



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, November 18th, 2015

at

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

- I. Acceptance of the Minutes
- II. CEO Report (*Anne Williams-Isom*)
- III. Superintendent's Updates (*Achil Petit*)
- IV. Quality Snapshot Reports (*Bessie Wilkerson*)
- 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 (*Jawana Johnson*)
- VI. Financial Report (*Jim Hutter*)
- VII. Relay Residency Overview (*Norman Atkins/Lauren Bassi*)

The Harlem Children's Zone Promise Academy I Charter School

Board Meeting

Wednesday, October 21st, 2015

245 West 129th Street

Attendees: Geoffrey Canada, Mitch Kurz, Anne Williams-Isom, Parris Brown, Stan Druckenmiller, Willie Mae Lewis, Aisha Tomlinson, Alfonso Wyatt (via phone), Candice Ashby, Sharleen Bernard, Ari Browne, Alpha Conteh, Joseph Cordero, Marlene Fox, Tiffany Fountain, Michelle Germaine, Debbie Gonzalez, Kashif Hameed, Jim Hutter, Shondell James, Raychael Jensen, Betina Jean-Louis, Jawana Johnson, Marilyn Joseph, Debbie Kim, Jazmine Lewis, Justin Maker, Mindy Miller, Latasha Morgan, Kwame Owusu-Kesse, Asif Padela, Achil Petit, Conrad Pinnock, Sheryl Ragland, Susan Rydz, Lauren Scopaz, Marquitta Speller, KiKi Walton, Tonya White, and Bessie Wilkerson.

Acceptance of Minutes (Geoffrey Canada)

The meeting was called to order at 7:00 am and a motion was called to approve the meeting minutes from September 30, 2015. The motion was unanimously approved.

CEO's Report (Anne Williams-Isom)

Anne Williams-Isom invited Tonya White, the Executive Director of Early Childhood, to speak about Read To Me Wednesday, an initiative across HCZ programs to improve literacy. Ms. White explained that the effort began on October 7th across all sites and encourages staff members to read to young people.

Ms. Williams-Isom also talked about Priscilla Chan's two-hour visit to Promise in October. Ms. Chan, who is the wife of Facebook CEO Mark Zuckerberg, is launching a school and came to learn about our programs.

An HCZ Talks is scheduled for October 22nd with speaker Woodrow "Woody" McCutchen, Vice President of the Edna McConnell Clark Foundation. Mr. McCutchen attended HCZ's Summer Games and wanted to speak about his experiences with HCZ and his work.

Ms. Williams-Isom talked about her meeting with the new Chancellor of the City University of New York, J.B. Milliken, explaining that the Chancellor is focusing on service learning projects for CUNY students and hopes to have more students working with Promise Academy schools. Mr. Milliken also has a Sophie Davis program in place, which is a five-year medical program for high school seniors. He has also invited senior leaders to visit the new advanced science research center, which focuses on nano-technology and brain development. Mr. Milliken will be working with the Executive Director for Secondary and Collegiate Programs, Dr. Marquitta Speller, to connect his accelerated program with children in HCZ who do not currently have access to accelerated programs. The Chancellor will also explore the possibility of connecting teachers from Hunter and Brooklyn Colleges to start a relationship with Promise Academy schools.

Superintendent's Updates (Achil Petit)

Superintendent Achil Petit reported that current enrollment was 1,125 for PAI (21 above what was budgeted) and 882 for PAII (15 above what was budgeted). Dr. Petit will continue to monitor the enrollment numbers as we progress through the school year.

Dr. Petit and other senior leaders will visit one of the Uncommon charter schools, which performed well on state tests.

Arlene Gibson initiated a discussion of Harvard's "Best Foot Forward" project. The presenter shared the technology tool for teacher observations, which videotapes teachers randomly in order to give a more objective view of progress. Senior leaders are examining the project to see if it could be a benefit.

Dr. Petit talked about the near completion of the contract with Northside Center for Child Development to get master-level reading specialists to come work one-on-one with Promise Academy II fifth-graders to help improve literacy.

In order to improve staff morale, Dr. Petit met with principals to brainstorm ways to help teachers and staff feel supported and appreciated. Plans to celebrate Teacher Appreciation week are already in place, including an outing to Chelsea Piers, which was a big hit with teachers and staff last year.

Dr. Petit welcomed Parris Brown to the board as the new PAII Parents as Partners Association board president and the new PAII Board of Trustees parent representative.

