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LaKiesha George

Principal

Elementary School

245 West 129th Street

New York, NY 10027

Tel 212.360.3232

LaRen Bierria

Interim Principal

Middle School

245 West 129th Street

New York, NY 10027

Tel 212.360.3233

Amy Deal

Principal

High School

245 West 129th Street

New York, NY 10027

Tel 212.360.3234

AGENDA

Harlem Children's Zone (HCZ) Promise Academy I
Board of Trustees Meeting
Thursday, September 18, 2025
at
245 West 129th Street
New York, NY

- I. Acceptance of the Minutes
- II. CEO Report (*Kwame Owusu-Kesse*)
- III. Superintendent's Updates (*Saskia Brown*)
- IV. State Testing Results (*Saskia Brown*)
- V. HCZ Promise Academy I Updates
 - i. Elementary School (*LaKiesha George*)
 - ii. Middle School (*LaRen Bierria*)
 - iii. High School (*Amy Deal*)
- VI. Financial Report (*Ralph Stefano*)
- VII. Resolution
 - i. Updated Safety Plans (*Candice Ashby*)

Harlem Children's Zone (HCZ) Promise Academy I Charter School
Annual Board Meeting
Tuesday, June 24, 2025
245 West 129th Street

Attendees: Geoffrey Canada, Kwame Owusu-Kesse, Mitch Kurz, Fatime Cadoo, Stan Druckenmiller, Willie Mae Lewis, Keith Meister, Alfonso Wyatt, Candice Ashby, Shannon Benson, Saskia Brown, Ari Browne, Celines Castro, Amy Deal, Veronique Delva, Garraud Etienne, Michelle Field, LaKiesha George, Madelaine German-Schultz, Jenn Klein, Stephanie Lilavois, Katherine Martinez, Liam McCarthy, Kiana Morris, Shannon Ortiz-Wong, Amy Shan, Ralph Stefano, and Toya Stilley.

Acceptance of Minutes (Geoffrey Canada)

The meeting was called to order at 4:30 PM, and a motion to approve the meeting minutes from May 20 was unanimously approved.

CEO Report (Kwame Owusu-Kesse)

Chief Executive Officer Kwame Owusu-Kesse reported that he attended the HCZ Promise Academy High School Senior Prom.

Chairman Geoffrey Canada extended his thanks and recognition to three outgoing board members for their dedicated service: Trustee Denise Fuller, HCZ Promise Academy I Parent Representative Aisha Tomlinson, and HCZ Promise Academy II Parent Representative Fatime Cadoo.

Superintendent's Update (Dr. Saskia Brown)

Superintendent Dr. Saskia Brown reported that enrollment is 1,138 for HCZ Promise Academy I and 1,014 for HCZ Promise Academy II.

Wealth Builds held its Middle School Career Fair. Dr. Brown extended her appreciation to Director of Career Readiness Jenny Zhou and her team for their leadership and support.

HCZ Promise Academy Parent Association Boards held a breakfast meeting with its members to reflect on the successes and challenges of the 2024–2025 school year. Dr. Brown thanked Director of Operations Toya Stilley and Operations Manager Kameyia Van Allen for their support in facilitating the event.

On June 6, HCZ Promise Academy participated in WellFest 2025, HCZ's annual celebration of physical, emotional, and spiritual wellness for staff. Held at the HCZ Armory, the event featured fitness classes, self-care sessions, farm-fresh food boxes, and food trucks. Dr. Brown expressed her gratitude to Managing Director of Teaching and Learning Katherine Martinez and her team, Chief Program Officer Dr. Michelle

Field and her team, and other members of the Leadership Team for contributing to the event's success.

The last day of school for scholars in kindergarten through eighth grade is June 24, 2025. The HCZ Promise Academy High School graduation will be held on June 26, 2025.

HCZ Promise Academy I Elementary School (LaKiesha George)

Principal LaKiesha George reported the Elementary School's attendance was 92% for May.

In April, scholars completed the State mathematics exams. Throughout the spring, staff participated in ongoing professional development, with school leaders leveraging classroom observation data to inform and enhance instructional practices.

The Elementary School hosted a Career Day, where they gained exposure to diverse career pathways.

The Elementary School celebrated that 65% of fourth-grade families are enrolled in the Wealth Builds Youth Opportunity Fund (YOF), one of nine pillars of HCZ's Wealth Build initiative in which scholars who meet academic and other benchmarks can earn access to a \$10,000 allocation in an investment fund that may be withdrawn in adulthood for activities that catalyze wealth generation.

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

Principal Madelaine German-Schultz reported the Middle School's attendance was 93% for May.

To foster positive behavior and promote respect within the Middle School community, eighth-grade scholars completed ten hours of community service. The scholars served as role models for sixth- and seventh-grade scholars.

To support health and wellness, scholars participated in a series of New York City excursions, including visits to the Armory Track and Field Center, the Brooklyn Bridge Walking Tour, the High Line, and Chelsea Market.

