cohort from a group of similar schools as determined by the NYC DOE Progress Report peer schools.	NYS Math Regents exam score		N/A: The DOE calculations are not yet available.
				Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.

Academic Goal 20	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.	NYS ELA exam scores	Met	<p>The pass rates for each tested grade are as follows: 3rd grade: PA, 68.8%; Black, 42.9%; Latino, 42.6%</p> <p>4th grade: PA, 69.9%; Black, 37.6%; Latino, 38.8%</p> <p>5th grade: PA, 45.1%; Black, 27.8%; Latino, 28.9%</p> <p>6th grade: PA, 46.6%; Black, 34.6%; Latino, 36.3%</p> <p>7th grade: PA, 42.3%; Black, 29.4%; Latino, 31.2%</p> <p>8th grade: PA, 62.8%; Black, 38.5%; Latino, 41.4%</p>
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**3. 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, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
	Each year, the percent of students performing at or			<p>Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades.</p> <p>The pass rates for each tested grade are as follows: 3rd grade: PA, 57.3%; Black, 38.7%; Latino, 41.3%</p>

Academic Goal 21	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	NYS Math exam scores	Met	<p>4th grade: PA, 68.1%; Black, 31.6%; Latino, 37.0%</p> <p>5th grade: PA, 79.1%; Black, 27.9%; Latino, 33.6%</p> <p>6th grade: PA, 72.4%; Black, 25.9%; Latino, 30.3%</p> <p>7th grade: PA, 79.2%; Black, 23.7%; Latino, 28.7%</p> <p>8th grade: PA, 68.7%; Black, 22.0%; Latino, 26.3%</p>
Academic Goal 22	Each year, the School will have an annual average students attendance rate of at least 95% as calculated by ATS.	ATS average daily attendance	Met	Goal Met: average attendance was 95%.
Academic Goal 23	Each year, 95% of all students enrolled on the last day of the school year who do not move out of district will return the following September.	ATS enrollment and discharge records	Met	95.34% of in-district students returned.
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				



Academ ic Goal 29				
Academ ic Goal 30				
Academ ic Goal 31				
Academ ic Goal 32				
Academ ic Goal 33				
Academ ic Goal 34				
Academ ic Goal 35				
Academ ic Goal 36				
Academ ic Goal 37				
Academ ic Goal 38				
Academ ic Goal 39				
Academ ic Goal 40				

#### 4. ORGANIZATIONAL GOALS

##### 2018-19 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to	Goal - Met or Not Met	If Not Met, Describe
--	---------------------	-----------------	-----------------------	----------------------

		Evaluate Progress		Efforts School Will Take
Org Goal 1	Each year, the school will comply with all applicable laws, rules, regulations and contract terms including but not limited to the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Reporting submissions to the DOE and NYSED, Board minutes, ATS and internal systems	Met	
Org Goal 2	Per the 2010 amendment to the Charter Schools Act, the school shall demonstrate good faith efforts to attract, retain, and meet or exceed enrollment and retention targets as prescribed by the Board of Regents through the State Education of students with disabilities, English Language Learners, and students who are eligible applicants for	ATS	Not Met	Goal partially met: PAI has exceeded enrollment and retention efforts for applicants eligible for free and reduced lunch. To better recruitment efforts for students with disabilities, we will continue efforts to host events and draw families within the Harlem community, share information about the special education services we provide, and enhance teachers' ability to reach students by provide stronger professional development opportunities from our SpEd staff. We will also continue to offer intervention services for gen ed students who need additional support

	the free and reduced price lunch program			and advocate for our students with special needs.  In order to better recruit ELLs, we are in the process of adding an ELL preference to our kindergarten lottery. We will also continue to attract families through our intensive outreach efforts.
Org Goal 3	As reflected in the Board minutes, the Superintendent or Principals will present Program reports that outline enrollment, attendance, discharge status, IEP, and ELL numbers as well as any available testing results at every Board of Trustees meeting. The Superintendent or Chief Financial Officer will present an up-to-date Financial Report as well.	Board Meeting Minutes	Met	
Org Goal 4				
Org Goal 5				
Org Goal 6				
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
Financial Goal 1	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be measured each year by an analysis of student enrollment figures in ATS.	Enrollment Data	Met	BEDS Enrollment was 1,141, which is within 15% of the contracted 1,250 students.
Financial Goal 2	Upon completion of each school year, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Financial Data	Met	
Financial Goal 3	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Financial Data	Met	
Financial Goal 4				
Financial Goal 5				

**7. Do we have more financial goals to add?** No

**Thank you.**



# Entry 4 Expenditures per Child

Created: 06/26/2019 • Last updated: 07/31/2019

## HARLEM CHILDREN'S ZONE PROMISE ACADEMY 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	22930237
Line 2: Year End FTE student enrollment	1114
Line 3: Divide Line 1 by Line 2	20584

## 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)	18750740
Line 2: Management and General Cost (Column)	96163
Line 3: Sum of Line 1 and Line 2	18846903
Line 5: Divide Line 3 by the Year End FTE student enrollment	16918

***Thank you.***

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

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

For the years ended June 30, 2019 and 2018



# HARLEM CHILDREN'S ZONE PROMISE ACADEMY CHARTER SCHOOL

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**GRANT THORNTON LLP**

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**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

