



Promise Academy I Charter School

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**Harlem Children's
ZONE**

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AGENDA

Promise Academy I Board of Trustees Meeting
Wednesday, March 14th, 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 K-2 Literacy Efforts (*KiKi Walton / Sheryl Ragland*)
- V. 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*)
- VI. Financial Report (*Jim Hutter*)

The Harlem Children's Zone Promise Academy I Charter School

Board Meeting

Wednesday, January 17, 2018

245 West 129th Street

Attendees: Geoffrey Canada, Mitch Kurz (via phone), Anne Williams-Isom, Bodie Brizendine, Fatime Cadoo, Stan Druckenmiller, Willie Mae Lewis, Aisha Tomlinson, Alfonso Wyatt (via phone), Zahida Aminy, Candice Ashby, Ari Browne, Alpha Conteh, Joseph Cordero, Tiffany Fountain, Michelle Germaine, Debbie Gonzalez, Kashif Hameed, Jim Hutter, Katherine Hurtado, Katrina James, Shondell James, Betina Jean-Louis, Tracey Jenkins, Leslie-Bernard Joseph, Marilyn Joseph, Justin Maker, Mindy Miller, Kwame Owusu-Kesse, Judy Palacios, Achil Petit, Sheryl Ragland, Jessica Rawlins, Susan Rydz, Lauren Scopaz, Marquitta Speller, Toya Stilley, KiKi Walton, Tonya White, 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 December 13, 2017. The motion was unanimously approved.

Superintendent's Update (Achil Petit)

Dr. Achil Petit reported that enrollment is at 1,150 for Promise Academy I and at 1,008 for Promise Academy II.

Dr. Petit also reported that the team is working on a plan to further support teachers and make them feel more appreciated.

HCZ Promise Academy I Lower Elementary School (KiKi Walton)

The lower elementary school's attendance was at 96% for December. There was a low attendance day just before the holiday break. The school has been strategic about incentives to ensure that scholars come to school every day and on time.

In literacy, school leaders have been guiding second-grade scholars to increase rigor in reading. Kindergarten scholars have been sounding out words, increasing their listening powers and practicing the skills they've learned throughout the school year. There is a strong focus on increasing figurative language skills.

The school held a second breakfast for parents to review the different components of their child's Individualized Education Plan (IEP). Parents were also given information on how to support their children with homework and using incentives, such as stickers, to encourage scholars at home.

The school held its character education assembly where scholars shared skits, poems and songs focusing on a particular character trait such as generosity, independence or hope.

Students engaged in a reading contest event. In kindergarten and first-grade, scholars and their parents worked together in reading logs and building sight words. Second-graders were introduced to the Accelerated Reader program, which supports scholars by monitoring and tracking their progress. All grades had award ceremonies.

To celebrate Martin Luther King Day, scholars read books and were shown videos about Dr. King. They also completed various projects and engaged in mock interviews addressing the famous civil rights leader's impact and its relevance today.

The school held an event with the parents of second-graders. Parents met with the academic math coach, who presented anchor charts, showing parents how to use manipulators at home and how to support scholars in math. Next week, the school will have a math morning with kindergarten and first-grade parents, who will be invited to support their scholars with math lessons.

HCZ Promise Academy I Upper Elementary School (Joseph Cordero)

The upper elementary school's attendance was at 96% for December. There was a low attendance day just before the holiday break.

The Saturday Academy program has been successful and incentives have been put in place to ensure that scholars are meeting benchmarks and are prepared for the upcoming State exams. The after-school intervention program has also been successful in supporting scholars. Arrangements are made for struggling scholars to stay an extra hour for academic support.

The Accelerated Reader program has been going well. A third-grade student read 85 books in one marking period, and a fifth-grader read the entire Harry Potter series.

The fifth-graders, who began in the code camp partnership with the Spence School during their second-grade year, have completed the program. The school held a ceremony, inviting parents to mark the event. The partnership has also inspired the school to add a coding class to their schedule.

Bronze students received their reward for maintaining an 80% to 84% average. Staff members took them to see "A Christmas Carol." During the month of December, the school also held a Winter Recital and Art Show. A final, larger show was held on the evening of January 17th.

The glee club performed in December and scholars who have been studying keyboard had their first performance.

HCZ Promise Academy I Middle School (Kashif Hameed)

The middle school's attendance was at 95% for December. The school continues to make efforts toward ensuring students are coming to school every day and on time, including planning a winter concert just before the break.

For the 2017-2018 school year, 25 middle school students became NYC Junior Ambassadors, a United Nations initiative that focuses on empowering seventh-graders to become engaged with the United Nations and its mission.

The Bard Early College program offered an information and initial sign-up session to eighth-graders.

Middle school scholars are scheduled to go to the Central Park Zoo for a science trip this month, where they will be studying the habitat of the zoo animals in partnership with Urban Advantage. A trip is also scheduled for January 18th to see the works of George Boorujy in the William Louis-Dreyfus art gallery in Mount Kisco, NY.

The school is focusing efforts on test preparation. Teachers are reviewing data points to determine which students are not meeting benchmarks. Teachers are breaking down student groups and looking at priority standards in an effort to close any gaps. School leaders are also celebrating student growth so that scholars are confident when they take the State exams.

HCZ Promise Academy I High School (Zahida Aminy)

The high school's attendance was at 94% for December. School leaders continue to follow up with parent meetings to ensure that students are present and on time.

