



# Promise Academy I Charter School

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A partner of



**Harlem Children's  
ZONE**

## **BOARD OF TRUSTEES**

**Geoffrey Canada**  
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**Aisha Tomlinson**  
**Alfonso Wyatt**

**Achil Petit**  
**Superintendent**

**Joseph Cordero**  
**Principal**  
**Elementary School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 212.360.3232

**Kashif Hameed**  
**Principal**  
**Middle School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 212.360.3233

**Zahida Aminy**  
**Principal**  
**High School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 212.360.3234

## AGENDA

Promise Academy I Board of Trustees Meeting  
Wednesday, January 23<sup>rd</sup>, 2018

at

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

- I. Acceptance of the Minutes
- II. CEO Report (*Anne Williams-Isom*)
- III. Superintendent's Updates (*Achil Petit*)
- IV. Promise Academy I Updates
  - i. Elementary School (*Joseph Cordero*)
  - ii. Middle School (*Kashif Hameed*)
  - iii. High School (*Zahida Aminy*)
- V. Financial Report (*Jim Hutter*)

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

**Board Meeting**

**Tuesday, December 18, 2018**

**245 West 129th Street**

*Attendees: Geoffrey Canada, Mitch Kurz, Kenneth Langone, Anne Williams-Isom, Ellanor (Bodie) Brizendine, Fatime Cadoo, Stan Druckenmiller, Willie Mae Lewis, Aisha Tomlinson, Alfonso Wyatt (via phone), Zahida Aminy, Esther Addo, Candice Ashby, Victor Boadum, Rowland Boateng, Ari Browne, Joseph Cordero, Amy Deal, Kashif Hameed, Jim Hutter, Katherine Hurtado, Shondell James, Justin Maker, Mindy Miller, Kwame Owusu-Kesse, Achil Petit, Jessica Rawlins, Susan Rydz, Troy Smith, Toya Stilley and Bessie Wilkerson.*

**Acceptance of Minutes (Geoffrey Canada)**

The meeting was called to order at 7:00 a.m. and a motion was called to approve the meeting minutes from November 18, 2018. The motion was unanimously approved.

**CEO Report**

Anne Williams-Isom reminded the board of the upcoming DOE charter renewal site visit from January 15, 2019 to January 17, 2019. Both Promise Academy I and II are going through the renewal application process and the DOE will be visiting to conduct interviews, classroom observations and public hearings.

Ms. Williams-Isom also reported that the HCZ Thanksgiving event was held. Dinner was provided for the St. Nicholas community and over one hundred turkeys were given away to families as well as gift bags.

Ms. Williams-Isom reported that the HCZ annual gift wrapping event took place on December 5, 2018. Over 7,000 presents were wrapped by volunteers to be given out to children in the community. There were also performances from some of our scholars at the event.

Ms. Williams-Isom thanked HCZ board member Joe DiMenna for connecting our students with the Hamilton Education Program. High school students enrolled in US History had to submit a piece to get a ticket to the play "Hamilton" and attend a workshop to prepare the scholar to perform on stage for peers. Out of 1,200 students across ten schools, 12 were selected included one of the scholars from Promise Academy I High School. The student performed a musical rap piece about King George.

**Superintendent's Update (Dr. Achil Petit)**

Dr. Achil Petit reported that enrollment is at 1,130 for Promise Academy I and at 1,024 for Promise Academy II.

### **HCZ Promise Academy I Elementary School (Dr. Joseph Cordero)**

The elementary school's attendance was at 93% for November. The day after the snowstorm and the day before Thanksgiving were the lowest attendance days.

Elementary school held a top performer dinner with approximately 250 guests attending to cheer on our honor roll students.

The school is currently celebrating spirit week, with students dressing in a different theme each day of the week.

The character trait of the month was creativity.

School leaders have been focused on fostering a love for reading and created an initiative called "reading buddies," where each fourth grade student reads alongside a chosen buddy among second grade students.

To date, scholars have read 26,317 books, equalling the full amount of books read last school year.

The elementary school held a math and ELA night for parents.

Deans and counselors attended a trauma informed workshop.

The school held a publishing workshop for fifth graders, with a number of writers from Vibe magazine holding a workshop on editing for the students.

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

The middle school's attendance was at 96% for November. School leaders held five celebratory holiday events during the morning meetings, providing teachers and staff with breakfast, lunch and small gifts.

The school encouraged students to get into the giving spirit by donating old toys to send to an orphanage. A group of students also started an initiative to raise money with a bake sale to send school supplies to another school in need.

