



# Promise Academy Charter School

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**Superintendent**

Tonya L. White  
**Principal**  
**Lower Elementary School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 646.556.6290

Joseph Cordero  
**Principal**  
**Upper Elementary School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
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Kashif Hameed  
**Principal**  
**Middle School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
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Marquitta T. Speller  
**Principal**  
**High School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 646.556.6275

## AGENDA

Promise Academy I Board of Trustees Meeting  
Wednesday, October 29<sup>th</sup>, 2014

at  
The Harlem Children's Zone  
245 West 129th Street  
New York, NY 10027

- I. Acceptance of the Minutes
- II. Acceptance of June 2014 Revised Minutes
- III. Overall Updates
  - i. CEO Report (*Anne Williams-Isom*)
  - ii. Charter Renewal and Revisions (*Bessie Wilkerson/Jim Hutter*)
  - iii. Building Update (*Lauren Scopaz*)
  - iv. Governor Cuomo's Smart Schools Commission (*Geoff Canada*)
- IV. Superintendent's Updates (*Achil Petit*)
- V. Promise Academy I Updates
  - i. Lower Elementary School (*Tonya White*)
  - ii. Upper Elementary School (*Joseph Cordero*)
  - iii. Middle School (*Kashif Hameed*)
  - iv. High School (*Marquitta Speller*)
- VI. Financial Report (*Jim Hutter*)
- VII. Student Presentation (*Marquitta Speller*)

**The Harlem Children's Zone Promise Academy I Charter School**

**Board Meeting**

**Thursday, September 11<sup>th</sup>, 2014**

**245 West 129th Street**

*Attendees: Geoffrey Canada, Stan Druckenmiller, Denise Fuller (via phone), Arlene Gibson, Ken Langone, Willie Mae Lewis, Anne Williams-Isom, Alfonso Wyatt, Candice Ashby, Ari Browne, Alpha Conteh, Joseph Cordero, Tracey Costello, Kevin Dougherty, Tiffany Fountain, Marlene Fox, Debbie Gonzalez, Kashif Hameed, Jim Hutter, Betina Jean-Louis, Marilyn Joseph, George Khaldun, Debbie Kim, Willie Mae Lewis, Mindy Miller, Latasha Morgan, Steve Nisbett, Kwame Owusu-Kesse, Asif Padela, Achil Petit, Conrad Pinnock, Sheryl Ragland, Kate Shoemaker, Lauren Scopaz, Debra Sostre, Marquitta Speller, Monalisa Tolbert, Tonya White, Bessie Wilkerson, and Adam Zalisk*

**Acceptance of Minutes (Stan Druckenmiller)**

The meeting was called to order at 7:00 am and a motion was called to approve the meeting minutes from June 19, 2014. The motion was unanimously approved.

**Introduction of New Principals (Anne Williams-Isom)**

Kashif Hameed, acting principal of Promise Academy I Middle School, was introduced. New principals Dr. Joseph Cordero of Promise Academy I Upper Elementary and Debra Sostre of Promise Academy II Upper Elementary were also introduced.

**Superintendent's Updates (Achil Petit)**

Dr. Petit discussed plans for evaluating school teams and using item analysis to further strengthen Promise Academy schools in English Language Arts. Among other measures to improve students' ELA proficiency, top performing teachers will lead professional development initiatives for their colleagues, and test preparation for students will begin earlier in the year. Dr. Petit has also reached out to other schools to learn best practices.

**State Tests Results (Bessie Wilkerson)**

In math, Promise students went up in proficiency, performing better than the district and the city. However, Promise students in grades 3-8 did not improve in English Language Arts exams, although they did better than the district. To begin to improve practices, the staff is analyzing data on the State test and i-Ready results. This will help schools to identify teachers who need to improve.

### **Regents Tests Results (Bessie Wilkerson)**

Promise Academy schools did well on Regents exams. Students at Promise Academy did better on the Math, Science and History Regents exams after one or two years of high school than children overall across the state after four years of high school.

### **HCZ Promise Academy I High School PAIHS (Marquitta Speller)**

Attendance for the month of July was at 82%. The principal along with the chief executive officer met with the parents of children who had chronic absences over the summer. The high school is requiring that students who were chronically absent during summer session to make up the days during Saturday school or lunch detention.