Seniors from both PAI and PAII attended the One Promise application ceremony hosted by the College Readiness team. Scholars were congratulated for getting through the college application process. Staff members continue to work with the scholars to help them complete their internal and external scholarships.

A senior who has been with Promise Academy since kindergarten was accepted through early decision to the University of Pennsylvania.

A second data day was held across both high schools to review student samples to identify any areas where teachers need additional support.

The high school is preparing students for their January Regents exams. Scholars have been attending intensive test preparation each Saturday.

In honor of Martin Luther King Day, scholars completed "a brush of kindness" community service with Habitat for Humanity. About 30 scholars painted Hamilton Madison House, located in the Lower East Side neighborhood of Manhattan.

For the month of December, school leaders focused on acts of kindness. Each staff member was paired with another staff member and was asked to perform small tasks of appreciation such as offering coverage, healthy snacks and handwritten thank you cards from the high school students.

Financial Report (Jim Hutter)

PAI's enrollment is at 1,150, which is 13 favorable versus the budget. PAI revenue is \$200,000 favorable versus the budget. PAI is \$700,000 favorable with expenses at \$9.5M. The HCZ contribution through six months of FY18 is \$400,000 favorable.

A draft of the Tax Form 990 prepared by Grant Thornton was presented to the board for their review.

HCZ Promise Academy I

January 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	
1/2	35	328	89%	26	296	91%	
1/3	15	327	95%	10	296	97%	
1/5	98	327	70%	60	296	80%	
1/8	14	327	96%	9	295	97%	
1/9	8	327	98%	9	295	97%	
1/10	9	327	97%	7	295	98%	
1/11	17	327	95%	5	295	98%	
1/12	11	327	97%	17	295	94%	
1/16	10	327	97%	15	295	95%	
1/17	19	326	94%	11	295	96%	
1/18	5	326	98%	8	295	97%	
1/19	15	326	95%	12	295	96%	
1/22	20	326	94%	8	295	97%	
1/23	23	326	93%	9	295	97%	
1/24	15	326	95%	13	295	96%	
1/25	17	324	95%	10	295	97%	
1/26	23	324	93%	14	295	95%	
1/29	19	324	94%	16	295	95%	
1/30	17	324	95%	9	295	97%	
1/31	19	324	94%	10	295	97%	
Average	20	326	94%	14	295	95%	

HCZ Promise Academy I

January 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	
1/2	26	254	90%	47	273	83%	
1/3	10	254	96%	19	273	93%	
1/5	64	254	75%	52	273	81%	
1/8	12	254	95%	10	273	96%	
1/9	7	254	97%	10	273	96%	
1/10	5	254	98%	10	273	96%	
1/11	6	254	98%	11	273	96%	
1/12	9	254	96%	16	273	94%	
1/16	21	254	92%	13	273	95%	
1/17	11	254	96%	19	273	93%	
1/18	7	254	97%	11	272	96%	
1/19	12	254	95%	11	272	96%	
1/22	6	254	98%	Regents Exams & Chancellor's Conference Day			
1/23	5	254	98%				
1/24	4	254	98%				
1/25	12	254	95%				
1/26	10	254	96%				
1/29	13	254	95%				
1/30	11	254	96%	10	270	96%	
1/31	13	254	95%	9	270	97%	
Average	13	254	95%	18	272	94%	

HCZ Promise Academy I February 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	
2/1	22	324	93%	15	294	95%	
2/2	22	324	93%	6	294	98%	
2/5	16	324	95%	9	294	97%	
2/6	21	324	94%	5	294	98%	
2/7	22	323	93%	12	294	96%	
2/8	56	323	83%	14	294	95%	
2/9	27	323	92%	14	294	95%	
2/12	13	323	96%	8	294	97%	
2/13	13	323	96%	12	294	96%	
2/14	14	323	96%	9	293	97%	
2/15	23	323	93%	16	293	95%	
2/26	9	323	97%	11	293	96%	
2/27	9	323	97%	4	293	99%	
2/28	11	323	97%	4	293	99%	
Average	20	323	94%	10	294	97%	

HCZ Promise Academy I February 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
2/1	12	254	95%	13	270	95%
2/2	10	254	96%	10	270	96%
2/5	12	254	95%	14	270	95%
2/6	13	254	95%	13	270	95%
2/7	15	254	94%	16	270	94%
2/8	18	254	93%	20	270	93%
2/9	13	254	95%	20	270	93%
2/12	11	254	96%	11	270	96%
2/13	14	254	94%	14	270	95%
2/14	9	254	96%	37	270	86%
2/15	12	254	95%	Staff Professional Development - No Classes for HS		
2/26	17	254	93%	16	270	94%
2/27	10	254	96%	13	270	95%
2/28	4	254	98%	21	270	92%
Average	12	254	95%	17	270	94%

Promise Academy I

FY 2018 Feb 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	\$ 13.0	\$ 13.3	\$ 0.3	\$ 19.5
Expenses:				
Salaries	8.1	7.6	0.5	12.4
Benefits	2.9	2.7	0.2	4.5
OTPS	2.6	2.6	-	3.8
Total Expenses	13.6	12.9	0.7	20.7
HCZ Contribution	\$ 0.6	\$ -	\$ 0.6	\$ 1.2
per student (whole \$)	\$ 528	\$ -	\$ 528	\$ 1,055

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

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