



Promise Academy I Charter School

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ZONE**

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Superintendent**

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**Zahida Aminy
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AGENDA

Promise Academy I Board of Trustees Meeting
Tuesday, April 10th, 2018

at

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

- I. Acceptance of the Minutes
- II. Superintendent's Updates (*Achil Petit*)
- III. College Readiness Updates (*Marquitta Speller*)
- IV. Promise Academy I Updates
 - i. Lower Elementary School (*KiKi Walton*)
 - ii. Upper Elementary School (*Joseph Cordero*)
 - iii. Middle School (*Kashif Hameed*)
 - iv. High School (*Zahida Aminy*)
- V. Financial Report (*Jim Hutter*)
- VI. High School Students' Presentation
(*Zahida Aminy / Katherine Hurtado / Leslie-Bernard Joseph*)

The Harlem Children's Zone Promise Academy I Charter School

Board Meeting

Wednesday, March 14, 2018

245 West 129th Street

Attendees: Geoffrey Canada, Mitch Kurz (via phone), Anne Williams-Isom, Fatime Cadoo, Stan Druckenmiller, Willie Mae Lewis, Aisha Tomlinson, Alfonso Wyatt, Zahida Aminy, Candice Ashby, Ari Browne, Alpha Conteh, Joseph Cordero, Tiffany Fountain, Sherri Geng, Michelle Germaine, Kashif Hameed, Jim Hutter, Katherine Hurtado, Katrina James, Shondell James, Betina Jean-Louis, Tracey Jenkins, Marilyn Joseph, Jessica Lake, Jazmine Lewis, Justin Maker, Mindy Miller, Rebecca Navarro, Kwame Owusu-Kesse, Judy Palacios, Achil Petit, Sheryl Ragland, Jessica Rawlins, Susan Rydz, Lauren Scopaz, Marquitta Speller, Toya Stilley, KiKi Walton, and Bessie Wilkerson.

Acceptance of Minutes (Geoffrey Canada)

The meeting was called to order at 7 a.m. and a motion was called to approve the meeting minutes from January 17, 2018. The motion was unanimously approved.

Superintendent's Update (Achil Petit)

Dr. Achil Petit reported that enrollment is at 1,138 for Promise Academy I and at 993 for Promise Academy II.

Dr. Petit also reported that the principals will present test preparation efforts for the upcoming State exams to the board. There is an "all-hands-on-deck" approach from staff members during this time.

The recruiting team is preparing to hire for the new school year. Staff members will attend 19 job fairs through June. The recruiting team held a Promise Academy job fair on February 27th and will hold another on April 19th.

Tonya White retired as Executive Director for Early Childhood. Rebecca Navarro, Senior Manager of Early Childhood, has taken on that role until it is filled. Dr. Petit introduced Ms. Navarro, who said she has been in education for ten years, starting out as a special education teacher at the Department of Education (DOE). She was promoted within the DOE to special education coordinator and then was hired by HCZ Promise Academy, where she worked under the leadership of Dr. Petit and Dr. Joseph Cordero. Two and half years later, she was promoted to the role of Director of Special Education for Early Childhood before taking on a role as a senior manager.

Dr. Petit reported that there will be a presentation to the board on literacy to show what lower elementary schools are doing to ensure that scholars in grades K-2 are meeting appropriate reading levels.

College Readiness Updates (Marquitta Speller)

Dr. Speller reported that 101 of 103 seniors from Promise Academy I and II have been accepted into college to date. Some notable acceptances include Bard Early College, Howard University, Spelman College, University at Albany, University at Buffalo, Stony Brook University, Temple University and University of Pennsylvania. Dr. Speller also reported that 24 colleges and universities have been invited to come to Promise Academy to interview our high-school students. Those schools include Dartmouth College, Columbia University, Bowdoin College, Syracuse University, University of Pennsylvania and University at Albany.

Promise Academy I and II High School juniors were taken on a tour of Columbia University. A trip to Yale University will be scheduled soon.

Dr. Speller also reported that Promise Academy alum, who graduated in 2013, will be starting law school in the fall of 2018. Another former student is going for a Ph.D.