Students who were part of the school's summer exposure program are scheduled to meet with Anne Williams-Isom later this month and share what their experiences were like. The high school has 26 students who participated during the summer session in either an early college program, pre-college program or something related to Science, Technology, Engineering and Mathematics (STEM). A few students completed an engineering program, for example, and the high school plans to send more students to the summer exposure program next year. It has proven to be a great opportunity for rising juniors as they began to think about college.

We have a few students who still need to take the Global Regents exam. During summer session, the school focused on children who did not pass that exam, which is mandatory for high school graduation. We also have children who are on track to graduate with an advanced Regents diploma. Those students will take the Geometry Regents and other Regents exams in January.

The school is making arrangements for its students to take the ELA Regents early and is preparing them for the January test. This will enable students the freedom to participate in the Bard Early College program.

The school is marking its first year of college students in the Bard Early College Program. The high school began the program last year with two cohorts of students. This year, there are three cohorts, 26 of which are juniors in their first year of college through the Bard Early College program. Those students still take high school classes for part of the day.

### **HCZ Promise Academy I Middle School PAIMS (Kashif Hameed)**

Attendance was at 87% for the month of July.

The school had its second year in a row of thematic units. The middle school held a summer fair, which was an introduction to the middle school for sixth-grade parents. The thematic units encompass themes such as "community." The school's eighth-graders focused on dystopian and utopian societies. They read Lois Lowry's "The Giver" in class, a 1993 American children's novel about a dystopian society and discussed community overall. Students also added these concepts to other subjects. For example, eighth-grade students in science were asked to consider the community of a cell and cell membranes.

Parents, along with Anne Williams-Isom, attended a welcome celebration in the gymnasium.

The school had an extension during the summer session that allowed for more intervention with struggling students. From 1:00 PM to 2:00 PM, the middle school had electives for students who were proficient, while those students who needed extra help were able to get that support in ELA and math, which allowed staff to strengthen students' weaker skills.

The school was intentional in making sure class trips coincided with the curriculum. For example, after reading the source text, students went on a trip to see the movie version of "The Giver" in order to connect with what they learned. Students also viewed the film "Gattaca," which tied into some of their science course work.

### **HCZ Promise Academy I Upper Elementary PAIUE (Joseph Cordero)**

Attendance for July was 87%. Meetings were held with the parents whose children had lower attendance over the summer to ensure that the issue was addressed.

Over the summer, a meet and greet was held for parents of students, with 158 parents attending.

Back-to-school night was held on September 9<sup>th</sup> with 153 parents attending.

This summer, staff talked about vertical alignment between lower elementary and middle school. There were also discussions about character development, which was presented by third-grade students, who discussed topics such as citizenship and responsibility.

Third-graders also did work with sight words and fluency and were encouraged to continue practicing at home.

### **HCZ Promise Academy I Lower Elementary PAILE (Tonya White)**

Attendance was at 86% for July. Meetings with parents whose children had attendance issues were conducted.

In the summer, to help with the transition of Gems students coming to Promise, members of the Gems staff were assigned to kindergarten classes. The result was very effective, as children felt less uneasy having a familiar face in the room.

Lower elementary held a back-to-school night on September 10<sup>th</sup>. There was a great turn-out with close to 200 families attending.

Lower elementary will have an event next week where students will be encouraged to bring their fathers to school.

Lower and Upper elementary are partnering to look at curriculum and examine student data.

### **Financial Report (Jim Hutter)**

Promise Academy I is on budget for July and August. Grant Thornton has begun their audits for Promise Academy I.

### **Early Warning Indicators (Dr. Jean-Louis)**

Staff has been researching early warning indicators, focusing on attendance, behavior and course grades/course credits. Research indicates that these areas can be predictive of whether or not students will graduate. A student's attendance early in the year gives a quantifiable sense of whether or not the student will be academically successful by year end. Research has shown that some models are very effective in increasing the number of days chronically absent children attend school. The Mayor's Task Force on Chronic Absenteeism was shown to have an impact on attendance. Staff is currently working on adopting some of these models by calling families at home, making home visits and creating a more positive culture around attendance.

