



# Entry 1 School Information

Created: 07/20/2017 • Last updated: 07/28/2017

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 task, please ensure that you select the correct authorizer **(as of June 30, 2017)** or you may not be assigned the correct tasks.

**a. SCHOOL NAME AND BEDS#** HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CS (NYC CHANCELLOR)  
(Select name from the drop down menu)

**b. CHARTER AUTHORIZER** NYCDOE-Authorized Charter School  
(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 5

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	35 East 125th Street, New York, NY, 10035	646-556-6283	212-534-0700	<a href="mailto:principalPA2@hczpromise.org">principalPA2@hczpromise.org</a>

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Dr. Achil Petit
Title	Superintendent
Emergency Phone Number (###-###- [REDACTED])	[REDACTED]

**e. SCHOOL WEB ADDRESS (URL)** [www.hczpromise.org](http://www.hczpromise.org)

**f. DATE OF INITIAL CHARTER** 04/2005

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2005

## **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

### MISSION STATEMENT

The mission of the Harlem Children’s Zone Promise Academy II Charter School (HCZ Promise Academy II) is to provide high quality, standards-based academic programs for students, grades K12, from underserved communities and underperforming school districts, and to provide students with the skills they need to be accepted by and succeed in college. HCZ Promise Academy II promotes high achievement in all subjects through a demanding curriculum, extensive supportive services and the use of data-driven teaching methods. HCZ Promise Academy II is committed to promoting academic accomplishment, positive character development, healthy lifestyles and leadership skills. In partnership with the Harlem Children’s Zone, HCZ Promise Academy II addresses the educational and developmental needs of each student.

## **h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief description of Key design elements 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 high academic outcomes. Promise also uses running records for assessing reading levels and identifying patterns of strategies that work
Variable 2	Professional Development: PAII has always focused on building a core of highly-qualified, driven teachers serving as beacons of experience to younger staff with great potential. PAII 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. A more intense series of mandatory PDs will be offered to new teachers starting summer 2017.
Variable 3	College-Readiness: To ensure that students in Promise have the best chance for academic success, the school has consistently aligned itself with collaborative programs. The

	Bard Early College Program has been a useful tool in helping our children become college-ready. The academic skills that they are learning are giving them the skills they need to succeed in college. PAll students are also offered services from our College Success Office to help them with college applications and in making financial decisions.
Variable 4	Parent Engagement: Promise Academy II has a thriving program called Parents as Partners Association (PAPA) in which members are instrumental in maintaining strong ties between the school and the families of the students. PAll also benefits from HCZ's parent engagement team run by the Senior Manager of the Parent Center. The team offers professional development opportunities for the entire parent leadership, and advises them on appropriate ways to manage feedback from the community of Promise parents.
Variable 5	Alignment with Common Core: Promise has aligned our teaching strategies and interim assessment system to the Common Core State Standards. Promise Academy continues to improve in this practice and has strengthened how we use data to make decisions on a district, school, class and individual student level.
Variable 6	Recruitment: We focus our teacher recruitment on finding the best quality candidates around the country. Our Recruitment Manager works with our leadership team using the following strategies: attending and hosting teacher recruitment fairs and events at colleges/universities, internet job postings, advertisements, employee referrals, and partnering up with programs such as Teach for America. We also train student/teachers from reputable universities, who may be offered a position after they graduate.
Variable 7	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 on the premises for all Promise students and partner with proven organizations so that our children get the services they need to develop as healthy students.
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2017** 970

j. GRADES SERVED IN SCHOOL YEAR 2016-17

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
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k1. DOES THE SCHOOL  
CONTRACT WITH A CHARTER OR  
EDUCATIONAL MANAGEMENT  
ORGANIZATION?

No

11. FACILITIES

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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12. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	35 East 125th Street, New York, NY 10035	646-437-1484	CSD 5	6-12	Yes	Own
Site 2	2005 Madison Avenue, New York, NY 10035	646-556-6285	CSD 5	K-5	Yes	DOE space
Site 3						

**I2a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit	646-582-1200	646-556-6283	
Operational Leader	Ari Browne	646-556-6283		
Compliance Contact	Candice Ashby	646-556-6283		
Complaint Contact	Candice Ashby	646-556-6283		

**I3. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Sheryl Ragland	646-556-6285		
Operational Leader	Ari Browne	646-556-6283		
Compliance Contact	Candice Ashby	646-556-6283		
Complaint Contact	Candice Ashby	646-556-6283		

**m1. Is the school or are the** Yes  
**school sites co-located?**

**m2. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	N/A	No		No		Yes
Site 2	N/A	No		No		Yes
Site 3						

**n1. Were there any revisions to the school's charter during the 2016-17 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 design or educational program	The extended summer session was revised to focus on remediation for struggling students and to offer enrichment to students who are on track for promotion to the subsequent grade.		November 4, 2016
2				
3				
4				
5				

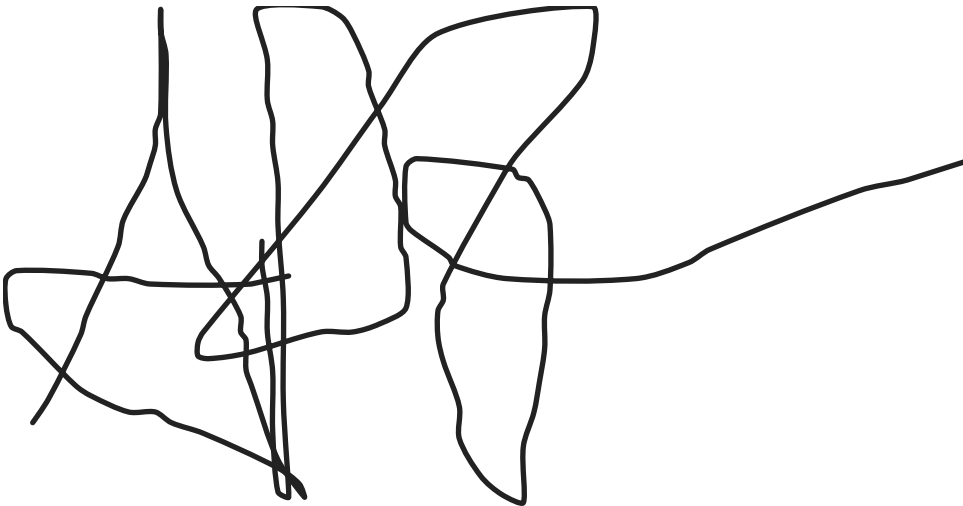
**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.**

Dr. Achil Petit (Superintendent), Candice Ashby (Director of Compliance and Reporting), Ari Browne (Director of Information Systems)

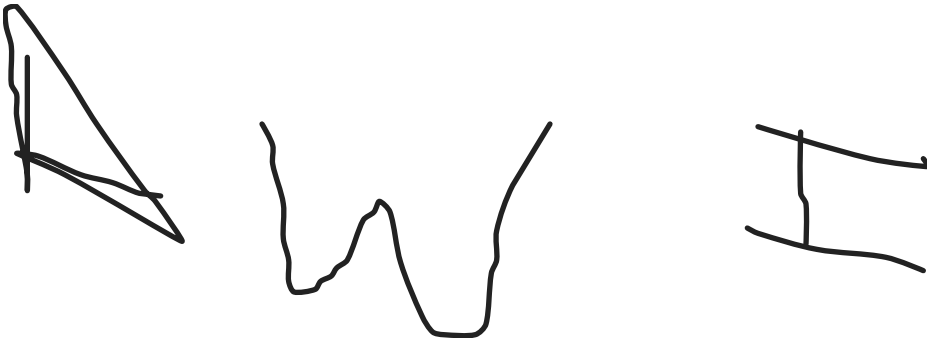
**p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in 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 large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

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

A handwritten signature in black ink, appearing to be the letters 'A W I' written in a stylized, cursive-like font.