Principal German-Schultz expressed appreciation to Principal LaKiesha George for encouraging fifth-grade families to attend the Middle School's JAM session, designed to support a smooth transition to sixth grade. She also thanked Principal Amy Deal for her consistent outreach to eighth-grade scholars as they prepare to transition to high school.

HCZ Promise Academy I High School (Dr. Amy Deal)

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

The school hosted two major senior events: the annual Senior Trip and Prom Night. Dr. Deal extended her gratitude to all staff and community members who supported and attended the celebratory occasions.

A group of high school scholars participated in the JP Morgan ProjectLIVE, a partnership program between JP Morgan Asset Management and the Children's Aid Society. Each year, five to six scholars from HCZ Promise Academy I and II are selected to engage in the program, which provides the opportunity to learn from professional mentors and attend weekly workshops focused on professional skills and financial literacy. This year, one of the HCZ Promise Academy I scholars won the program's stock market competition.

To support the transition from middle to high school, school leaders met with eighth-grade scholars, addressed their questions, and hosted a welcome lunch to build community.

Jasmine Wall, Director of College Financial Services from Wealth Builds, spoke with scholars about College Saving Accounts and YOF, reinforcing the importance of early planning for post-secondary success.

Financial Update (Ralph Stefano)

Chief Financial Officer Ralph Stefano reported that HCZ Promise Academy I's projected average enrollment for the 12 months ended June 30 is 1,153, which is eight unfavorable versus the budget. The school's revenue is anticipated to be \$0.1M favorable at \$25.4M. Expenses are anticipated to be \$0.1M unfavorable, at \$24.7M. HCZ has not made a contribution through 11 months of FY25.

FY26 Budget (Ralph Stefano)

A motion was called to approve the HCZ Promise Academy I Charter School budget for the fiscal year 2026. The Board unanimously approved the resolution. A detailed version of the resolution can be found in the June 24, 2025, Board packet on the HCZ Promise Academy website.

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

PAI Board Elections (Candice Ashby)

A motion was called to re-elect HCZ Promise Academy I Board of Trustees Ellanor Brizendine, Mitchell Kurz, Willie Mae Lewis, and Keith Meister, and to accept the resignations of Parent Representative Aisha Tomlinson and Trustee Denise Fuller. The Board unanimously approved the resolution. A detailed list of the approved re-elected Board members can be found in the June 24, 2025, board packet on the HCZ Promise Academy website.

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

HCZ Promise Academy District-wide & Building-level Safety Plans (Candice Ashby)

A motion was called to approve the HCZ Promise Academy District-wide and HCZ Promise Academy I Building-level Safety Plans for the 2025-2026 academic year. The motion was approved. The District-wide Safety Plan can be found on the HCZ Promise Academy website.

<https://hczpromise.org/community/>

HCZ Promise Academy Family Handbook (Candice Ashby)

A motion was called to approve the 2025-2026 HCZ Promise Academy Family Handbook. The motion was approved. The updated handbook can be found on the HCZ Promise Academy website.

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

Harlem Children's Zone (HCZ) Promise Academy I

June 2025 Attendance Report

	HCZ PAI Elementary School			HCZ PAI Middle School			HCZ PAI High School		
	Number of Scholars		% of Scholars Present	Number of Scholars		% of Scholars Present	Number of Scholars		% of Scholars Present
Date	Absent	Enrollment		Absent	Enrollment		Absent	Enrollment	
6/2	37	620	94%	13	265	95%	21	253	92%
6/3	30	617	95%	16	265	94%	10	253	96%
6/4	43	617	93%	17	265	94%	28	253	89%
6/9	65	617	89%	22	265	92%	18	253	93%
6/10	39	617	94%	9	265	97%	3	253	99%
6/11	39	617	94%	9	265	97%	4	253	98%
6/12	53	617	91%	7	265	97%	35	253	86%
6/13	60	617	90%	16	265	94%	50	253	80%
6/16	76	617	88%	23	265	91%	61	253	76%
6/17	60	617	90%	27	265	90%	Regents Exams		
6/18	62	616	90%	27	265	90%			
6/20	103	616	83%	89	265	66%			
6/23	121	616	80%	49	265	82%			
6/24	179	616	71%	78	265	71%			
6/25	No Instruction for K-8			No Instruction for K-8					
6/26									
6/27									
Average	69	617	89%	29	265	89%	26	253	90%