### **Board Elections (Sharleen Morris/Geoffrey Canada)**

Geoffrey Canada began a conversation about leadership of the Board of Trustees for Promise Academy I. The board voted unanimously to elect Kenneth Langone as Chairman Emeritus and Mr. Canada as Chairman. In addition, the following people were re-elected to the Board: Stanley Druckenmiller, Denise Fuller, Arlene Gibson, Willie Mae Lewis, Aisha Tomlinson and Alfonso Wyatt. A detailed list of the approved elected and re-elected Board members can be found within the June 19, 2014 board packet on the Promise Academy website. <http://www.hczpromise.org/>

### **Bylaws Amendments (Sharleen Morris/Geoffrey Canada)**

A motion was called to approve a resolution for amendments to the Promise Academy I bylaws. The motion was approved. The approved amendments can be found within the June 19, 2014 board packet on the Promise Academy website. <http://www.hczpromise.org/>

### **The Family Handbook (Sharleen Morris/Geoffrey Canada)**

A motion was called to approve a resolution for the updated Family Handbook for the 2014-2015 academic year. The motion was approved. The approved Family Handbook can be found within the June 19, 2014 board packet on the Promise Academy website. <http://www.hczpromise.org/>

### **Financial Report (Jim Hutter)**

FY14 shows 11 months actuals plus estimated activity for the month of June. Government funding is actually \$300,000 more than what we planned for the year, due to higher special education reimbursement. Expenditures are right on target and the contribution from HCZ to Promise Academy I is about \$1.9M for the year, or just slightly more than 2,000 per student.

In a first look of the FY15 budget, enrollment is up slightly more than 100 students, which includes the new grade 11 plus the targeted enrollment levels. Due to the higher enrollment, there's slightly more than a \$2M increase in government funding. And from an expenditure standpoint, it's up about \$500,000. HCZ contribution to PA I is budgeted at \$300,000 or about \$290 per child.

**The following sections of the June 19, 2014 Promise Academy I Board Meeting Minutes have been revised:**

### Original text

#### **Board Elections (Sharleen Morris/Geoffrey Canada)**

A motion was called to approve a resolution to re-elect current board members and to add Chief Executive Officer. The board approved the resolution.

#### **Bylaws Amendments (Sharleen Morris/Geoffrey Canada)**

A motion was called to approve a resolution for amendments to the Promise Academy I bylaws. The motion was approved.

#### **The Family Handbook (Sharleen Morris/Geoffrey Canada)**

A motion was called to approve a resolution for the updated Family Handbook for the 2014-2015 academic year.

### Revised text

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**The Harlem Children's Zone Promise Academy I Charter School**

**Board Meeting (Revised)**

**Thursday, June 19<sup>th</sup>, 2014**

**245 West 129th Street**

*Attendees: Geoffrey Canada, Stan Druckenmiller, Arlene Gibson (via phone), Mitch Kurz, Ken Langone, Willie Mae Lewis, Aisha Tomlinson, Anne Williams-Isom, Alfonso Wyatt, Candice Ashby, Ari Browne, Alpha Conteh, Tracey Costello, Kevin Dougherty, Kathleen Fernald, Tiffany Fountain, Marlene Fox, Debbie Gonzalez, Jim Hutter, Marilyn Joseph, George Khaldun, Debbie Kim, Mindy Miller, Sharleen Morris, Kwame Owusu-Kesse, Asif Padela, Achil Petit, Shakira Petit, Conrad Pinnock, Sheryl Ragland, Susan Rydz, Kate Shoemaker, Marquitta Speller, Tonya White, Bessie Wilkerson, and Adam Zalisk*

**Acceptance of Minutes (Stan Druckenmiller)**

The meeting was called to order at 7:00 am and a motion was called to approve the meeting minutes from May 21, 2014. The motion was unanimously approved.

**Introduction of New Chief Financial Officer, Jim Hutter (Geoffrey Canada)**

Jim Hutter, the new Chief Financial Officer for Harlem Children's Zone, was introduced.

**Superintendent, Dr. Achil Petit (Geoffrey Canada)**

It was announced that Dr. Achil Petit, former PAI Upper Elementary Principal, has been appointed as Superintendent for PAI and PAII.

**Kathleen Fernald Retirement (Geoffrey Canada)**

It was announced that Kathleen Fernald is retiring from her position as principal from the PAII Upper Elementary School.

**HCZ Promise Academy I Lower Elementary PAILE (Tonya White)**

Attendance for the month of May was at 95%.