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

**Report on the financial statements**

We have audited the accompanying financial statements of Harlem Children's Zone Promise Academy 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 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 CHARTER SCHOOL**  
**Statements of Financial Position**  
**As of June 30, 2019 and 2018**

---

<b>ASSETS</b>	<b>2019</b>	<b>2018</b>
Cash	\$ 1,698,363	\$ 304,283
Restricted cash	70,790	70,755
Contributions receivable	-	625,000
Government grants and contracts receivable	473,384	1,031,194
Due from related parties	1,628,337	2,229,609
Due from Harlem Children's Zone - deferred compensation plans	7,749,154	5,690,673
Property and equipment, net	-	1,029
Other assets	108,927	64,248
Contribution receivable - contributed space	<u>64,119,267</u>	<u>65,951,246</u>
Total assets	<u>\$ 75,848,222</u>	<u>\$ 75,968,037</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 2,318,437	\$ 2,027,148
Deferred compensation payable	<u>4,016,486</u>	<u>4,205,622</u>
Total liabilities	<u>6,334,923</u>	<u>6,232,770</u>
<b>CONTINGENCIES</b>		
<b>NET ASSETS</b>		
Without donor restrictions	5,394,032	3,784,021
With donor restrictions	<u>64,119,267</u>	<u>65,951,246</u>
Total net assets	<u>69,513,299</u>	<u>69,735,267</u>
Total liabilities and net assets	<u>\$ 75,848,222</u>	<u>\$ 75,968,037</u>

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

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

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	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
<b>REVENUE AND SUPPORT</b>			
Revenue:			
Government grants and contracts	\$ 20,706,115	\$ -	\$ 20,706,115
Other income	11,080	-	11,080
Total revenue	<u>20,717,195</u>	<u>-</u>	<u>20,717,195</u>
Support:			
Contributions:			
Related parties	2,522,898	-	2,522,898
Others	1,347,168	-	1,347,168
Contributed services - related party	490,714	-	490,714
Total support	<u>4,360,780</u>	<u>-</u>	<u>4,360,780</u>
Net assets released from restrictions	<u>1,831,979</u>	<u>(1,831,979)</u>	<u>-</u>
Total revenue and support	<u>26,909,954</u>	<u>(1,831,979)</u>	<u>25,077,975</u>
<b>EXPENSES</b>			
Program services:			
Regular education	20,737,303	-	20,737,303
Special education	3,479,855	-	3,479,855
Total program services	<u>24,217,158</u>	<u>-</u>	<u>24,217,158</u>
Management and general	<u>1,082,785</u>	<u>-</u>	<u>1,082,785</u>
Total expenses	<u>25,299,943</u>	<u>-</u>	<u>25,299,943</u>
Change in net assets	1,610,011	(1,831,979)	(221,968)
Net assets, beginning of year	<u>3,784,021</u>	<u>65,951,246</u>	<u>69,735,267</u>
Net assets, end of year	<u>\$ 5,394,032</u>	<u>\$ 64,119,267</u>	<u>\$ 69,513,299</u>

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

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

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	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
<b>REVENUE AND SUPPORT</b>			
Revenue:			
Government grants and contracts	\$ 19,961,649	\$ -	\$ 19,961,649
Other income	10,964	-	10,964
Total revenue	<u>19,972,613</u>	<u>-</u>	<u>19,972,613</u>
Support:			
Contributions:			
Related parties	2,282,201	-	2,282,201
Others	1,265,720	-	1,265,720
Contributed services - related party	529,733	-	529,733
Total support	<u>4,077,654</u>	<u>-</u>	<u>4,077,654</u>
Net assets released from restrictions	<u>1,831,979</u>	<u>(1,831,979)</u>	<u>-</u>
Total revenue and support	<u>25,882,246</u>	<u>(1,831,979)</u>	<u>24,050,267</u>
<b>EXPENSES</b>			
Program services:			
Regular education	20,498,115	-	20,498,115
Special education	3,277,656	-	3,277,656
Total program services	<u>23,775,771</u>	<u>-</u>	<u>23,775,771</u>
Management and general	<u>1,011,147</u>	<u>-</u>	<u>1,011,147</u>
Total expenses	<u>24,786,918</u>	<u>-</u>	<u>24,786,918</u>
Change in net assets	1,095,328	(1,831,979)	(736,651)
Net assets, beginning of year	<u>2,688,693</u>	<u>67,783,225</u>	<u>70,471,918</u>
Net assets, end of year	<u>\$ 3,784,021</u>	<u>\$ 65,951,246</u>	<u>\$ 69,735,267</u>