**Date**

2017/07/28

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 07/30/2017

## 1. 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/reportcard.php?instid=800000058981&year=2016&createreport=1&enrollments=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&regents=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>





# Entry 3 Progress Toward Goals

Created: 07/30/2017 • Last updated: 10/27/2017

## PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

#### 2016-17 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 1	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceeds the percent proficient of the Community School District (CSD) of location and also meets or exceeds the citywide percent proficient on the New York State ELA examination.	New York State ELA Exam	Met	Promise Academy II students had a 50% pass rate in ELA which was a higher pass rate than CSD 5 (24%) and NYC (41%).
Academic Goal	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meet or exceeds the percent proficient of the	New York State Math Exam	Met	Promise Academy II students had a 66% pass rate in math which was a higher

2	Community School District (CSD) of location and also meets or exceeds the citywide percent proficient on the New York State math examination.			pass rate than CSD 5 (17%) and NYC (38%).
Academic Goal 3	Each year, at least 75 percent of students in the high school accountability cohort passing an English Regents exam will have a score of 75 percent of students in the high school accountability cohort passing a math Regents exam will have a score of 75 or above by the end of their fourth year.	English Regents Exams	Met	90% of cohort S students have scored at least a 75 on the ELA Regents exam.
Academic Goal 4	Each year, at least 75 percent of students in the high school accountability cohort passing a math Regents exam will have a score of 75 or above by the end of their fourth year.	Math Regents Exams	Met	83% of cohort S students have scored at least a 75 on a math Regents exam.
	For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by half the gap between			<p>3 of 5 returning cohorts met the growth goal.</p> <p>2016-17 4th graders As 3rd graders: 67%; 2015-16 NYC: 41% Exceeded NYC</p> <p>As 4th graders: 57% CSD 5 growth: 3 percentage points Growth not exceeded</p> <p>2016-17 5th graders As 4th graders: 47%</p>

Academic Goal 5	the percent at or above Level 3 on the previous year's NYS ELA exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State ELA exam. For schools in which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's ELA exam, the school is expected to demonstrate growth comparable to the CSD in the current year.	New York State ELA Exam	Not Met	<p>2015-16 NYC: 41% Exceeded NYC</p> <p>As 5th graders: 35% CSD 5 growth: 5 percentage points Growth not exceeded</p> <p>2016-17 6th graders As 5th graders: 40% 2014-15 NYC: 34% Exceeded NYC</p> <p>As 6th graders: 38% CSD 5 growth: -5 percentage points Growth exceeded</p> <p>2016-17 7th graders As 6th graders: 48% 2014-15 NYC: 35% Exceeded NYC</p> <p>As 7th graders: 55% CSD 5 growth: 4 percentage points Growth exceeded</p> <p>2016-17 8th graders As 7th graders: 43% 2014-15 NYC: 36% Exceeded NYC</p> <p>As 8th graders: 65% CSD 5 growth: 6 percentage points Growth exceeded</p>
	For each year of the school's next charter term, each grade-level cohort will demonstrate growth with a reduction by a half the gap between			<p>2 of 5 returning cohorts met the growth goal.</p> <p>2016-17 4th graders As 3rd graders: 95% 2015-16 NYC: 41% Exceeded NYC</p> <p>As 4th graders: 69% CSD 5 growth: 0 percentage points Growth not exceeded</p> <p>2016-17 5th graders</p>

Academic Goal 6	<p>the percent at or above Level 3 on the previous year's NYS math exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State math exam. For schools in which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's math exam, the school is expected to demonstrate growth comparable to the CSD in the current year.</p>	New York State Math Exam	Not Met	<p>As 4th graders: 64% 2014-15 NYC: 41% Exceeded NYC</p> <p>As 5th graders: 52% CSD 5 growth: 4 percentage points Growth not exceeded</p> <p>2016-17 6th graders As 5th graders: 48% 2014-15 NYC: 38% Exceeded NYC</p> <p>As 6th graders: 58% CSD 5 growth: -1 percentage points Growth exceeded</p> <p>2016-17 7th graders As 6th graders: 55% 2014-15 NYC: 37% Exceeded NYC</p> <p>As 7th graders: 68% CSD 5 growth: -1 percentage points Growth exceeded</p> <p>2016-17 8th graders As 7th graders: 82% 2014-15 NYC: 34% Exceeded NYC</p> <p>As 8th graders: 71% CSD 5 growth: -3 percentage points Growth not exceeded</p>
Academic Goal 7	<p>For each year of the next charter term, the school will perform at the 60th percentile or above compared with citywide averages for its 4-year graduation rate and in the 60th percentile or above compared with citywide averages for its 6-year graduation rate.</p>	4-year and 6-year graduation rates	Met	<p>Goal met: 100% of cohort S students graduated within four years. Promise Academy II did not have a cohort Q or R.</p>

Academic Goal 8	For each year of the next charter term, the school will show progress towards having 75% of students enrolled in each grade 9-11 accumulate 10 or more credits towards graduation. The school will be accountable for all credits accumulated by students who were continuously enrolled in the school including students who have dropped out or enrolled in an accredited GED program, however, excluding the credits accumulated by students who have transferred from or to another school, were incarcerated, left the country, or died during the school year. The school will report this each September by submitting a report of student credit accumulation from the previous school year for purposes of the NYC DOE School Quality Reports.	Credit accumulation		N/A: The NYC DOE progress report is not yet available.
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**2. Do have more academic goals to add?** Yes

### 2016-17 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
				Promise Academy II

Academic Goal 9	Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades exceed the performance of Black and Latino students in New York City.	New York State ELA Exam	Met	<p>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: PAll, 51%; Black, 32%; Latino, 32%  4th grade: PAll, 57%; Black, 31%; Latino, 31%  5th grade: PAll, 35%; Black, 26%; Latino, 25%  6th grade: PAll, 38%; Black, 19%; Latino, 21%  7th grade: PAll, 55%; Black, 30%; Latino, 32%  8th grade: PAll, 65%; Black, 36%; Latino, 38%</p>
Academic Goal 10	Each year, the percent of students performing at or above Level 3 on the State Math exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City.	New York State Math Exam	Met	<p>Promise Academy II 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: PAll, 77%; Black, 30%; Latino, 34%  4th grade: PAll, 69%; Black, 23%; Latino, 27%  5th grade: PAll, 52%; Black, 23%; Latino, 28%  6th grade: PAll, 58%; Black, 18%; Latino, 23%  7th grade: PAll, 68%; Black, 17%; Latino, 22%</p>

				8th grade: PAll, 71%; Black, 11%; Latino, 15%
Academic Goal 11	80% of students enrolled in classes designed toward college accreditation will earn the minimum amount of college credits	College Credit Accumulation	Not Met	Students enrolled in classes designed towards college accreditation earned at least the minimum amount of college credits in 76.2% of classes taken.
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				

**3. Do have more academic goals to add?** No

#### 4. ORGANIZATIONAL GOALS

##### 2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will have an average daily student attendance rate of at least 95 percent.	Attendance rate in ATS	Met	Average attendance was 95%.

Org Goal 2	Each year, 95 percent of all students enrolled on the last day of the school year will return the following school year.	Student enrollment and discharge information from ATS	Met	95.4% of student enrolled on the last day of school who did not move out of the district returned in the following September
	Each year, 90			<p>Previously, we implemented strategies to help improve teacher retention such as centralizing our recruitment process to better identify quality applicants, creating more pathways for career advancement, and enhancing compensation and benefit packages. In an attempt to strengthen teacher retention even further, we have a stronger focus on identifying the needs of teachers in order to better support them and have grown our recruitment team to better identify talented teachers. New and existing teachers have meetings with the Chief Executive Officer, where they are encouraged to engage in open communication and share their needs and expectations. Through similar communication, continuous</p>