On June 7<sup>th</sup>, the school had its kindergarten orientation, with nearly 70 families attending. Parents were given crucial information about Promise Academy while children were able to engage in fun activities to help them adjust to their new environment. Every family received a book by Audrey Penn, "The Kissing Hand," a story about adjusting to the first day of school.

Gems staff are working with PAILE in July to help with the transition to kindergarten.

Lower elementary is doing work around curriculum and staff development. In math, the school is working on fluency and mastery of some concepts and kindergarten will focus on numbers up



to ten. First grade is adding and subtracting numbers up to ten. In second grade, there will be an introduction to place value. The school is also developing children's reading habits and teaching students how to self-correct.

Lower elementary has worked with the Staff Development for Educators organization for some time. The school is sending special education teachers to an event sponsored by the organization where they will learn ways to differentiate between learning styles for the school's most-challenged students. The school is also sending character-education staff members, who work closely with children on emotional and social skills to do a series of workshops and work on recognizing the early signs of misbehavior so that it can be redirected in positive ways.

First grade teachers will attend professional development on Foundations. The school's Foundations program has proved very successful in the area of phonics. It also promotes cross-collaboration between grades.

The school recently held violin lessons in partnership with Promise Academy II.

Kindergarten will celebrate their moving up on June 20<sup>th</sup>. All staff members are invited to attend.

### **HCZ Promise Academy I Upper Elementary PAIUE (Achil Petit)**

Attendance remained steady at 96% for the month of May.

The school had a spelling bee on May 20<sup>th</sup>, which began with classroom competition and then later in a school-wide competition. The school is proud that one of the fourth graders who won the spelling bee is a child who has benefited from mentorship.

Upper elementary held a career fair with 30 professionals who spoke to students. Professionals included an actor, an attorney, basketball players, a hair stylist, and photographers. The children took pictures and asked a lot of questions.

The school held an art showcase in the multi-purpose room. Art pieces will continue to be displayed for staff members and families who would like to view them.

Third- and fourth-graders in chorus held a show in the gymnasium.

Fifth-graders participated in a band and performed after only two months of practice.

During the summer session, the school plans to engage in an ELA interdisciplinary project with the Morgan Book Project. The focus will be on decoding skills, reading comprehension and character analysis since those are areas that challenge upper elementary students the most. For math, the school will focus on fluency, especially with addition, subtraction and multiplication.

The school will be holding its moving up ceremony for fifth-graders graduating to middle school.

Upper elementary had a successful meet and greet on June 18<sup>th</sup>, which gave new third-graders coming from lower elementary a chance to get used to their new environment and relieve any anxiety they might develop.

### **HCZ Promise Academy I Middle School PAIMS (Shakira Petit)**

Attendance was strong for May at 95%.

Middle school students went on a scavenger hunt at Riverside State Park. They were also taken to throwback roller skating, where children danced to music from the '70s and '80s.

Students went on a trip to the New York Hall of Science where they engaged in projects and hands-on activities.

The school held its third annual project where eighth-grade students designed and created a mini working roller coaster for the science fair out of cardboard, Styrofoam and marbles. Some of the projects are still displayed on the 4<sup>th</sup> floor for staff members and families who would like to view them.

The school held an art show where a graphic-design class was taught to sixth-graders. Using graphic-design techniques, sixth-graders redesigned their school uniforms, recreated themselves into animal figures and redesigned the school. Level 2 will begin in the next academic year.

The school's meet and greet was held to help fifth-grade students adjust to their new environment as they transition from upper elementary to middle school.

The last Central Park Promise Cares event of the year was held where kids, dedicated to helping improve the ecological environment, were placing mulch in the park.

The school performed their annual Shakespeare at Lincoln Center with kids presenting "Macbeth."

During the summer, children will perform an exposition of community building using history, science and math.

### **HCZ Promise Academy I High School PAIHS (Marquitta Speller)**

Attendance was at 95% for the month of May.

There are two more exams scheduled, and on June 20<sup>th</sup>, the school will hold its "math mania", practicing geometry and algebra.

The school is holding its Summer Bridge program, designed to help eighth-graders transition into ninth-grade high school by learning about academic and social expectations. Students will take their core classes all summer and in the afternoon will have an opportunity to participate in extracurricular activities. The high school is partnering with the after-school program to work out the details.

The school's rising juniors will have an opportunity to participate in a pre-college program. Thirty-two students have already been accepted into the program and two high-school students have been accepted into Columbia University's pre-college program. The Bard Early College program is being expanded in the high school with the first cohort of students who will simultaneously be in high school and college.