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

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

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	<b>Regular Education</b>	<b>Special Education</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 11,965,874	\$ 2,007,951	\$ 689,160	\$ 14,662,985
Payroll taxes	996,460	167,212	57,390	1,221,062
Employee benefits	1,855,134	311,303	106,844	2,273,281
Retirement plan contribution	<u>292,914</u>	<u>49,153</u>	<u>16,870</u>	<u>358,937</u>
Total personnel services	<u>15,110,382</u>	<u>2,535,619</u>	<u>870,264</u>	<u>18,516,265</u>
Admissions	67,854	11,386	3,908	83,148
Classroom supplies	233,547	39,191	-	272,738
Contracted services	795,342	133,464	45,807	974,613
Depreciation	840	141	48	1,029
Equipment rental and maintenance	160,391	26,915	9,238	196,544
Food	1,092,498	183,328	-	1,275,826
Insurance	65,194	10,940	3,755	79,889
Occupancy	1,943,457	326,125	111,931	2,381,513
Office supplies and furniture	207,513	34,822	11,951	254,286
Printing, publications, and memberships	33,722	5,659	1,942	41,323
Software and hardware	190,213	31,919	10,955	233,087
Special client services & incentives	345,123	57,914	-	403,037
Staff travel	21,596	3,624	1,244	26,464
Student travel	165,228	27,726	-	192,954
Telecommunications	46,946	7,878	2,704	57,528
Training	126,150	21,169	7,265	154,584
Uniforms	100,470	16,860	-	117,330
Miscellaneous	<u>30,837</u>	<u>5,175</u>	<u>1,773</u>	<u>37,785</u>
Total other than personnel services	<u>5,626,921</u>	<u>944,236</u>	<u>212,521</u>	<u>6,783,678</u>
Total expenses	<u>\$ 20,737,303</u>	<u>\$ 3,479,855</u>	<u>\$ 1,082,785</u>	<u>\$ 25,299,943</u>

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

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

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	<b>Regular Education</b>	<b>Special Education</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 11,471,576	\$ 1,834,310	\$ 626,979	\$ 13,932,865
Payroll taxes	1,027,568	164,308	56,162	1,248,038
Employee benefits	2,004,498	320,520	109,556	2,434,574
Retirement plan contribution	<u>291,863</u>	<u>46,669</u>	<u>15,952</u>	<u>354,484</u>
Total personnel services	<u>14,795,505</u>	<u>2,365,807</u>	<u>808,649</u>	<u>17,969,961</u>
Admissions	42,027	6,720	2,297	51,044
Classroom supplies	127,946	20,459	-	148,405
Contracted services	702,586	112,344	38,400	853,330
Depreciation	3,441	550	188	4,179
Equipment rental and maintenance	172,209	27,536	9,412	209,157
Food	1,002,920	160,367	-	1,163,287
Insurance	92,734	14,828	5,068	112,630
Occupancy	2,004,047	320,448	109,531	2,434,026
Office supplies and furniture	211,533	33,824	11,561	256,918
Printing, publications, and memberships	62,887	10,056	3,437	76,380
Software and hardware	185,845	29,717	10,157	225,719
Special client services & incentives	481,563	77,002	-	558,565
Staff travel	18,002	2,879	984	21,865
Student travel	284,616	45,510	-	330,126
Telecommunications	41,866	6,694	2,288	50,848
Training	136,117	21,765	7,439	165,321
Uniforms	100,495	16,069	-	116,564
Miscellaneous	<u>31,776</u>	<u>5,081</u>	<u>1,736</u>	<u>38,593</u>
Total other than personnel services	<u>5,702,610</u>	<u>911,849</u>	<u>202,498</u>	<u>6,816,957</u>
Total expenses	<u>\$ 20,498,115</u>	<u>\$ 3,277,656</u>	<u>\$ 1,011,147</u>	<u>\$ 24,786,918</u>

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



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

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	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (221,968)	\$ (736,651)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	1,029	4,179
Change in contribution receivable - contributed space	1,831,979	1,831,979
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	557,810	(104,273)
Decrease (increase) in due from related parties	601,272	(1,237,431)
Increase in due from Harlem Children's Zone - deferred compensation plans	(2,058,481)	(187,590)
(Increase) decrease in other assets	(44,679)	61,573
Increase in accounts payable and accrued expenses	291,289	211,625
(Decrease) increase in deferred compensation payable	<u>(189,136)</u>	<u>500,460</u>
Net cash provided by (used in) operating activities	<u>1,394,115</u>	<u>(281,129)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Change in restricted cash	<u>(35)</u>	<u>(35)</u>
Net increase (decrease) in cash	1,394,080	(281,164)
Cash, beginning of year	<u>304,283</u>	<u>585,447</u>
Cash, end of year	<u><u>\$ 1,698,363</u></u>	<u><u>\$ 304,283</u></u>

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

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

## **Notes to Financial Statements**

**June 30, 2019 and 2018**

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### **1. NATURE OF OPERATIONS**

Harlem Children's Zone Promise Academy 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 2004, 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 CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2019 and 2018**

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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 funds required to be maintained in perpetuity.