Attendance/Parent Engagement (Betina Jean-Louis/Marilyn Joseph)

Dr. Betina Jean-Louis talked about her work to see what kind of efforts have been made to improve attendance in schools across the nation. Dr. Jean-Louis revealed that some of the best work has been done locally. The Department of Education under Mayor Bloomberg had created an attendance initiative that showed that by using attendance success mentors (individuals focused on attendance for individual children) to create a relationship with children and their families, attendance could dramatically improve. Dr. Jean-Louis explained that Promise Academy has adopted Bloomberg's model and found it to be effective and that results show it would be beneficial to continue this approach. Dr. Jean-Louis also found that there has been more success when families are recognized for their accomplishments and when classes worked together as a team. Parent engagement plays an important part in this initiative.

Marilyn Joseph explained that she and her team are working with Promise Academy parent coordinators and family workers to develop them, share best practices and focus on improving attendance. Ms. Joseph is also doing transitional work with PAPA boards and facilitating parent events. November is dedicated to celebrating parents using the theme of Intentional Acts of Kindness. Ms. Joseph will be having deeper discussions with parents whose children are chronically late or absent. Professional development for the PAPA board members has also begun.

Health Center (Lauren Scopaz)

Lauren Scopaz talked about the opening of both health centers, though the details are still being finalized. Minor modifications are being completed at the PAII center at 35 East 125th Street, and there is hope that the center will be up and running by November 2015. The construction of the new health center at 245 West 125th Street is set to go through to the end of March.

Marlene Fox explained that the Institute for Family Health will be running the centers. HCZ developed a relationship with the institute years ago with a Get Fit program. Senior leaders visited other school-based health centers run by the Institute for Family health to get a better idea of what to expect.

Ms. Scopaz told the board that although the centers will support Promise schools, HCZ is also allowed to serve any student zoned for District 5 and will particularly target HCZ's Peacemaker public elementary schools.

For the health center at PAI, an attempt will be made to hire some St. Nicholas residents to give them an opportunity to be part of the development in their own community.

HCZ Promise Academy I Lower Elementary School PAILE (KiKi Walton)

Attendance was at 96% for the month of September. The school is continuing to reach out to parents and work closely with Marilyn Joseph in making personal contacts with parents.

The school is also continuing its collaboration with Teachers College (TC) and last month, had their first principals meeting. Principals collaborated during a workshop at TC. In addition, the school also had a parent day, an event which was supported by the parent coordinator. Parents received tips on how to engage their students in literacy and other means of support for their children.

The school started the logistical process of continuing a partnership with The Spence School, an all-girls school that teaches students to code. Some of the lower elementary's female students work in collaboration with Spence students. There is also a level of parent participation and collaboration with the parent coordinator. The school recently invited two high school students to a session in order to support their interests. The first meeting will be in November.

HCZ Promise Academy I Upper Elementary School PAIUE (Joseph Cordero)

Attendance was at 97% for the month of September. The school has been holding meetings with parents whose children have been late or absent three or more times. Staff have also set up robocalls to wake some students up and send out texts and emails to parents to inform them when their children are late.

The Spence School collaboration has been extended to upper elementary. Third-grade girls will have the opportunity to attend. A summer camp is also being explored.

The upper elementary received a 1,200 book donation from Book Fairies, a not-for-profit organization in Long Island.

Director of Arts for K-8, Shelly Bauer extended the contract of the violinist who helped lower-elementary students last year. Upper elementary has seven students who are now continuing in the string program and who will take part in a winter concert.

The school is raising awareness of breast cancer for the month of October. The school has invited staff to read to kids in the classrooms for the student book club. The character trait that students have been asked to focus on this month is “Acceptance.”

Upper elementary’s Saturday school began last week.

Students who received vouchers for great attendance and high marks were able to use them to purchase items at the school store this month.

HCZ Promise Academy I Middle School PAIMS (Kashif Hameed)

Attendance was at 95% for the month of September. The initiatives that Betina Jean-Louis and her team have put in place have been implemented.

In October, students and school leaders participated in the Breast Cancer Walk. The Saturday before the Breast Cancer Walk, the school participated in NY Cares Day and the restoration of public schools across the city.

Next week, the school will hold its college week. The students will be given different college shirts to help inspire them.