# HCZ Promise Academy I

## September 2014 Attendance Report

HCZ PAI Lower Elementary School				HCZ PAI Upper Elementary School			
Date	Number of Students Absent	Enrollment	% of Students Present	Number of Students Absent	Enrollment	% of Students Present	
9/3	29	294	90%	26	290	91%	
9/4	8	286	97%	11	291	96%	
9/5	10	289	97%	9	289	97%	
9/8	13	289	96%	8	289	97%	
9/9	10	287	97%	8	289	97%	
9/10	11	286	96%	9	289	97%	
9/11	7	287	98%	2	289	99%	
9/12	11	287	96%	12	289	96%	
9/15	10	287	97%	10	289	97%	
9/16	13	287	95%	8	289	97%	
9/17	7	288	98%	5	289	98%	
9/18	4	288	99%	10	289	97%	
9/19	16	289	94%	15	289	95%	
9/22	10	290	97%	9	289	97%	
9/23	13	290	96%	2	289	99%	
9/24	12	290	96%	9	289	97%	
9/29	5	290	98%	9	289	97%	
9/30	11	290	96%	5	289	98%	
<b>Average</b>	<b>11</b>	<b>289</b>	<b>96%</b>	<b>9</b>	<b>289</b>	<b>97%</b>	

# HCZ Promise Academy I

## September 2014 Attendance Report

HCZ PAI Middle School				HCZ PAI High School			
Date	Number of Students Absent	Enrollment	% of Students Present	Number of Students Absent	Enrollment	% of Students Present	
9/3	21	245	91%	19	215	91%	
9/4	10	243	96%	13	215	94%	
9/5	20	243	92%	9	215	96%	
9/8	9	244	96%	5	216	98%	
9/9	10	243	96%	3	216	99%	
9/10	6	242	98%	5	216	98%	
9/11	2	242	99%	10	215	95%	
9/12	8	242	97%	9	215	96%	
9/15	7	242	97%	8	215	96%	
9/16	8	242	97%	11	214	95%	
9/17	10	242	96%	3	214	99%	
9/18	10	242	96%	17	214	92%	
9/19	6	242	98%	6	214	97%	
9/22	15	242	94%	9	214	96%	
9/23	8	242	97%	8	214	96%	
9/24	7	242	97%	8	214	96%	
9/29	15	242	94%	13	214	94%	
9/30	9	242	96%	7	214	97%	
<b>Average</b>	<b>10</b>	<b>242</b>	<b>96%</b>	<b>9</b>	<b>215</b>	<b>96%</b>	



## Promise Academy I FY 2015 Q1 Budget vs. Actual \$ millions

	Budget	Actual <sup>(1)</sup>	Inc/(Dec)	Full Year Budget
<b>Enrollment</b>	1,034	1,033	(1)	1,034
<b>Grades</b>	K - 11	K - 11		K - 11
<b>DOE and other gov't funding</b>	\$ 4.1	\$ 4.1	-	\$ 16.5
<b>Expenses</b>				
<b>Salaries</b>	2.5	2.4	(0.1)	10.9
<b>Benefits</b>	0.7	0.7	-	3.2
<b>OTPS</b>	0.7	0.5	(0.2)	2.9
<b>Total Expenses</b>	3.9	3.6	(0.3)	17.0
<b>H CZ Contribution</b>	\$ -	\$ -	-	\$ 0.4
<b>per student (whole \$)</b>	\$ -	\$ -	-	\$ 435

The total H CZ expense Budget remains at the \$114.3M Board-approved level. Budget amounts have been reclassified among accounts to better reflect anticipated 2015 activity.  
(1) Excludes bonus and "in-kind" contributions.



## **Promise Academy I FY 14 Draft Financial Statements**

- Audit of Financial Statements for the year ended June 30, 2014
- The firm Grant Thornton continues as our auditors
- Fieldwork is in progress
- Financial Statements include:
  - Government grant revenue
  - “In-kind” support from HCZ
  - Program expenses
  - Supplemental schedule of functional expenses
  - Related party accounting and disclosure
- Report on Internal Control:
  - Over financial reporting
  - Compliance with Government Auditing Standards
- Audited Financial Statements required to be filed with the DOE by November 3, 2014
- We are currently on target