**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 period earned. Revenue from grants and contracts is recognized as the related expenses are incurred, or

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

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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), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

**Receivables**

Receivables contain some level of uncertainty surrounding timing and amount at 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 ended 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 CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2019 and 2018**

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**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**

The School maintains cash balances in financial institutions, which generally exceed the amount insured by the Federal Depository 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 May 14, 2014, with the DOE, 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 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:

	<b>2019</b>		<b>2018</b>	
	<b>Revenues</b>	<b>Receivable</b>	<b>Revenues</b>	<b>Receivable</b>
City of New York (Pupil enrollment)	\$ 19,168,386	\$ -	\$ 18,338,938	\$ 408,275
Outside the City of New York				
(Pupil enrollment)	49,762	18,548	38,943	38,943
Title I	553,409	197,841	516,104	325,989
Title II	121,895	21,543	125,745	90,544
Title IV	39,731	31,785		
E-rate	17,712	-	144,746	15,343
Food Service - Federal and State of New York	755,220	203,667	797,173	152,100
Total government grants and contracts	<u>\$ 20,706,115</u>	<u>\$ 473,384</u>	<u>\$ 19,961,649</u>	<u>\$ 1,031,194</u>

**6. PROPERTY AND EQUIPMENT, NET**

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

	<b>2019</b>	<b>2018</b>
Equipment	\$ 348,297	\$ 348,297
Furniture and fixtures	<u>19,577</u>	<u>19,577</u>
	367,874	367,874
Less: accumulated depreciation	<u>(367,874)</u>	<u>(366,845)</u>
Total	<u>\$ -</u>	<u>\$ 1,029</u>

Depreciation expense for the years ended June 30, 2019 and 2018 amounted to \$1,029 and \$4,179, 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 \$358,937 and \$354,484, respectively.

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

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**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 \$1,380,123 and \$1,195,126, respectively, for contributions to these plans. These amounts are recorded within contributions – related parties and a corresponding expense on the accompanying statements of activities. The cumulative amount due from HCZ relating to these plans totaled \$7,749,154 and \$5,690,673 at June 30, 2019 and 2018, respectively. The cumulative amount due to eligible employees totaled \$4,016,486 and \$4,205,622 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 II Charter School ("PA II"). Shared expenses primarily relate to prorated salaries and other expenses that are allocated amongst the School, HCZ and PA II. Amounts may also be received by the School on behalf of HCZ or PA II, and amounts may also be granted to the School from HCZ. At June 30, 2019 and 2018, due from related parties totaled \$1,628,337 and \$2,229,609, respectively, pertaining to these related party transactions.

HCZ also provided the School with grants in the amounts of \$1,142,775 and \$1,086,550 in fiscal 2019 and 2018, respectively, which are included in contributions – related parties on the accompanying statements of activities.

**Contributed 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 contributed services of \$490,714 and \$529,733, respectively.

*Contribution receivable - contributed space*

During the fiscal year ended June 30, 2011, HCZ entered into agreements for the construction of a new charter school (the "School Project"). The agreements provided that the New York School Construction Authority (the "SCA") contribute up to \$60,000,000 towards the School Project, with the estimated balance of approximately \$40,000,000, to be contributed by HCZ or other donors. After completion of construction

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

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and issuance of the certificate of occupancy, title to the School Project was transferred to the DOE, leased back to HCZ, and portions of the premises sub-leased to the School. The lease agreement designates HCZ and the School as initial users of the premises.

Upon execution of the sublease agreement in fiscal 2015, the School recorded \$73,279,162 as a contribution receivable - contributed space, and recognized contribution revenue with donor restrictions, which represents the imputed fair value of the space under the lease. The receivable is being amortized to rent expense, and the related net assets with donor restrictions are released from restrictions, over the term of the lease. For each of the years ended June 30, 2019 and 2018, amortization expense totaled \$1,831,979. The sub-lease is for a period of 40 years and will expire in August 2054. Under the terms of the lease, the School is not required to pay any consideration for use of the space. Net assets with donor restrictions of \$64,119,267 and \$65,951,246 as of June 30, 2019 and 2018, respectively, represent the unamortized receivable pertaining to the sublease agreement.

**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 contributions 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.



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

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**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.

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	\$ 1,698,363
Government grants and contracts receivable	473,384
Due from related parties	<u>1,628,337</u>
Financial assets available for general expenditures within one year	<u>\$ 3,800,084</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.

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**GRANT THORNTON LLP**

757 Third Avenue, 9<sup>th</sup> 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 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 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 CHARTER SCHOOL**  
**Schedule of Findings and Questioned Costs**  
**For the year ended June 30, 2019**

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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.**

Six month extension has been granted.

### 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.

<https://nysed-cso-reports.fluidreview.com/resp/119134115/pN6H0Nalce/>

**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.



JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218-2051

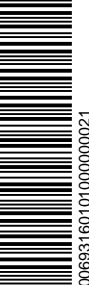
August 01, 2019 through August 30, 2019  
Account Number: **000002922761222**

### CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Deaf and Hard of Hearing: **1-800-242-7383**  
Para Espanol: **1-888-622-4273**  
International Calls: **1-713-262-1679**

00069316 DRE 802 210 24319 NNNNNNNNNN 1 000000000 66 0000

HCZ PROMISE ACADEMY I  
CHARTER SCHOOL-ESCROW A/C  
35 E 125TH ST  
NEW YORK NY 10035-1816



000693160101000000021

### SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$70,793.08</b>
Deposits and Additions	1	2.89
<b>Ending Balance</b>	<b>1</b>	<b>\$70,795.97</b>
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$2.89
Interest Paid Year-to-Date		\$23.30

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

### TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$70,793.08</b>
08/30	Interest Payment	2.89	70,795.97
	<b>Ending Balance</b>		<b>\$70,795.97</b>

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Performance Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.