The principal worked with other school leaders to establish a schedule of half days, so that they can provide their teachers with professional development.

### **HCZ Promise Academy I High School (Zahida Aminy)**

The high school's attendance was at 95% for November.

A high school student received the school year's first early decision, getting accepted into Northeastern University. Seniors are currently researching scholarship opportunities and writing application essays.

In November, the high school focused on culture for both students and staff, doing a lot to celebrate scholars and make sure there was a balance between hard work and fun events.

The school held an honor roll breakfast also celebrating attendance. An assembly was also held celebrating students with team building exercises at the end of the event.

The school held a spirit week.

Eleven students were inducted into the National Honor Society.

A team of eight senior girls organized a Senior Pot Luck guided by school leaders. Over 45 seniors bought in dishes.

The freshman class had the opportunity to see the play "Hamilton," which included a performance by a PAIHS student.

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

PAI's enrollment is at 1,130, which is ten students above budget. PAI revenue is on budget. PAI is \$700,000 favorable with expenses at \$8.6M. There is no HCZ contribution through five months of FY19.

### **Student Presentation**

A group of students from Promise Academy II Elementary School performed a mini-version of their recent school play, "The Day the Crayons Quit."

Experience:

**KIPP NYC INC.**

New York, NY

*\$130M organization, network of 13 public charter schools, 7 annual financial audits, 1000 employees*

4/2014 - Present **Controller**

- Oversee all accounting functions including general ledger, accounts payable, accounts receivable, payroll, pension, government and private grant revenue, month-end close and year-end close
- Manage annual financial audit, single audit, retirement plan audit, government contracts audits and preparation of Form 990
- Achieved clean audits for the past 4 fiscal years, successfully eliminated all finance related items from previous years' management letter, reduced audit preparation time by 3 weeks and decreased timeline for filing Form 990 by 3 months
- Lead finance team in implementing merger of schools including set up in general ledger, transfer of assets and liabilities, banking set up and payroll migration
- Work closely with CFO to establish Finance team goals, identify needs for process improvements and responsible for planning and implementation
- Responsible for updating organization's manual of policies and procedures to keep in compliance with NYC, DOE and Charter Schools' regulations
- Analyze year to date financial information including identification and understanding of variances
- Implemented ticketing system software to improve customer service and monitored reports to evaluate transaction trends and response time by staff; modified team's structure and responsibilities as a result
- Implemented project management tool to organize, assign and improve visibility of progress to all parties involved
- Supervise staff of 9 accountants, provide ongoing training and evaluate performance on a quarterly basis
- Lead interviewing process to hire full time staff including preparation of assessments for candidates and approving hiring recommendations

**HARLEM RBI and DREAM CHARTER SCHOOL**

New York, NY

*\$33M organization providing sports, education and enrichment programs*

2012 - 4/2014

**Controller**

- Review and analyze financial statements, performance reports and ad hoc reports for various audiences; discuss reports with internal and external parties to ensure accuracy and understanding
- Supervise accountants and consultants to ensure attainment of monthly closing deadlines. Reduced monthly closing process by 3 days
- Oversee preparation of schedules and documents for annual financial statements audit, A-133 audit, government contracts audits as well as preparation of Form 990. Reduced audit preparation time by 4 weeks and adjusting entries by 50%
- Analyze year to date financial information of operating expenses to budgets including identification and understanding of variances
- Responsible for banking relationships to ensure cash is managed effectively including timeliness of deposits and adequate controls for disbursements
- Work with grant managers to ensure all necessary financial information for reporting purposes were completed in a timely and accurate manner including budget preparation, direct and indirect allocations, invoicing, timely deposit of disbursements and recording in general ledger
- Responsible for all compliance issues related to purchasing, approvals of payments, and banking as well as compliance with organization's internal policies and partnership agreement with DREAM Charter School
- Monitor, review and implement changes to internal control processes to timely respond to changes and improve efficiency of resources; implemented new procedures and reduced payroll processing and posting by 4 business days
- Evaluate direct reports and use personal evaluation performance tools to help them grow and achieve their professional development goals
- Conduct interviews to hire interns, temporary staff and consultants for finance team

**NORTHEASTERN CONFERENCE**

Jamaica, NY

*\$70M organization operating 17 Christian private schools and 150 churches*

2009 - 2012

**Controller**

- Review, analyze, and present financial statements, and performance reports to CFO and top management