Org Goal 3	percent of all instructional staff employed during the prior school year will return and/or be asked to return the following school year.	Human Resources Depart - Internal Systems and Records	Not Met	developmental feedback is offered to teachers to ensure that they are clear about performance objectives. Additionally, teacher observations have been amplified by the use of technology. By recording teachers in the classroom, senior leaders are more effectively able to view teachers in action and discuss strategies with them while reviewing their methods. Finally, teaching fellows and teaching assistants receive relevant professional development opportunities which allows them to grow into their positions and map out strategies for advancement. The overall strategic objective is to train them to become high quality lead teachers, with a strong understanding of Promise Academy's mission and goals, which we believe will contribute significantly to improved teacher retention rates year over year.
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Org Goal 4	<p>In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of parents that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more parents participate in the survey.</p>	2016-2017 NYC DOE School Survey Report	Met	<p>Promise Academy II met or exceeded citywide averages on 2 of 2 key questions identified by NYC DOE: Q5b (PAII: 97%; City: 95%); Q3c (PAII: 96%; City: 94%).</p>
Org Goal 5	<p>In each year of the Charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of staff that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more staff participate in</p>	2016-2017 NYC DOE School Survey Report	Not Met	<p>Goal partially met: Promise Academy II met or exceeded citywide averages on 2 of 3 key questions identified by NYC DOE: Q4b (PAII: 81%; City: 80%); Q1d (PAII: 92%; City: 92%). Promise Academy did not meet or exceed the citywide average for question Q6a.</p>

	the survey.			
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**5. Do you have more  
organizational goals to add?**

Yes

## 2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 6	In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of students that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more students participate in the survey. (For grades 6-12 only.)	2016-2017 NYC DOE School Survey Report	Met	Promise Academy II met or exceeded citywide averages on 1 of 1 key questions identified by NYC DOE: Q2b (PAII: 86%; City: 84%).
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				

6. FINANCIAL GOALS

2016-17 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, the school will operate on a balanced budget and maintain a stable cash flow.	Financial data.	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Created: 07/31/2017 • Last updated: 08/01/2017

## 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 2016-17 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: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	23117061
Line 2: Year End FTE student enrollment	980
Line 3: Divide Line 1 by Line 2	23589

## 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 2016-17 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)	775934
Line 2: Management and General Cost (Column)	317944
Line 3: Sum of Line 1 and Line 2	1093878
Line 5: Divide Line 3 by the Year End FTE student enrollment	1116

***Thank you.***

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

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

For the years ended June 30, 2017 and 2016

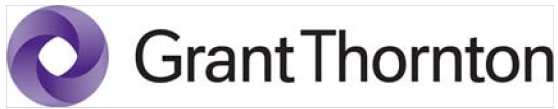


# HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

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Grant Thornton LLP  
757 Third Avenue, 9th Floor  
New York, NY 10017  
T 212.599.0100  
F 212.370.4520  
[GrantThornton.com](http://GrantThornton.com)  
[linkd.in/GrantThorntonUS](https://www.linkedin.com/company/GrantThorntonUS)  
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## **REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

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

### **Report on the financial statements**

We have audited the accompanying financial statements of the Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities 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 the School as of June 30, 2017 and 2016, 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.

### **Supplementary information**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedules of Functional Expenses for the years ended June 30, 2017 and 2016 are presented for purposes of additional analysis and are not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other reporting required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report, dated October 26, 2017, 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 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 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.

A handwritten signature in cursive script that reads "Grant Thornton LLP".

New York, New York  
October 26, 2017

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Statements of Financial Position**  
**As of June 30, 2017 and 2016**

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<b>ASSETS</b>	<b>2017</b>	<b>2016</b>
Cash and cash equivalents	\$ 225,907	\$ 1,851,071
Restricted cash	70,739	70,704
Government grants and contracts receivable	782,866	481,198
Due from <i>Harlem Children's Zone</i> - 457(f) plan	3,616,446	4,004,105
Property and equipment, net	16,362	58,178
Other assets	<u>97,101</u>	<u>99,300</u>
Total assets	<u>\$ 4,809,421</u>	<u>\$ 6,564,556</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 1,438,216	\$ 1,564,508
Due to related parties	23,138	1,092,650
457(f) plan liability	<u>2,632,732</u>	<u>3,297,946</u>
Total liabilities	<u>4,094,086</u>	<u>5,955,104</u>
<b>CONTINGENCIES</b>		
NET ASSETS - unrestricted	<u>715,335</u>	<u>609,452</u>
Total liabilities and net assets	<u>\$ 4,809,421</u>	<u>\$ 6,564,556</u>

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

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Statements of Activities**  
**For the years ended June 30, 2017 and 2016**

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	<u>2017</u>	<u>2016</u>
REVENUE AND SUPPORT		
Revenue:		
Government grants and contracts	\$ 16,409,783	\$ 14,475,589
Other income	<u>51,857</u>	<u>2,421</u>
Total revenue	<u>16,461,640</u>	<u>14,478,010</u>
Support:		
Contributions	5,707,947	3,590,039
Contributed space and services	<u>2,162,012</u>	<u>2,157,272</u>
Total support	<u>7,869,959</u>	<u>5,747,311</u>
Total revenue and support	<u>24,331,599</u>	<u>20,225,321</u>
EXPENSES		
Program services:		
Regular education	20,482,635	18,945,959
Special education	<u>2,670,038</u>	<u>2,575,527</u>
Total program services	23,152,673	21,521,486
Management and general	<u>1,073,043</u>	<u>1,093,879</u>
Total expenses	<u>24,225,716</u>	<u>22,615,365</u>
Change in net assets	<u>105,883</u>	<u>(2,390,044)</u>
Net assets, beginning of year	<u>609,452</u>	<u>2,999,496</u>
Net assets, end of year	<u><u>\$ 715,335</u></u>	<u><u>\$ 609,452</u></u>

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

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Statements of Cash Flows**  
**For the years ended June 30, 2017 and 2016**

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	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 105,883	\$ (2,390,044)
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Depreciation	41,816	42,195
Changes in assets and liabilities:		
Increase in government grants and contracts receivable	(301,668)	(74,978)
Decrease in due from related party	-	1,459,678
Decrease in due from <i>Harlem Children's Zone</i> - 457(f) plan	387,659	294,828
Decrease (increase) in other assets	2,199	(53,007)
(Decrease) increase in accounts payable and accrued expenses	(126,292)	342,494
(Decrease) increase in due to related party	(1,069,512)	1,092,650
Decrease in 457(f) plan liability	<u>(665,214)</u>	<u>(626,679)</u>
Net cash (used in) provided by operating activities	<u>(1,625,129)</u>	<u>87,137</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Change in restricted cash	<u>(35)</u>	<u>(46)</u>
Net (decrease) increase in cash and cash equivalents	(1,625,164)	87,091
Cash and cash equivalents, beginning of year	<u>1,851,071</u>	<u>1,763,980</u>
Cash and cash equivalents, end of year	<u>\$ 225,907</u>	<u>\$ 1,851,071</u>

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

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

## **Notes to Financial Statements**

**June 30, 2017 and 2016**

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

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

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

### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Basis of Presentation**

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

The financial statement presentation conforms with US GAAP for non-profit organizations, which requires that the School report information regarding its financial position and changes in net assets according to three classes of net assets, as follows:

#### Unrestricted net assets

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

#### Temporarily restricted net assets

Net assets which include resources that have been limited by donor-imposed stipulations that either expire with the passage of time and/or can be fulfilled by the actions of the School pursuant to those stipulations. At June 30, 2017 and 2016, the School did not possess any temporarily restricted net assets.

#### Permanently restricted net assets

Net assets which include funds whereby the donors have stipulated that the principal contributed be invested and maintained in perpetuity. Income earned from these investments is available for expenditures according to restrictions, if any, imposed by donors. At June 30, 2017 and 2016, the School did not possess any permanently restricted net assets.

#### **Cash and Cash Equivalents**

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

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2017 and 2016**

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**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 government grants and contracts.

Revenues are reported as increases in unrestricted net assets 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 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 unrestricted, temporarily restricted or permanently restricted support, 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), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Receivables**

Receivables contain some level of uncertainty surrounding timing and amount of collection. Therefore, management provides an allowance for doubtful accounts based on the consideration of the type of receivable, responsible party, the known financial condition of the respective party, historical collection patterns and comparative aging. These allowances are maintained at a level management considers adequate to provide for subsequent adjustments and potential uncollectible accounts. These estimates are reviewed periodically and, if the financial condition of a party changes significantly, management will evaluate the recoverability of any receivables from that organization and write off any amounts that are no longer considered to be recoverable. Any payments subsequently collected on such written-off receivables are recorded as income in the period received. As of June 30, 2017 and 2016, no allowance for doubtful accounts was required.