August 01, 2019 through August 30, 2019  
Account Number: **000002922761222**

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**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.  
For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

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# Entry 5d Financial Services Contact Information

Created: 10/07/2019 • 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 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	<a href="mailto:brian.hopkins@us.gt.com">brian.hopkins@us.gt.com</a>	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 <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> 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 <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . 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 I

## 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	19,885,378	1,420,105	-	-	-	21,305,483
Total Expenses	16,996,548	2,545,914	-	-	910,582	20,453,045
Net Income	2,888,830	(1,125,809)	-	-	(910,582)	852,438
Actual Student Enrollment	946	182				-
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

\$18,548.00

\$15,607.00

18,104,150	-	-	-	-	18,104,150
18,548	-	-	-	-	18,548
31,214	-	-	-	-	31,214
-	-	-	-	-	-
-	-	-	-	-	-
18,153,912	-	-	-	-	18,153,912

Special Education Revenue

Grants

Stimulus

Other

Other State Revenue

1,420,105	-	-	-	-	1,420,105
-	-	-	-	-	-
-	-	-	-	-	-
217,704	-	-	-	-	217,704

##### TOTAL REVENUE FROM STATE SOURCES

18,371,616	1,420,105	-	-	-	19,791,721
------------	-----------	---	---	---	------------

##### 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

131,371	-	-	-	-	131,371
491,149	-	-	-	-	491,149
81,821	-	-	-	-	81,821
797,217	-	-	-	-	797,217
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

##### TOTAL REVENUE FROM FEDERAL SOURCES

1,501,558	-	-	-	-	1,501,558
-----------	---	---	---	---	-----------

##### 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

-	-	-	-	-	-
12,204	-	-	-	-	12,204
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

##### TOTAL REVENUE FROM LOCAL and OTHER SOURCES

12,204	-	-	-	-	12,204
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##### TOTAL REVENUE

19,885,378	1,420,105	-	-	-	21,305,483
------------	-----------	---	---	---	------------

#### EXPENSES

##### ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

Instructional Management

Deans, Directors & Coordinators

CFO / Director of Finance

1.00

3.00

28.66

-

106,443	17,915	-	-	6,407	130,765
360,186	60,621	-	-	21,682	442,489
1,414,874	238,130	-	-	85,171	1,738,174
-	-	-	-	-	-

**Promise Academy Charter School I**

**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	19,885,378	1,420,105	-	-	-	21,305,483
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Net Income	2,888,830	(1,125,809)	-	-	(910,582)	852,438
Actual Student Enrollment	946	182				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Operation / Business Manager	3.00	112,816	18,988	-	-	6,791	138,595
Administrative Staff	7.33	319,419	53,760	-	-	19,228	392,407
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>43</b>	<b>2,313,738</b>	<b>389,413</b>	<b>-</b>	<b>-</b>	<b>139,279</b>	<b>2,842,430</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	74.20	3,628,088	610,624	-	-	218,398	4,457,111
Teachers - SPED	15.00	755,287	127,118	-	-	45,466	927,871
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	52.29	1,576,439	265,322	-	-	94,896	1,936,657
Specialty Teachers	22.33	1,146,968	193,040	-	-	69,044	1,409,052
Aides	3.63	7,741	1,303	-	-	466	9,510
Therapists & Counselors	10.33	498,865	83,961	-	-	30,030	612,856
Other	10.94	432,112	72,726	-	-	26,012	530,850
<b>TOTAL INSTRUCTIONAL</b>	<b>189</b>	<b>8,045,500</b>	<b>1,354,095</b>	<b>-</b>	<b>-</b>	<b>484,311</b>	<b>9,883,907</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>232</b>	<b>10,359,238</b>	<b>1,743,508</b>	<b>-</b>	<b>-</b>	<b>623,591</b>	<b>12,726,337</b>
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		1,086,011	182,781	-	-	65,374	1,334,166
Fringe / Employee Benefits		2,162,115	363,894	-	-	130,152	2,656,161
Retirement / Pension		-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>3,248,126</b>	<b>546,675</b>	<b>-</b>	<b>-</b>	<b>195,526</b>	<b>3,990,327</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>13,607,364</b>	<b>2,290,183</b>	<b>-</b>	<b>-</b>	<b>819,117</b>	<b>16,716,664</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		86,984	14,640	-	-	5,236	106,860
Legal		-	-	-	-	-	-
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		1,591	268	-	-	96	1,954
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		389,102	65,488	-	-	23,423	478,012
<b>TOTAL CONTRACTED SERVICES</b>		<b>477,676</b>	<b>80,395</b>	<b>-</b>	<b>-</b>	<b>28,754</b>	<b>586,826</b>
<b>SCHOOL OPERATIONS</b>							
Board Expenses		-	-	-	-	-	-
Classroom / Teaching Supplies & Materials		120,665	-	-	-	-	120,665