The middle school also has a family science fair that is coming up. The school has teamed up with Urban Advantage this year, a middle-school science project initiative.

The school is beginning Saturday Academy and Regents preparation for its eighth-graders.

There are team leaders for every grade who lead classes in healthy competition. The grades that have the best attendance, classroom observations, etc., get taken out for lunch. There’s also an overall goal for the whole school.

New teachers are participating in peer observations to give them the opportunity to learn from experienced teachers and obtain vital feedback for their own practices. The school has also begun videotaped observations.

HCZ Promise Academy I High School PAIHS (Jawana Johnson)

Attendance was at 95% for the month of September. The school is working towards higher standards and incorporating initiatives such as dress down days for students. The school is focusing on reducing lateness, which is still a challenge.

To strengthen readiness for applying to colleges, juniors are enrolled in a year-long SAT prep class. Seniors are going to begin concentrated SAT prep for the December and January exams.

Seniors are returning from their SUNY college tour today. They visited the University of Buffalo, Buffalo State, Syracuse University, University at Albany–SUNY, and the University of Rochester. Students were also able to talk to HCZ college students at the schools.

Financial Report (Jim Hutter)

Jim Hutter covered Promise Academy I's financial report: PAI is 21 students favorable from an enrollment standpoint, which gives PAI enough extra students to be comfortable from a budgetary position. Expenses are \$300,000 below budget, which results in no contribution from HCZ as of yet.

HCZ Promise Academy I

October 2015 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	
10/1	13	288	95%	4	297	99%	
10/2	18	287	94%	12	297	96%	
10/5	8	287	97%	5	297	98%	
10/6	8	287	97%	2	297	99%	
10/7	10	288	97%	2	297	99%	
10/8	12	287	96%	5	297	98%	
10/9	16	289	94%	12	297	96%	
10/13	15	289	95%	10	297	97%	
10/14	9	290	97%	7	296	98%	
10/15	13	290	96%	5	296	98%	
10/16	8	290	97%	2	298	99%	
10/19	15	290	95%	8	298	97%	
10/20	11	290	96%	4	299	99%	
10/21	9	290	97%	3	300	99%	
10/22	7	290	98%	4	300	99%	
10/23	12	291	96%	7	300	98%	
10/26	11	291	96%	9	299	97%	
10/27	15	291	95%	6	299	98%	
10/28	8	291	97%	8	299	97%	
10/29	12	291	96%	5	299	98%	
10/30	16	291	95%	13	299	96%	
Average	12	289	96%	6	298	98%	

HCZ Promise Academy I October 2015 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	
10/1	8	263	97%	10	270	96%	
10/2	11	264	96%	14	270	95%	
10/5	8	266	97%	5	270	98%	
10/6	9	266	97%	10	270	96%	
10/7	10	266	96%	10	270	96%	
10/8	4	265	98%	7	270	97%	
10/9	15	265	94%	10	270	96%	
10/13	14	265	95%	4	270	99%	
10/14	13	265	95%	3	270	99%	
10/15	11	265	96%	5	270	98%	
10/16	12	265	95%	4	270	99%	
10/19	12	265	95%	9	270	97%	
10/20	9	265	97%	11	270	96%	
10/21	7	265	97%	8	270	97%	
10/22	8	265	97%	11	270	96%	
10/23	11	266	96%	12	270	96%	
10/26	6	266	98%	8	270	97%	
10/27	4	266	98%	10	270	96%	
10/28	5	266	98%	9	270	97%	
10/29	7	266	97%	14	270	95%	
10/30	16	266	94%	18	270	93%	
Average	10	265	96%	9	270	97%	

Promise Academy I

FY 2016 October YTD Budget vs. Actual

\$ millions

	Budget	Actual ⁽¹⁾	Fav/(Unfav)	Full Year Budget
Enrollment	1,104	1,125	21	1,104
Grades	K - 12	K - 12		K - 12
DOE and other gov't funding	\$ 6.1	\$ 6.1	\$ -	\$ 18.2
Expenses:				
Salaries	3.4	3.4	-	11.0
Benefits	1.4	1.3	0.1	4.3
OTPS	1.1	1.1	-	3.4
Total Expenses	5.9	5.8	0.1	18.7
HCZ Contribution	\$ -	\$ -	\$ -	\$ 0.5
per student (whole \$)	\$ -	\$ -	\$ -	\$ 453

DOE reimbursement up to 1250 students.

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