HCZ Promise Academy I

Summer 2025 Attendance Report

HCZ PAI Elementary School				HCZ PAI Middle School			HCZ PAI & PAII High Schools		
Date	Number of Scholars Absent	Enrollment	% of Scholars Present	Number of Scholars Absent	Enrollment	% of Scholars Present	Number of Scholars Absent	Enrollment	% of Scholars Present
7/7	69	234	71%	44	96	54%	12	253	95%
7/8	66	234	72%	29	96	70%	10	253	96%
7/9	53	234	77%	26	96	73%	8	253	97%
7/10	63	234	73%	27	96	72%	1	253	100%
7/11	80	234	66%	33	96	66%	5	253	98%
7/14	61	234	74%	20	96	79%	17	253	93%
7/15	61	234	74%	18	96	81%	10	253	96%
7/16	68	234	71%	21	96	78%	18	253	93%
7/17	83	234	65%	17	96	82%	9	253	96%
7/18	85	234	64%	30	96	69%	4	253	98%
7/21	84	234	64%	14	96	85%	6	253	98%
7/22	68	234	71%	20	96	79%	8	253	97%
7/23	69	234	71%	16	96	83%	13	253	95%
7/24	75	234	68%	24	96	75%	3	253	99%
7/25	81	234	65%	13	96	86%	6	253	98%
7/28	72	234	69%	29	96	70%	9	253	96%
7/29	75	234	68%	28	96	71%	7	253	97%
7/30	83	234	65%	22	96	77%	2	253	99%
7/31	80	234	66%	29	96	70%	0	253	100%
8/1	107	234	54%	39	96	59%	0	253	100%
Average	74	234	68%	25	96	74%	7	253	97%

Promise Academy I
FY 2026 July YTD Budget vs. Actual

		Budget	Actual	Fav/(Unfav)	Full Year Budget
Enrollment @ July 31	(a)	1,160	1,160	-	1,160
DOE and other gov't funding		\$ 2.2	\$ 2.2	\$ -	\$ 26.8
Expenses:					
Salaries		0.6	0.6	(0.0)	17.3
Benefits		0.4	0.3	0.1	4.7
OTPS		0.4	0.3	0.1	4.2
Total Expenses	(b)	1.4	1.2	0.2	26.2
Expenses in excess of public funding		-	-	-	-
Contribution Components:					
HCZ Contribution		-	-	-	-
per student (whole \$)		\$ -	\$ -	\$ -	\$ -

(a) Enrollment as of Sep 15: 1,169

(b) Excludes PA Initiatives, bonus, growth fund, & other HCZ allocations.

Section VII: Cardiac Emergency Response Plan (CERP)

Purpose

The goal of this plan is to ensure a quick, coordinated, and effective response during a cardiac emergency on school grounds, thereby boosting survival chances and reducing risks to students, staff, and visitors.

Recognition of Cardiac Emergency

A cardiac emergency might be suspected if a person:

- Collapses suddenly and becomes unresponsive.
 - Not breathing normally (gasping or no breath).
 - Has no pulse when checked by trained personnel.
-

Immediate Actions

1. Call for Help

- The nearest adult or staff member should call **911 immediately** and provide:
 - School name and address.
 - Description of the emergency, such as a possible cardiac arrest.
 - Exact location of the victim.

2. Alert Building Response Team (BRT)

- Announce "Medical Emergency – Cardiac Response Team to [location]" through PA system or internal communication protocol.
- Ensure that the school nurse, CPR/First Aid certified staff, and administrators are notified immediately.

3. Begin CPR

- Trained responder begins CPR:
 - **Start with compressions first** (100–120 per minute, at least 2 inches deep in adults).
 - Provide rescue breaths if you are trained and capable.

4. Retrieve AED

- A designated staff member or the nearest adult brings the **Automated External Defibrillator (AED)** to the victim.
 - AED should be applied promptly according to device prompts.
-

AED Locations

- AEDs are located in:
 - **HCZ Promise Academy I (245 West 129th Street, NYC 10027)**
 - Security Desk, Health Center, Main Offices, Hallway in the Cellar, Gym
 - **HCZ Promise Academy II (35 East 125th Street, NYC 10035)**
 - Lobby, Main Corridors, Health Center, Gym

- **HCZ Promise Academy II (70 East 112th Street, NYC 10029)**

- Main Corridors, Health Center, Gym

- Staff must always know the location of the nearest AED.
-

Roles and Responsibilities

- **First Responder (BRT):** Start CPR right away.
 - **Second Responder (BRT):** Call 911 and inform the main office or PA system.
 - **AED Responder (BRT):** Retrieve and use the AED.
 - **School Nurse (if available):** Assume the medical lead until EMS arrives.
 - **Building Response Team:** Oversee crowd control, guide EMS to the scene, and maintain continuous communication.
 - **Administrator on Duty:** Coordinate with emergency responders, the safety team and document the incident.
-

Post-Emergency Procedures

- Make sure the victim is safely transferred to EMS.
 - Notify parent/guardian (if student), family (if staff or visitor).
 - Submit an incident report within 24 hours.
 - Hold a debrief with staff and responders to review performance, identify strengths, and note areas for improvement.
 - Follow up with Emergency Skills, Inc. to replace AED pads and batteries if used, and restock emergency supplies.
-

Training and Preparedness

- Annual CPR/AED training is required for designated staff (nurses, PE teachers, coaches, safety, BRT).
 - Staff are reminded about AED locations and procedures at the beginning of each school year.
-

Continuous Improvement

- Review and update the CERP each year.
- Monitor incidents and results to improve response procedures.