**Promise Academy Charter School I**

**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
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Net Income	2,888,830	(1,125,809)	-	-	(910,582)	852,438
Actual Student Enrollment	946	182				-
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	173,443	29,191	-	-	10,441	213,075
Equipment / Furniture	7,224	-	-	-	-	7,224
Telephone	21,861	3,679	-	-	1,316	26,856
Technology	191,119	32,166	-	-	11,505	234,790
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	53,000	-	-	-	-	53,000
Transportation (student)	187,913	-	-	-	-	187,913
Student Services - other	156,000	-	-	-	-	156,000
Office Expense	81,111	13,651	-	-	4,883	99,645
Staff Development	138,706	23,345	-	-	8,350	170,400
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-	-
School Meals / Lunch	1,344,927	-	-	-	-	1,344,927
Travel (Staff)	19,455	3,274	-	-	1,171	23,900
Fundraising	-	-	-	-	-	-
Other	157,905	26,576	-	-	9,505	193,986
<b>TOTAL SCHOOL OPERATIONS</b>	<b>2,653,328</b>	<b>131,883</b>	<b>-</b>	<b>-</b>	<b>47,170</b>	<b>2,832,381</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	103,098	17,352	-	-	6,206	126,656
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	30,026	5,054	-	-	1,807	36,887
Equipment / Furniture	125,056	21,047	-	-	7,528	153,631
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>258,180</b>	<b>43,453</b>	<b>-</b>	<b>-</b>	<b>15,542</b>	<b>317,174</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	-	-	-	-	-	-
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>16,996,548</b>	<b>2,545,914</b>	<b>-</b>	<b>-</b>	<b>910,582</b>	<b>20,453,045</b>
<b>NET INCOME</b>	<b>2,888,830</b>	<b>(1,125,809)</b>	<b>-</b>	<b>-</b>	<b>(910,582)</b>	<b>852,438</b>

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	946	182	1,128
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>946</b>	<b>182</b>	<b>1,128</b>
<b>REVENUE PER PUPIL</b>	<b>21,020</b>	<b>7,803</b>	<b>-</b>

**Promise Academy Charter School I**

**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
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Net Income	2,888,830	(1,125,809)	-	-	(910,582)	852,438
Actual Student Enrollment	946	182				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
EXPENSES PER PUPIL	17,967	13,989	-			

Assumptions
<b>DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable</b>
FTE 1128
FTE 1
FTE 2
FTE 134 X 10,958
FTE 1128 x 193 (One Time grant)
FY19 Allocation
FY20 Allocation
FY20 Allocation (Title II & IV)
1128 x \$706.75 FY19 estimate
Spectrum Only
List exact titles and staff FTE"s ( Full time equivilalent)

[illegible]



[illegible]

[illegible]

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

**Trustee Name:** Aisha Tomlinson

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

Harlem Children's Zone Promise Academy I 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.

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<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** [REDACTED]

[REDACTED]

[REDACTED]

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

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<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]

[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.

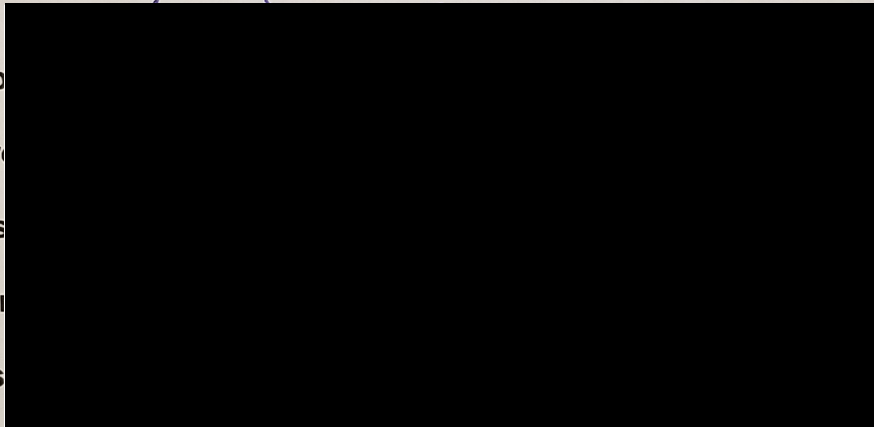
Business Telep

Business Addr

E-mail Address

Home Telephon

Home Address





<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></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 I 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 ☒ 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 ☐ 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:** \_\_\_\_\_

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

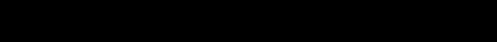
name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

 10/15/19  
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:**  Street New York, NY 10128