**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2017 and 2016**

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**Accounting for Income Taxes**

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

The School is exempt from federal income tax under Internal Revenue Code (“IRC”) section 501(c)(3), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the IRC. The School has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it was nexus; and to identify and evaluate other matters that may be considered tax positions. The School has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements for the years ending June 30, 2017 or 2016.

**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.

**3. CASH AND CASH EQUIVALENTS**

The School maintains cash and cash equivalent balances in financial institutions, which generally exceed the amount insured by the Federal 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 February 3, 2015, with the New York City Department of Education, the School is required to set up an escrow of at least \$70,000. In the event of termination of the Charter, whether prematurely or otherwise, the School shall establish and follow procedures consistent with those required by Section 2851(2)(t) of the New York State Education Law in its use of the escrow.

**5. PUPIL ENROLLMENT AND OTHER REVENUES FROM GOVERNMENT AGENCIES**

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

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2017 and 2016**

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, 2017 and 2016:

	<b>2017</b>		<b>2016</b>	
	<b>Revenues</b>	<b>Receivable</b>	<b>Revenues</b>	<b>Receivable</b>
City of New York (Pupil enrollment)	\$ 14,976,895	\$ 430,067	\$ 13,249,604	\$ 194,950
City of New York (Other)	348,520	-	148,692	-
Outside the City of New York (Pupil enrollment)	-	-	18,544	9,115
Title I	337,565	163,976	351,693	14,140
Title II	12,713	7,334	1,625	129
E-Rate	102,587	55,480	104,826	104,828
Food service - Federal and State of New York	<u>631,503</u>	<u>126,009</u>	<u>600,605</u>	<u>158,036</u>
Total grants and contracts from government sources	<u>\$ 16,409,783</u>	<u>\$ 782,866</u>	<u>\$ 14,475,589</u>	<u>\$ 481,198</u>

**6. PROPERTY AND EQUIPMENT**

At June 30, 2017 and 2016, property and equipment consisted of the following:

	<b>2017</b>	<b>2016</b>
Equipment	\$ 227,022	\$ 227,022
Leasehold improvements	34,634	34,634
Furniture and fixtures	<u>41,997</u>	<u>41,997</u>
	303,653	303,653
Less: accumulated depreciation	<u>(287,291)</u>	<u>(245,475)</u>
Total	<u>\$ 16,362</u>	<u>\$ 58,178</u>

Depreciation expense for the years ended June 30, 2017 and 2016 amounted to \$41,816 and \$42,195, 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.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2017 and 2016**

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For the years ended June 30, 2017 and 2016, contributions made to the Plan amounted to \$118,499 and \$196,692, respectively.

**8. RELATED-PARTY TRANSACTIONS**

**Contributions**

*457(f) Plan*

HCZ maintains a discretionary 457(f) plan for certain eligible employees of the School. Employees become eligible to participate in this plan based solely at the discretion of the School's Board of Trustees. Prior to the fiscal year ended June 30, 2017, amounts contributed to the plan became vested five years after the date of the initial contribution for all eligible employees. Beginning July 1, 2016, the vesting periods became bifurcated between teachers and administrative staff, such that amounts contributed to the plan now vest three and five years after the date of the initial contribution for eligible teachers and administrative staff, respectively. Amounts contributed to the plan 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 2017 and 2016, HCZ provided a net subsidy of \$827,910 and \$689,899, respectively, for contributions to the 457(f) plan. These amounts are recorded as contribution revenue and a corresponding expense on the accompanying statements of activities. The cumulative amount due from HCZ relating to the 457(f) plan totaled \$3,616,446 and \$4,004,105 at June 30, 2017 and 2016, respectively. The cumulative amount due to eligible employees totaled \$2,632,732 and \$3,297,946 at June 30, 2017 and 2016, respectively. Amounts due from HCZ in excess of amounts due to eligible employees represents reimbursements of amounts already paid by the School in advance of receiving the funds from HCZ.

*Other*

Certain expenses are shared amongst the School, HCZ and Harlem Children's Zone Promise Academy Charter School ("PA I"). Amounts may also be received by the School on behalf of HCZ or PA I, and amounts may also be granted to the School from HCZ. Shared expenses primarily relate to prorated salaries and other expenses that are allocated amongst the School, HCZ and PA I. At June 30, 2017 and 2016, due to related parties totaled \$23,138 and \$1,092,650, respectively, pertaining to these related party transactions.

HCZ also provided the School with grants in the amounts of \$4,813,863 and \$2,900,140 in fiscal 2017 and 2016, respectively, which are included in contributions on the accompanying statements of activities.

**Contributed Space and Services**

HCZ provides the School with certain services at no cost. For the years ended June 30, 2017 and 2016, the School recognized revenues and corresponding expenses for services of \$484,531 and \$479,791, respectively.

The School also recognized revenues and corresponding expenses for contributed space from the DOE for the years ended June 30, 2017 and 2016 of \$1,677,481.

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Notes to Financial Statements**  
**June 30, 2017 and 2016**

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**Rent**

During fiscal 2016, the School entered into a five year lease agreement with HCZ for the School's use of the space located at 35 East 125<sup>th</sup> St, New York, NY, a property owned by HCZ. Pursuant to the terms of this lease, the School incurred approximately \$1,786,000 in rent expense during both fiscal 2017 and 2016.

As of June 30, 2017, minimum future annual rental obligations under the terms of this lease are as follows:

**Year**

2018	\$ 1,825,997
2019	<u>1,937,200</u>
	<u>\$ 3,763,197</u>

**9. CONCENTRATION OF RISK**

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

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

**10. CONTINGENCIES**

**Government Agency Audits**

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

**Litigation**

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

**11. SUBSEQUENT EVENTS**

The School evaluated its June 30, 2017 financial statements for subsequent events through October 26, 2017, 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.

## **SUPPLEMENTARY INFORMATION**

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Schedule of Functional Expenses**  
**For the year ended June 30, 2017**

	<b>Regular Education</b>	<b>Special Education</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 11,366,467	\$ 1,481,688	\$ 647,806	\$ 13,495,961
Payroll taxes	933,028	121,626	53,176	1,107,830
Employee benefits	1,863,295	242,892	106,194	2,212,381
Retirement plan contribution	<u>99,801</u>	<u>13,010</u>	<u>5,688</u>	<u>118,499</u>
Total personnel services	<u>14,262,591</u>	<u>1,859,216</u>	<u>812,864</u>	<u>16,934,671</u>
Admissions	59,326	7,733	3,381	70,440
Classroom supplies	180,019	23,467	-	203,486
Consultants and professional fees	347,463	45,294	19,803	412,560
Depreciation	35,218	4,591	2,007	41,816
Equipment rental and maintenance	114,806	14,966	6,543	136,315
Food	865,396	112,810	-	978,206
Hardware/software/software maintenance	92,971	12,119	5,299	110,389
Insurance	55,958	7,295	3,189	66,442
Occupancy	3,386,097	441,398	192,983	4,020,478
Office supplies and furniture	77,235	10,068	4,402	91,705
Printing, publications, and memberships	46,923	6,117	2,674	55,714
Special services/incentives	323,732	42,200	-	365,932
Staff travel	9,529	1,242	543	11,314
Student travel	191,927	25,019	-	216,946
Telephone and internet	185,128	24,133	10,551	219,812
Training	121,801	15,878	6,942	144,621
Uniforms	93,846	12,233	-	106,079
Miscellaneous	<u>32,669</u>	<u>4,259</u>	<u>1,862</u>	<u>38,790</u>
Total other than personnel services	<u>6,220,044</u>	<u>810,822</u>	<u>260,179</u>	<u>7,291,045</u>
Total expenses	<u>\$ 20,482,635</u>	<u>\$ 2,670,038</u>	<u>\$ 1,073,043</u>	<u>\$ 24,225,716</u>

*This schedule should be read in conjunction with the accompanying financial statements and notes thereto.*