- Establish, monitor and enforce internal controls to ensure accuracy and completeness of financial statements; lead team of accountants in quarterly meetings to examine quality of internal operations resulting in a 20% reduction in errors
- Supervise staff of seven accountants (including A/P, A/R, and payroll areas), coordinate weekly agendas to ensure attainment of monthly closing deadlines and review and approve their general ledger entries reducing month end adjustments by 40%
- Oversee preparation of files and documents for external audit leading to reduction of external audit time by one week
- Established a cross-training program for accountants interested in learning about other areas which led to a 50% decrease in expenses related to temporary employees and morale improvement based on employee feedback
- Assessed alternatives to reduce schools' operating losses, and recommended to the finance committee the merging of two schools and the closing another two schools which led to a \$1.5 million increase in net income

2006 - 2009

**Senior Accountant**

- Reviewed and evaluated expense accounts leading to a 15% decrease in expenses
- Direct schools' treasurers in cost cutting projects, guide and support them in activities such as annual budget preparation and monthly monitoring of financial reports leading to a 15% increase in consolidated income
- Designed and implemented new procedures to increase productivity reducing payroll processing time by 2 days
- Supervised \$20 million payroll (350 headcount), as well as two payroll accountants; assessed integrity of payroll process by establishing review procedures and communications channels among departments
- Prepared journal entries for month closing and financial reports
- Collaborated with internal audit department and controller in producing schedules for external audit

**GREATER NEW YORK CORPORATION**

Manhasset, NY

2002- 2006

**Accountant**

- Researched past due accounts receivable and structured payment plans resulting in a 20% recovery of A/R write-offs
- Reviewed and updated corporation databases increasing net assets by 20%
- Reconciled general ledger accounts to bank statements
- Prepared compilations of schools' financial statements for loan applications with financial institutions

Education:

**NEW YORK UNIVERSITY**  
**Leonard N. Stern School of Business**  
 Master of Business Administration, May 2009  
 Specialization in Accounting and Strategy

New York, NY

**IONA COLLEGE**  
 Bachelor of Science, Business Administration, May 2002

New Rochelle, NY

Additional:

- **CPA License candidate**, passed all four sections of CPA exam
- Audit of Federal Grants - course certificate
- Fluent in Spanish
- Member of Forté Foundation
- Member, The Institute for Internal Controls
- Technical skills: Sage/Abila MIP, Expense Watch, Fund E-Z, Quickbooks, Outlook, Microsoft Excel, Word, Powerpoint

# HCZ Promise Academy I December 2018 Attendance Report

HCZ PAI Elementary School			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	Number of Students Absent	Enrollment	% of Students Present
12/3	33	632	95%	8	255	97%	4	250	98%
12/4	25	632	96%	3	255	99%	6	250	98%
12/5	28	632	96%	4	255	98%	12	250	95%
12/6	20	631	97%	12	255	95%	6	250	98%
12/7	104	631	84%	29	255	89%	24	250	90%
12/10	22	629	97%	6	255	98%	11	250	96%
12/11	23	628	96%	3	255	99%	11	248	96%
12/12	17	628	97%	5	255	98%	18	248	93%
12/13	25	628	96%	5	255	98%	16	248	94%
12/14	40	628	94%	8	255	97%	12	248	95%
12/17	25	628	96%	6	255	98%	13	248	95%
12/18	21	628	97%	9	255	96%	9	248	96%
12/19	23	628	96%	5	255	98%	10	248	96%
12/20	20	628	97%	8	255	97%	9	248	96%
12/21	76	628	88%	33	255	87%	32	248	87%
<b>Average</b>	<b>33</b>	<b>629</b>	<b>95%</b>	<b>10</b>	<b>255</b>	<b>96%</b>	<b>13</b>	<b>249</b>	<b>95%</b>



## Promise Academy I

### FY 2019 Dec YTD Budget vs. Actual \$ millions

	Budget	Actual <sup>(1)</sup>	Fav/(Unfav)	Full Year Budget
Enrollment	1,120	1,131	11	1,120
DOE and other gov't funding	\$ 10.3	\$ 10.4	\$ 0.1	\$ 20.5
Expenses:				
Salaries	6.9	6.2	0.7	13.3
Benefits	2.2	2.1	0.1	4.5
OTPS	2.0	2.0	-	4.1
Total Expenses	11.1	10.3	0.8	21.9
Expenses in excess of public funding	0.8	-	0.8	1.4
Contribution Components:				
Private Funding	0.7	0.7	-	1.3
HCZ Contribution	0.1	-	0.1	0.1
per student (whole \$)	\$ 89	\$ -	\$ 89	\$ 89

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

FY19 Budget includes PA Blueprint project