The Bard Executive Director has reported that former Promise Academy students who are currently in the Bard Early College program are outperforming other Bard Early College high school alumni at 92%, which is higher than Bard's national average for first year college persistence.

In honor of today's National School Walkout, where students and teachers will be protesting against gun violence, Promise Academy will have a moment of silence at 10:00 AM to show solidarity with young people across the nation.

Promise Academy K-2 Literacy Efforts (KiKi Walton / Sheryl Ragland)

Promise Academy I and II Lower Elementary principals KiKi Walton and Sheryl Ragland presented on the current efforts to ensure that scholars in kindergarten, first and second grades are developing strong literary skills. These efforts are based on research that shows students who fail to read adequately in first grade have a 90% chance of reading poorly in the fourth-grade.

Ms. Walton and Ms. Ragland reported on the methods and tools used to personalize and target instruction, which improves teachers' ability to provide support. They also spoke on the methods used to provide professional development to learning interventionists, teachers and reading specialists so that they are able to improve their support of scholars.

HCZ Promise Academy I Lower Elementary School (KiKi Walton)

The lower elementary school's attendance was at 94% for January and 94% for February. There was a low attendance day when scholars returned from the holiday break. There were also low attendance days due to inclement weather and flu sickness. The school continues to implement different strategies to increase attendance.

In February, lower elementary celebrated Black History Month by studying prominent African Americans and doing research on Historically Black Colleges and Universities. First-grade scholars decorated bulletin boards with the results of their research.

Lower elementary celebrated the 100th day of school with various fun and educational activities in each class. The teachers facilitated a 100th-day T-shirt competition where scholars won prizes for creativity.

For the week around Valentine's Day, staff members wrote each other compliments and displayed them on a board.

High school students read to lower elementary scholars and to facilitate activities.

The school held a parent/teacher conference in February, where parents had the opportunity to talk with teachers about scholars' strengths and areas that could be improved.

Lower elementary held an awards ceremony with honors to scholars and parents for their participation.

HCZ Promise Academy I Upper Elementary School (Joseph Cordero)

The upper elementary school's attendance was at 95% for January and 97% for February. The lowest attendance day in January was the day after a snow storm. In February, some scholars were absent due to cold and flu.

The school held its top performer dinner, with honor students from middle and high school assisting at the event. The keynote speaker was the Promise Academy High School student who received early admission to University of Pennsylvania. More than 300 people attended the event.

Upper elementary held a big celebration for Black History Month, with scholars performing step dancing, ballet and poetry. The glee club sang at the event and the fifth-grade students did a timeline of black history. Jazz at Lincoln Center performers visited and created a special Harlem Renaissance team. They also performed a musical tribute for the third-grade classes.

The school is engaged in test preparation for the upcoming State exams using a "4T strategy" (Training Terrific Test Takers.) Cusp students receive help in the after-school program and at Saturday Academy. Upper elementary also held a math and ELA night to give parents a better understanding of how they can be more supportive to scholars at home who need additional assistance.

HCZ Promise Academy I Middle School (Kashif Hameed)

The middle school's attendance was at 95% for January and February. There were low days due to inclement weather and the school continues to boost its efforts to improve attendance.

The school created an honor roll for scholars and 60% of middle school students made the list this marking period.

Teachers have been preparing for the State tests for the last three weeks by reviewing mock exam results to see how scholars perform. School leaders are looking at data to plan lessons in an initiative they call Data Driven Instruction (DDI). Teachers are reviewing student assessments and working with scholars in groups to support those who are struggling academically. Teachers whose students show growth are rewarded. Struggling scholars are attending Saturday Academy and are treated to a special lunch for their hard work.

HCZ Promise Academy I High School (Zahida Aminy)

The high school's attendance was at 94% for January and February. Low days of attendance included the day before the winter break and inclement weather. The school is continuing efforts by holding attendance meetings with families and scholars.

For Black History Month, scholars shared special facts of the day during early morning announcements, highlighting important contributions made by African Americans. School leaders also took scholars to see *Black Panther*, a highly successful film featuring an African superhero. Conversations about the film continued the next school day around science and technology, identity, and colonialism.