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
**Schedule of Functional Expenses**  
**For the year ended June 30, 2016**

	<b>Regular Education</b>	<b>Special Education</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 10,177,397	\$ 1,383,523	\$ 608,469	\$ 12,169,389
Payroll taxes	913,635	124,200	54,623	1,092,458
Employee benefits	1,722,931	234,216	103,008	2,060,155
Retirement plan contribution	<u>164,495</u>	<u>22,362</u>	<u>9,835</u>	<u>196,692</u>
Total personnel services	<u>12,978,458</u>	<u>1,764,301</u>	<u>775,935</u>	<u>15,518,694</u>
Admissions	39,974	5,434	2,390	47,798
Classroom supplies	203,790	27,703	-	231,493
Consultants and professional fees	247,587	33,657	64,802	346,046
Depreciation	35,288	4,797	2,110	42,195
Equipment rental and maintenance	93,505	12,711	5,590	111,806
Food	807,486	109,770	-	917,256
Hardware/software/software maintenance	137,158	18,645	8,200	164,003
Insurance	22,229	3,022	1,329	26,580
Occupancy	3,338,579	453,849	199,601	3,992,029
Office supplies and furniture	159,089	21,627	9,511	190,227
Printing, publications, and memberships	40,973	5,570	2,450	48,993
Special services/incentives	266,885	36,280	-	303,165
Staff travel	13,753	1,870	822	16,445
Student travel	138,751	18,862	-	157,613
Telephone and internet	169,858	23,091	10,155	203,104
Training	143,421	19,497	8,575	171,493
Uniforms	68,895	9,366	-	78,261
Miscellaneous	<u>40,280</u>	<u>5,475</u>	<u>2,409</u>	<u>48,164</u>
Total other than personnel services	<u>5,967,501</u>	<u>811,226</u>	<u>317,944</u>	<u>7,096,671</u>
Total expenses	<u>\$ 18,945,959</u>	<u>\$ 2,575,527</u>	<u>\$ 1,093,879</u>	<u>\$ 22,615,365</u>

*This schedule should be read in conjunction with the accompanying financial statements and notes thereto.*



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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 26, 2017.

**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.

The image shows a handwritten signature in black ink that reads "Grant Thornton LLP". The signature is written in a cursive, flowing style.

New York, New York  
October 26, 2017

**HARLEM CHILDREN'S ZONE  
PROMISE ACADEMY II CHARTER SCHOOL**  
Schedule of Findings and Questioned Costs  
For the year ended June 30, 2017

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None noted.



# Entry 6d Additional Financial Docs

Last updated: 10/27/2017

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.

## 1. Management Letter

(No response)

**Explanation for not uploading the Management Letter.**

Not applicable due to no internal control matters that meet the reporting requirement.

## 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

<https://nysed-cso-reports.fluidreview.com/resp/11943077/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 control matters that meet the reporting requirement.



# Entry 5d Financial Services Contact Information

Last updated: 10/26/2017

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.

## 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Alpha Conteh	[REDACTED]	[REDACTED]

## 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 - Mike Ryan	<a href="#">michael</a> [REDACTED]	[REDACTED]	8

## 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

### 2017-18 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.

# Harlem Children's Zone Promise Academy II Charter School

## PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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	19,470,577	-	-	-	-	19,470,577
Total Expenses	19,470,577	-	-	-	-	19,470,577
Net Income	0	-	-	-	-	0
Actual Student Enrollment	-	-	-	-	-	-
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

\$14,527.00

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

15,006,391	-	-	-	-	15,006,391
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
15,006,391	-	-	-	-	15,006,391

Special Education Revenue

748,080	-	-	-	-	748,080
---------	---	---	---	---	---------

Grants

Stimulus

Other

Other State Revenue

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

#### TOTAL REVENUE FROM STATE SOURCES

15,754,471	-	-	-	-	15,754,471
------------	---	---	---	---	------------

#### 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

155,273	-	-	-	-	155,273
363,563	-	-	-	-	363,563
6,856	-	-	-	-	6,856
690,526	-	-	-	-	690,526

-	-	-	-	-	-
309,900	-	-	-	-	309,900

#### TOTAL REVENUE FROM FEDERAL SOURCES

1,526,118	-	-	-	-	1,526,118
-----------	---	---	---	---	-----------

#### 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

1,515,790	-	-	-	-	1,515,790
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
674,198	-	-	-	-	674,198

#### TOTAL REVENUE FROM LOCAL and OTHER SOURCES

2,189,988	-	-	-	-	2,189,988
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#### TOTAL REVENUE

19,470,577	-	-	-	-	19,470,577
------------	---	---	---	---	------------

### EXPENSES

#### ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

Instructional Management

Deans, Directors & Coordinators

5.00	323,950	-	-	-	323,950
16.00	64,740	-	-	-	64,740
13.00	645,358	-	-	-	645,358

# Harlem Children's Zone Promise Academy II Charter School

## PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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	19,470,577	-	-	-	-	19,470,577
Total Expenses	19,470,577	-	-	-	-	19,470,577
Net Income	0	-	-	-	-	0
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

		PROGRAM SERVICES			SUPPORT SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	4.00	170,166	-	-	-	-	170,166
Administrative Staff	4.00	208,655	-	-	-	-	208,655
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>42</b>	<b>1,412,869</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,412,869</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	81.00	7,135,563	-	-	-	-	7,135,563
Teachers - SPED	15.00	1,099,765	-	-	-	-	1,099,765
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	35.00	984,096	-	-	-	-	984,096
Specialty Teachers	35.00	1,798,670	-	-	-	-	1,798,670
Aides	-	-	-	-	-	-	-
Therapists & Counselors	7.00	408,713	-	-	-	-	408,713
Other	-	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>173</b>	<b>11,426,807</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,426,807</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>215</b>	<b>12,839,676</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,839,676</b>
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes	-	1,327,735	-	-	-	-	1,327,735
Fringe / Employee Benefits	-	2,551,880	-	-	-	-	2,551,880
Retirement / Pension	-	-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>-</b>	<b>3,879,615</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,879,615</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>-</b>	<b>16,719,291</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,719,291</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit	-	67,473	-	-	-	-	67,473
Legal	-	-	-	-	-	-	-
Management Company Fee	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-	-
Payroll Services	-	-	-	-	-	-	-
Special Ed Services	-	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	339,704	-	-	-	-	339,704
<b>TOTAL CONTRACTED SERVICES</b>	<b>-</b>	<b>407,177</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>407,177</b>

### SCHOOL OPERATIONS



## Harlem Children's Zone Promise Academy II Charter School

### PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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	19,470,577	-	-	-	-	19,470,577
Total Expenses	19,470,577	-	-	-	-	19,470,577
Net Income	0	-	-	-	-	0
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	8,550	-	-	-	-	8,550
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	166,900	-	-	-	-	166,900
Equipment / Furniture	-	-	-	-	-	-
Telephone	61,471	-	-	-	-	61,471
Technology	244,168	-	-	-	-	244,168
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	69,300	-	-	-	-	69,300
Transportation (student)	131,864	-	-	-	-	131,864
Student Services - other	323,800	-	-	-	-	323,800
Office Expense	128,870	-	-	-	-	128,870
Staff Development	212,700	-	-	-	-	212,700
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-	-
School Meals / Lunch	968,574	-	-	-	-	968,574
Travel (Staff)	27,912	-	-	-	-	27,912
Fundraising	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL SCHOOL OPERATIONS</b>	<b>2,344,109</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,344,109</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	-	-	-	-	-	-
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>19,470,577</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,470,577</b>
<b>NET INCOME</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

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

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location			-
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-

# Harlem Children's Zone Promise Academy II Charter School

## PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

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	19,470,577	-	-	-	-	19,470,577
Total Expenses	19,470,577	-	-	-	-	19,470,577
Net Income	0	-	-	-	-	0
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

### PROGRAM SERVICES

### SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
School District 5 (Enter Name)			-			
TOTAL ENROLLMENT	-	-	-			
REVENUE PER PUPIL	-	-	-			
EXPENSES PER PUPIL	-	-	-			



[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:**

Kenneth Langone

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

Harlem Children's Zone Promise Academy II Charter School

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

Chairman Emeritus

2. Is the trustee an employee of any school operated by the Education Corporation?  
 \_\_\_ Yes ☒ 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	Please write "None" if applicable. Do not leave this space blank.
------	---

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	Please write "None" if applicable. Do not leave this space blank.			