**E-mail Address:** 

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

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

**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 I 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]

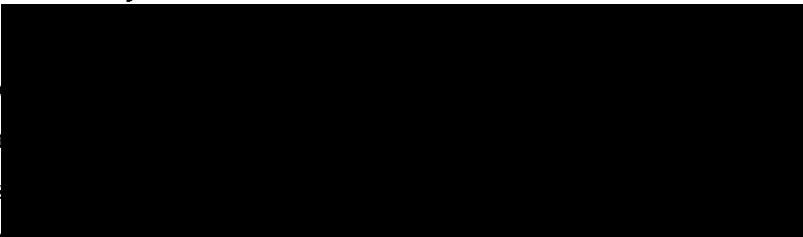
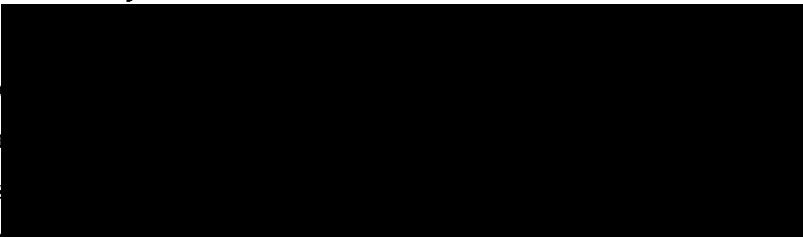
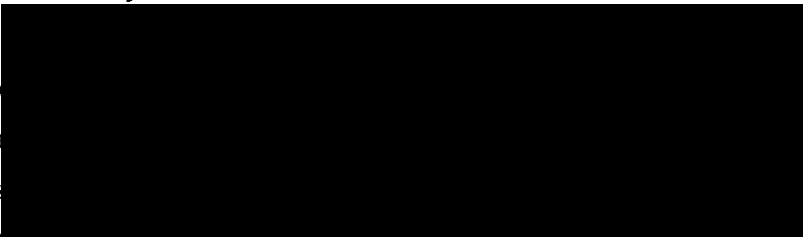
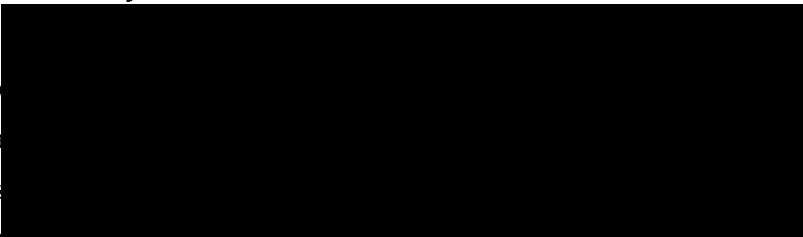
**Home Telephone:** \_\_\_\_\_

**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"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></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 I 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.

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<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** [REDACTED]

**Business Address:** [REDACTED]

**E-mail Address:** [REDACTED]

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

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

<b>Date(s)</b>	<b>Nature of Financial Interest/Transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to yourself</b>
<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** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-mail** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

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

**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 I 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  
☒ 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 ☒ 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:** \_\_\_\_\_

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

**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 I 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

*W. M. Jett*

Date *10/30/2019*

*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.*

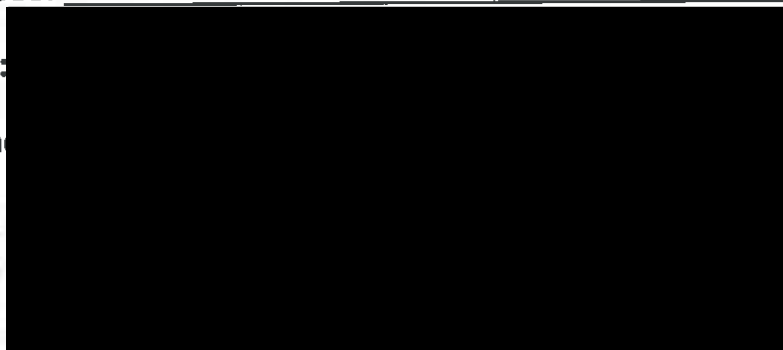
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_





# Entry 8 BOT Table

Created: 07/09/2019 • 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	7	06/19/2019	06/01/2021	6
7	Dr. Alfonso Wyatt	Trustee/Member	None	Yes	7	06/12/2018	06/01/2020	9
8	Aisha Tomlinson	Parent Rep	None	No	12	06/19/2019	06/01/2020	7
9	Ellanor (Bodie) Brizendine	Trustee/Member	None	No	1	06/19/2019	06/01/2021	5 or less

**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

Created: 07/09/2019 • Last updated: 07/23/2019

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## [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 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: 06/26/2019 • 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 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 I 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 the most underserved areas of Manhattan. We also moved our kindergarten lottery date to July, which includes a preference for low income families and families living in NYCHA's St. Nicholas Housing Development. The lottery was previously held in August, the only month that are 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 Manhattan 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 is 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 recruitment and enrollment efforts at families for who English is not the primary language, 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

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.

for pre-kindergarten students, we think that if we were able to assess our students when entering Gems, we would find a higher ELL 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

Student  
s with  
Disabilit  
ies

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](http://Understood.org), which is an online resource for parents of children who learn differently. In 2018-2019, in order to improve recruitment to students with disabilities, we took advantage of more opportunities to inform parents about the special education services at Promise Academy by attending HCZ Early Childhood events and providing information to the parents of three and four year olds. We worked closely with the Committee on Special Education to make sure that families are informed about the range of services. We held an information session at our lottery, so that the families of lottery winners and wait listed children are informed earlier of the services we provide. Information sessions have also been provided to the parent association board so get their assistance in informing more parents in the community.

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. We will also continue to offer intervention services for general education students who need additional support. Though the upward trend has been marginal, we believe growth is the result of the addition of the site coordinator role, where professionals with expertise in special education identified students with special needs advocating for them to receive services through the CSE. We will continue expanding upon that practice with the addition of the special education manager role.