The school's annual staff retreat was held in February, with collaboration between instructional and departmental teams. Topics explored touched on core HCZ values, as groups learned about bringing their best selves to work and providing ample time for team members to work and plan on unifying the curriculum and preparing for Regents exams.

For Valentine's Day, the focus was on self-care. Both PAI and PAII principals held workshops on *Work/Life Balance* and *Writing for Self-Care*. There were also classes on tai chi and yoga. The event ended with staff members receiving individual thank you cards for their great work throughout the year.

The principal has been collaborating with the PAI middle school principal Judy Palacios on a weekly newsletter to their teams, which consist of updates, highlights and important deadlines.

School leaders have been meeting to discuss the HCZ values and communicating them to staff members.

Financial Report (Jim Hutter)

PAI's enrollment is at 1,138, which is one student favorable versus the budget. PAI revenue is \$300,000 favorable versus the budget. PAI is \$700,000 favorable with expenses at \$12.9M. The HCZ contribution through eight months of FY18 is \$600,000 favorable.

The Tax Form 990 prepared by Grant Thornton was filed with the Internal Revenue Service.

HCZ Promise Academy I

March 2018 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	
3/1	8	323	98%	8	293	97%	
3/2	28	323	91%	8	293	97%	
3/5	11	323	97%	7	293	98%	
3/6	7	323	98%	7	293	98%	
3/7	54	323	83%	55	293	81%	
3/8	19	323	94%	20	293	93%	
3/9	8	323	98%	16	293	95%	
3/12	13	323	96%	10	293	97%	
3/13	22	323	93%	23	293	92%	
3/14	11	323	97%	8	293	97%	
3/15	9	323	97%	5	293	98%	
3/16	13	323	96%	4	293	99%	
3/19	17	323	95%	10	293	97%	
3/20	18	323	94%	4	293	99%	
3/22	19	323	94%	17	293	94%	
3/23	19	323	94%	13	293	96%	
3/26	10	323	97%	7	293	98%	
3/27	18	323	94%	12	293	96%	
3/28	12	323	96%	5	293	98%	
3/29	32	323	90%	15	293	95%	
Average	17	323	95%	13	293	96%	

HCZ Promise Academy I

March 2018 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	
3/1	8	254	97%	21	269	92%	
3/2	8	254	97%	18	269	93%	
3/5	4	254	98%	18	269	93%	
3/6	5	254	98%	10	269	96%	
3/7	44	254	83%	64	269	76%	
3/8	23	254	91%	16	268	94%	
3/9	7	254	97%	19	268	93%	
3/12	9	254	96%	13	268	95%	
3/13	19	254	93%	21	268	92%	
3/14	3	254	99%	16	268	94%	
3/15	4	254	98%	6	268	98%	
3/16	7	254	97%	18	268	93%	
3/19	8	254	97%	12	268	96%	
3/20	10	254	96%	6	268	98%	
3/22	13	254	95%	22	268	92%	
3/23	7	254	97%	16	268	94%	
3/26	10	254	96%	18	268	93%	
3/27	8	254	97%	15	268	94%	
3/28	7	254	97%	16	268	94%	
3/29	8	254	97%	20	268	93%	
Average	11	254	96%	18	268	93%	

Promise Academy I
FY 2018 Mar YTD Budget vs. Actual
 \$ millions

	Budget	Actual ⁽¹⁾	Fav/(Unfav)	Full Year Budget
Enrollment	1,137	1,138	1	1,137
DOE and other gov't funding	\$ 14.6	\$ 14.9	\$ 0.3	\$ 19.5
Expenses:				
Salaries	9.1	8.6	0.5	12.4
Benefits	3.3	3.0	0.3	4.5
OTPS	3.0	3.0	-	3.8
Total Expenses	15.4	14.6	0.8	20.7
HCZ Contribution	\$ 0.8	\$ -	\$ 0.8	\$ 1.2
per student (whole \$)	\$ 682	\$ -	\$ 682	\$ 1,055

(1) Excludes bonus, growth fund, occupancy and "in-kind" contributions.

Budget amounts have been adjusted to better reflect anticipated 2018 activity.