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:

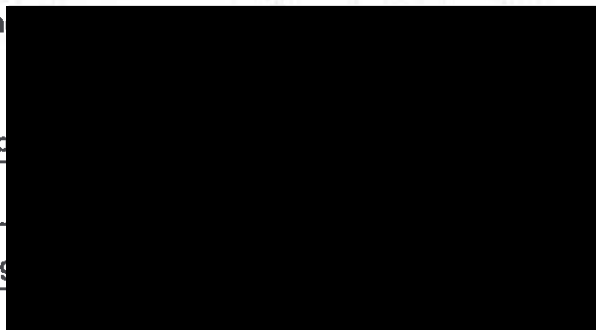
Business Address:

York, NY 10152

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:**

Stanley Druckenmiller

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

Harlem Children's Zone Promise Academy II Charter School

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

Voting Trustee

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

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

\_\_\_ Yes X No

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

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

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

None			
------	--	--	--

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	Please write "None" if applicable. Do not leave this space blank.			

  
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.

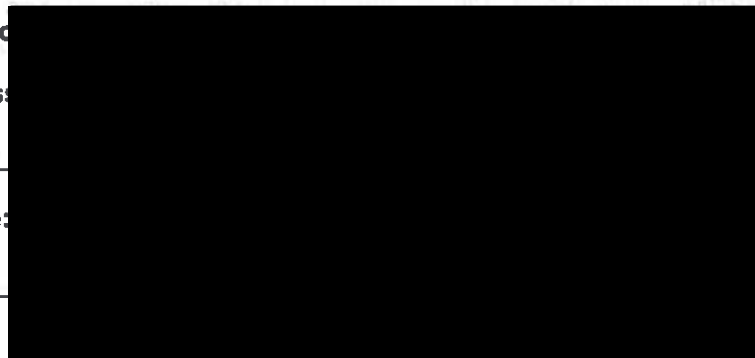
Business Telephone:

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 Charter School

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

President/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. Salary: \$280,000. 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			
------	--	--	--

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	Please write "None" if applicable. Do not leave this space blank.			

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.

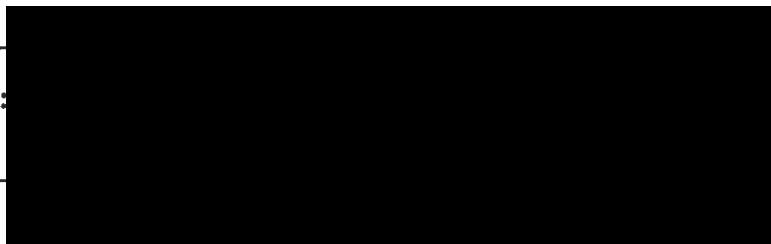
Business Telephone: 212-360-3255

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

E-mail Address:

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 II Charter School

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

Chairman

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ 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.

President of the Harlem Children's Zone, non-profit institutional partner. Salary: \$125,000. 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			
------	--	--	--

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				

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:

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 II Charter School

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

Voting Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?

     Yes   X   No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

     Yes   X   No

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

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

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

None	Please write "None" if applicable. Do not leave this space blank.		
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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	Please write "None" if applicable. Do not leave this space blank.			

Willie M. Lewis  
Signature

6/21/2017  
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.

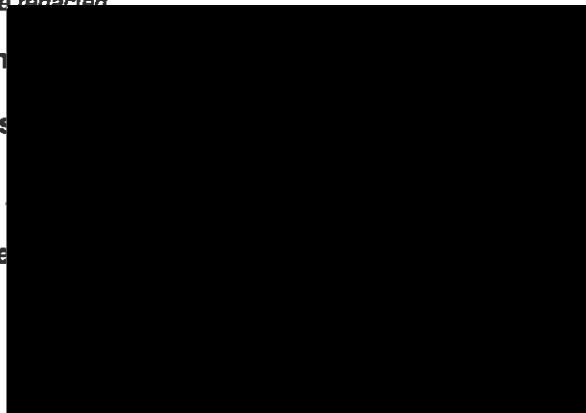
Business Telephone

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:**

Alfonso Wyatt

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

Harlem Children's Zone Promise Academy II Charter School

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

Voting Trustee

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

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

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

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

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

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

None			
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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				

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:**

Mitch Kurz

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

Harlem Children's Zone Promise Academy II Charter School

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

Treasurer

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.

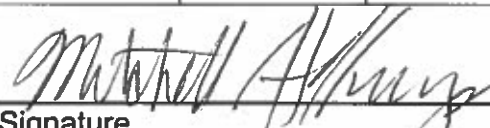
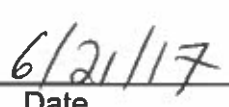
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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			
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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**.

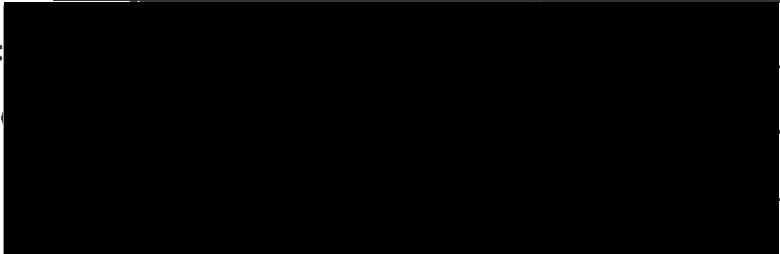
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

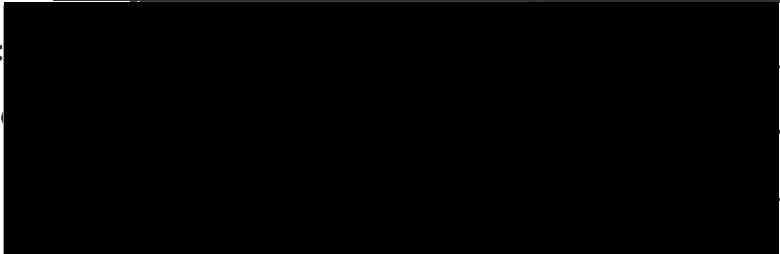



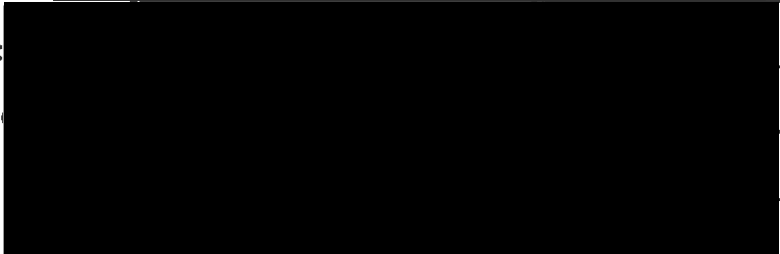
Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: N/A

Business Address: N/A

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 II Charter School

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

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ 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	<i>Please write "None" if applicable. Do not leave this space blank.</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	<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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.*

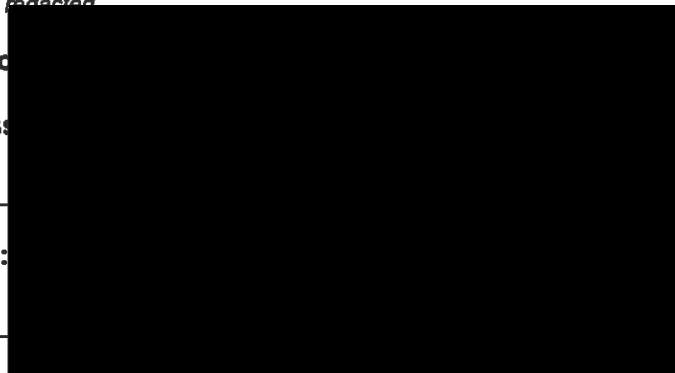
Business Telephone: \_\_\_\_\_

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:**

Fatime Cadoo

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

Harlem Children's Zone Promise Academy II Charter School

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

Parent representative

2. Is the trustee an employee of any school operated by the Education Corporation?  
 \_\_\_ Yes \_\_\_ ☒ 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	<i>Please write "None" if applicable. Do not leave this space blank.</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	<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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.*