## 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.
English Language Learners/Multilingual Learners	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, 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>In order to ensure that we retain our current families, Promise Academy will continue to offer the following:</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● ELL support, including intervention</li> <li>● Professional development for ESL teachers on best practices</li> <li>● 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.</li> </ul> <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>Year-over-year, we have seen an upward trend, although marginal. Yet, we anticipate that building on our current practices will result in continued growth of ELL students.</p>
Students with Disabilities	In the 2018-2019 school year, we took more opportunities to inform our current parents of the special education services at Promise Academy by having Special Education Managers at events across the year to inform parents about our services and to meet with parents during parent/teacher conferences to show the progress that scholars were making with the appropriate services in place. Dedicated Special Education Managers aligned best practices across schools and provided workshops for staff members and families. They are working toward dispelling	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

the stigmas often associated with special education services through workshops they provide for families. Although we do not provide 12:1:1 services, we use our SETSS services to provide comparable support to students with more restrictive programs on their IEPs.

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.



# Entry 11 Classroom Teacher and Administrator Attrition

Created: 06/26/2019 • 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	43	23	23	62

### 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
	35	8	0	1	26

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 I.

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: 07/17/2019 • 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.

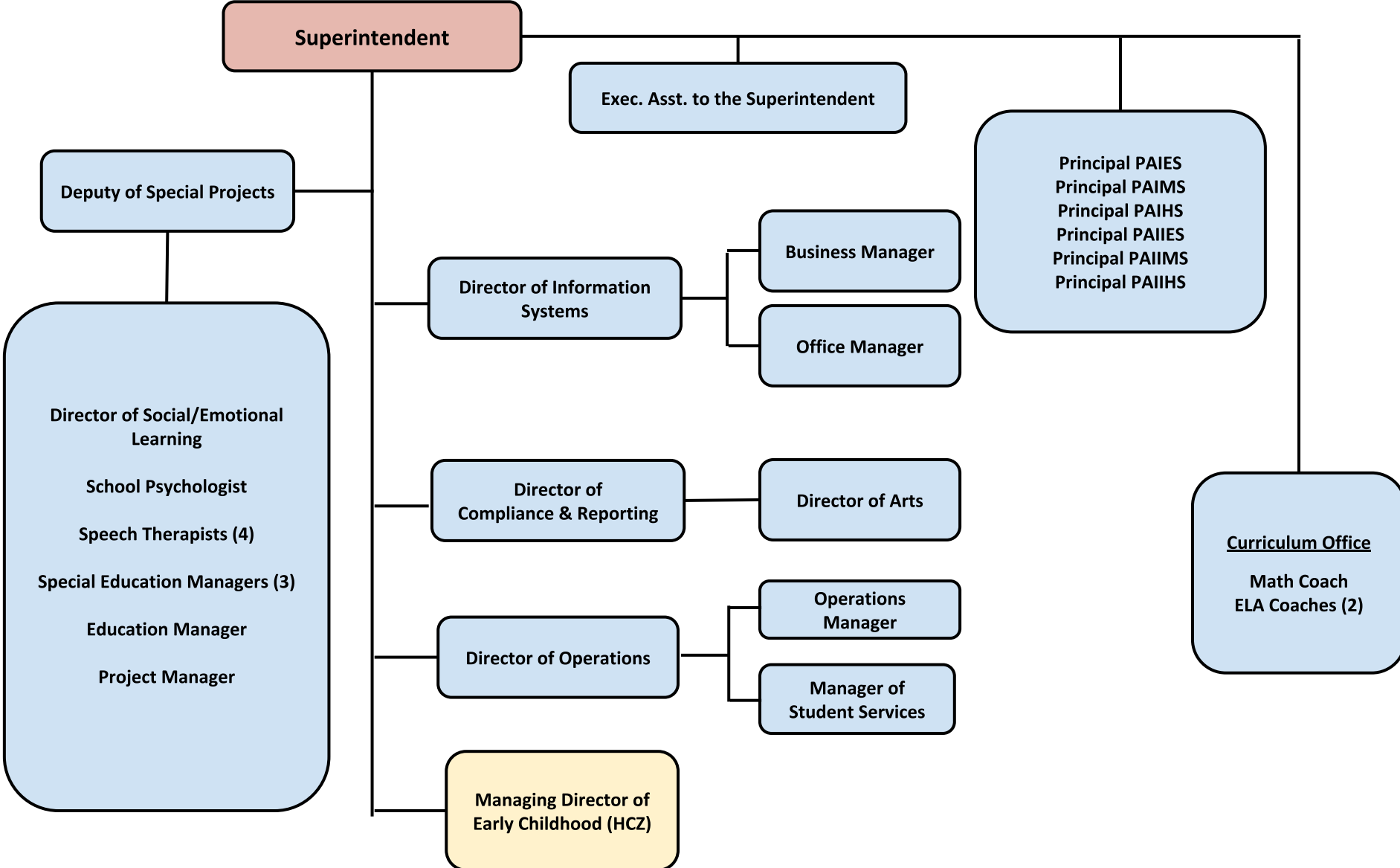
	FTE Count
1. Total FTE count of uncertified teachers (6-30-19)	11.5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-19)	7.5
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-19)	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** 11.5

**FTE Count of All Certified Teachers as of 6/30/19** 48.5

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