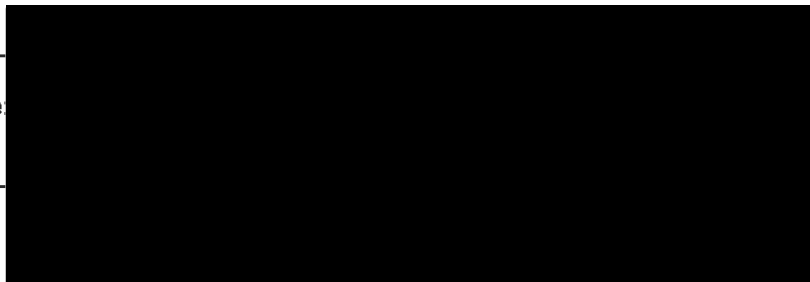
Business Telephone: \_\_\_\_\_

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:** Ellanor Brizendine

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

**Harlem Children's Zone Promise Academy II Charter School**

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

Member

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
<i>Please write "None" if applicable. Do not leave this space blank.</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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

*Edward N. Bon*

Signature

*5/15/17*

Date

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

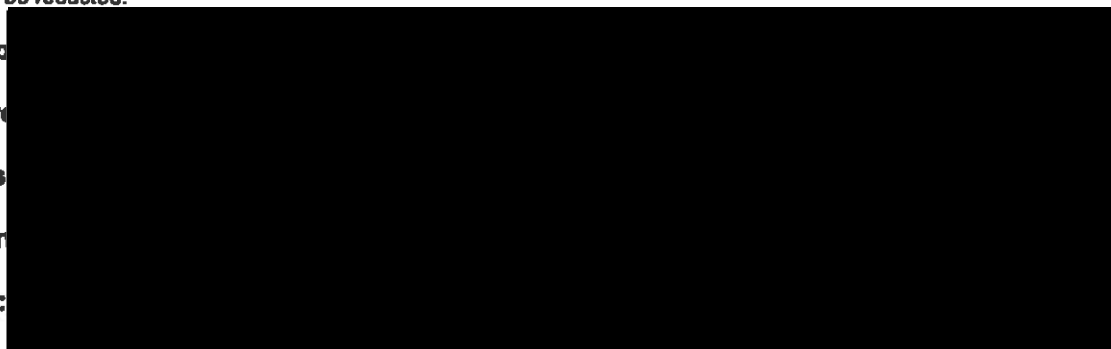
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:











# Entry 9 BOT Table



Created: 07/21/2017 • Last updated: 07/30/2017

(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Geoffrey Canada	[REDACTED]	Chair/Board President	Audit Committee	Yes	Founder of Harlem Children's Zone	6 terms (ending in June of 2007, 2009, 2011, 2013, 2014, 2016)	10
2	Anne Williams-Isom	[REDACTED]	[REDACTED] President	Audit Committee	Yes	CEO of Harlem Children's Zone	2 terms (ending in 2015, 2017)	10
3	Mitch Kurz	[REDACTED]	Treasurer	Audit Committee	Yes	Academic Dean & Director for the Bronx	7 terms (ending in June of 2005, 2007,	9

						Center for Science & Mathematics	2009, 2011, 2013, 2015, 2017)	
4	Kenneth Lango ne		Other		Yes	Invened Associates, Inc.	6 terms (ending in June of 2006, 2008, 2010, 2012, 2014, 2016)	5 or less
5	Stanley Drucke nmiller		Trustee/Mem ber		Yes	Duquesne Family Office	6 terms (ending in June of 2006, 2008, 2010, 2012, 2014, 2016)	8
6	Denise Fuller		Trustee/Mem ber		No	United Nations	4 terms (ending in June 2012, 2014, 2015, 2017)	5 or less
7	Alfonso Wyatt		Trustee/Mem ber		Yes	Fund for the City of New York	1 term ending in June 2016	6
8	Willie Mae Lewis		Trustee/Mem ber		Yes	St. Nicholas House s	3 terms (ending in June 2014, 2015,	7

							2017)	
9	Fatime Cadoo		Parent Representative		No	Parent	2 terms ending in June 2016, 2017)	7
10	Ellanor (Bodie) Brizen dine		Trustee/Member		No	The Spence School	Just began her first term in April 2017.	5 or less
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

**2. Total Number of Members on June 30, 2016** 10

**3. Total Number of Members Joining the Board 2016-17 School Year** 1

**4. Total Number of Members Departing the Board during the 2016-17 School Year** 1

**5. Number of Voting Members** 7  
**2016-17, as set by the by-laws,  
resolution or minutes**

**6. Number of Board Meetings** 10  
**Conducted in the 2016-17 School  
Year**

**7. Number of Board Meetings** 12  
**Scheduled for the [2017-18](#)  
School Year**

**Thank you.**



# Entry 10 - Board Meeting Minutes

Last updated: 07/30/2017

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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 2016--June 2017.

**A. Provide a URL link to the** <http://www.hczpromise.org/community/board-meeting-documents>  
**Monthly Board Meeting Minutes**  
**which are posted on the School's**  
**web page.**

**OR**

**B. Upload All Monthly Board Meeting Minutes**

Combine into one .PDF file

(No response)



# Entry 11 Enrollment and Retention of Special Populations

Created: 07/21/2017 • Last updated: 08/01/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2017-2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	Promise Academy has incorporated specific lottery preferences In order to attract applicants who are economically disadvantaged. Third preference is given to students eligible to transfer under the No Child Left Behind choice program. Fourth preference is given to students living in CSD 5 in Central Harlem, who qualify for the federal free and reduced-price school lunch programs. Fifth preference is given to students living in Central Harlem who are low income and are zoned to attend a low-performing public school. In addition, Promise Academy Charter Schools under the guidance of its institutional partner Harlem Children's Zone, targets 97 blocks across Harlem, a community that is typically underserved.	For the 2017-2018 school year, Promise Academy II has already sent out almost 13,000 postcards to zip codes within "the zone" (97 blocks in Harlem), a historically underserved community. Our lottery takes places on August 2nd, with our aforementioned preferences which targets low income families. We are also putting more focus on making sure that we have more translators available for outreach in "the zone" to accommodate economically disadvantaged families whose first language is not English.
English Language Learners	The portion of students who are officially designated as English Language Learners (ELLs) has been consistently lower than that of the district as a whole. While we do target recruitment and enrollment efforts at families for who English is not the primary language (see below for details), we also intervene early (starting to work with our students when they are three years old). We believe this early intervention helps our young people develop the necessary English skills to pass the NYSITELL assessment at	(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; and (2) Orientation explaining the process for ESL identification to our early childhood parents prior to their children transitioning to kindergarten at Promise Academy.



	Kindergarten entry, preventing them from ever being officially labeled as English Language Learners.	
Students with Disabilities	Our recruitment efforts this past school year included informing parents via the distribution of flyers and sharing information during the application process that we provide inclusion settings and special education services. Through our institutional partnership with Harlem Children's Zone, our staff 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 <a href="http://Understood.org">Understood.org</a> , which is an online resource for parents of children who learn differently.	As we move into the 2017-2018 school year, we plan to continue informing parents in the community about our inclusive environment and special education services. We inform parents during the enrollment process of the specific services we offer and support them during meetings and assessments with the Committee on Special Education. We plan to hold several community events for parents in which we will share information about special education processes and the support we offer.

## Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	All of our Promise Academy students are provided with free lunch every school day. This takes a great deal of pressure off of our low income families. Promise Academy also offers our students a free uniform and many other free services. For those children who are displaced, we have homeless liaisons in place and a social work team who ensures that students are receiving the additional help that they need. For the 16-17 school year, we encouraged parents to share their challenges with our social work team, reminding them that information would be kept confidential. Parents were supported in ways that helped them to lessen financial burdens. Additionally, our high school students are offered guidance by financial advisors, who help families with financial packages to be able to afford college.	For the 2017-2018 school year, PAII has already backfilled applicants from the wait list. Many applicants reside in "the zone" and come from large housing projects within the New York City Housing Authority. We will continue to reach out to the families of our students providing support and guidance. We will also continue to provide free lunch and free uniforms, along with other services, to take the burden off of economically disadvantaged families.
	In order to retain our current families, Promise Academy I offers the following to our families:  (1) family orientation in the beginning of the	

English Language Learners	<p>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>	<p>In order to retain our current families, Promise Academy will:</p> <p>(1) increase the number of parent workshops; (2) ensure that all relevant documents are translated in the most predominant languages found in the school.</p>
Students with Disabilities	<p>Promise Academy's special education rate has been similar to the district rate in recent years. While there is fluctuation, partially due to the time it takes for referrals to be completed by the Committee on Special Education and their approach to declassification and finding students ineligible, our long-term average does appear to be comparable to the local school district. In recent years, we have made a very conscious effort to partner with parents to identify any special needs of their children. While many parents are reluctant to have their children classified as special education, we have worked to demonstrate that there is no stigma to having an IEP and considerable benefit to having students' needs identified and providing them with the appropriate services. These efforts have helped us to be more informed about the needs of families whose children require special education services.</p>	<p>As we move into the 2017-2018 school year, 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. Equipped with a dedicated special education teacher for every grade level at each of our 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 2017-2018. We will also continue to offer intervention services for general education students who need additional support.</p>



# Entry 12 Classroom Teacher and Administrator Attrition

Created: 07/20/2017 • Last updated: 07/21/2017

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

### Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	80	25	27	0	82

### Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	11	3	1	0	8

Thank you



# Entry 13 Uncertified Teachers

Created: 07/21/2017 • Last updated: 07/30/2017

**FTE Count of All Teachers** 82  
**(Certified and Uncertified) as of**  
**June 30, 2017**

**FTE Count of All Certified** 70  
**Teachers as of June 30, 2017**

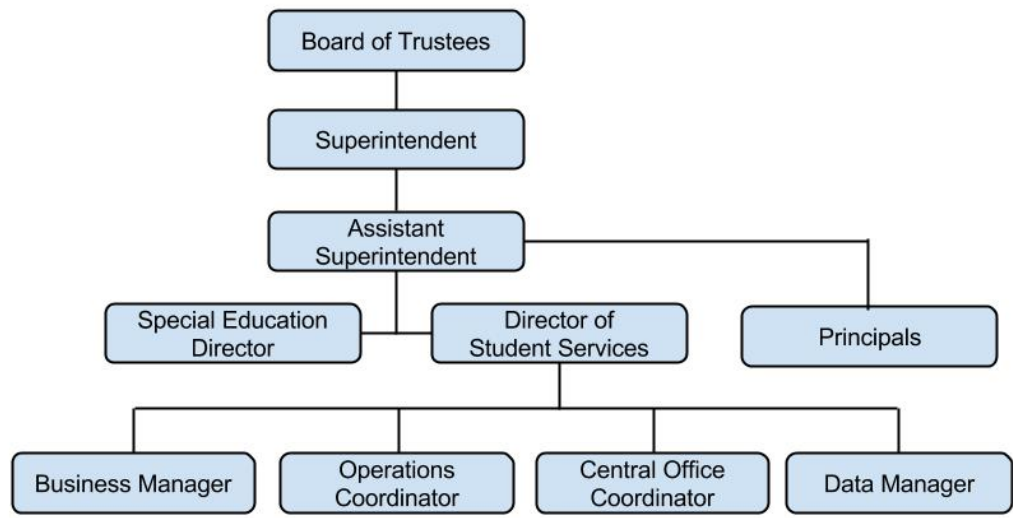
## Instructions for Reporting Percent of Uncertified Teachers

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 June 30, 2017, and each uncertified teacher should be counted only once.**

1. Total FTE count of uncertified teachers (6-30-17)	12
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	7
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	5

**Thank you.**





# 2017-2018

## K-8 Promise Academy Calendar

Sep 2017						
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 2017						
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 2017						
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 2017						
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 2018						
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 2018						
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			

Mar 2018						
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 2018						
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 2018						
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 2018						
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 the Summer 2018 dates have not yet been finalized.

### Notes

Sep 1 is Eid-al Adha. School is closed for teaching staff and students.  
First day of instruction is Sep 7 - last day is Jul 27.  
June Clerical Day is Jun 11 and closed for K-8 only

### School closed for students, teachers & staff

Sep 4	Labor Day
Oct 9	Columbus Day
Nov 23	Thanksgiving Day
Dec 25	Christmas Day
Jan 1	New Year's Day
Jan 15	Dr. Martin Luther Kings, Jr. Day
Feb 19	President's Day
May 28	Memorial Day
Jul 4	Independence Day

### School closed for students and teachers only\*

Sep 1	Eid al-Adha
Sep 21 - 22	Rosh Hashanah
Nov 23 - 24	Thanksgiving Recess
Dec 24 - Jan 1	Winter Recess
Feb. 16 - 23	Midwinter Recess
Mar 25	Good Friday
Mar 30 - Apr 6	Spring Recess
Jun 15	Eid al-Fitr
Jun 27-Jul 3	Summer 2018 Intermission

### School closed for students only\*

Aug 28 - 31, Sep 5 - 6	Staff return for orientation and PDs
Nov 7	Election Day
Jun 7	Chancellor's Conference Day
Jun 11	June Clerical Day (No school for K-8 on

### Important date (school is open)

Sep 7	17-18 School Year begins
Feb 12	100th day of school
Apr 11-12	NYS 3-8 ELA Exam
May 1-2	NYS 3-8 Math Exam
May 8	Teacher Appreciation Day
May 23 - Jun 1	Grades 4 & 8 Science Performance Tes
Jun 4	Grades 4 & 8 Science Written Exam
Jul 27	17-18 School Year ends

\*Teaching assistants should plan vacations around breaks when pos

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# 2017-2018

## High School Promise Academy Calendar

Sep 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct 2017						
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 2017						
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 2017						
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 2018						
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 2018						
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			

Mar 2018						
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 2018						
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 2018						
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 2018						
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 the Summer 2018 dates have not yet been finalized.

### Notes

Sep 1 is Eid-al Adha. School is closed for teaching staff and students.  
First day of instruction is Sep 7 - last day is Jul 27  
HS only is closed on Regents scoring days (1/26 & 6/22)

### School closed for students, teachers & staff

Sep 4	Labor Day
Oct 9	Columbus Day
Nov 23	Thanksgiving Day
Dec 25	Christmas Day
Jan 1	New Year's Day
Jan 15	Dr. Martin Luther Kings, Jr. Day
Feb 19	President's Day
May 28	Memorial Day

### School closed for students and teachers only\*

Sep 1	Eid al-Adha
Sep 21 - 22	Rosh Hashanah
Nov 11	Veteran's Day Observed
Nov 23 - 24	Thanksgiving Recess
Dec 24 - Jan 1	Winter Recess
Feb. 16 - 20	Midwinter Recess
Mar 25	Good Friday
Mar 30 - Apr 6	Spring Recess
Jun 15	Eid al-Fitr
Jun 27-Jul 3	Summer 2018 Intermission

### School closed for students only\*

Aug 28 - 31, Sep 5 - 6	Staff return for orientation and PDs
Nov 7	Election Day (professional development)
Jan 26	Regents Scoring Day (closed for HS only)
Jan 29	Chancellor's Conf Day (closed for HS only)
Jun 7	Chancellor's Conference Day for PD
Jun 22	Regents Scoring Day (closed for HS only)

### Important dates (school is open)

Sep 7	17-18 School Year begins
Jan 22-25	Regents Exams
Feb 15	100th day of school
May 8	Teacher Appreciation Day
Jun 5, 12-22	Regents Exams
Aug 16-17	August Regents Exams

\*Teaching assistants should plan vacations around breaks when possible.



