



Promise Academy I Charter School

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Harlem Children's
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AGENDA

Promise Academy I Board of Trustees Meeting
Wednesday, October 21st, 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. Attendance/Parent Engagement (*Betina Jean-Louis/Marilyn Joseph*)
- V. Health Center (*Lauren Scopaz*)
- VI. 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*)
- VII. Financial Report (*Jim Hutter*)
- VIII. Student Presentation (*Jawana Johnson/Asif Padela*)

The Harlem Children's Zone Promise Academy I Charter School

Board Meeting

Wednesday, September 30th, 2015

245 West 129th Street

Attendees: Geoffrey Canada, Mitch Kurz, Anne Williams-Isom, Stan Druckenmiller, Arlene Gibson, Willie Mae Lewis, Aisha Tomlinson, Candice Ashby, Ari Browne, Alpha Conteh, Joseph Cordero, Tracey Costello, Marlene Fox, Tiffany Fountain, Debbie Gonzalez, Kashif Hameed, Shondell James, Raychael Jensen, Betina Jean-Louis, Marilyn Joseph, Jazmine Lewis, Matthew Mejia, Mindy Miller, Sharleen Bernard, Steve Nisbett, Kwame Owusu-Kesse, Achil Petit, Conrad Pinnock, Sheryl Ragland, Susan Rydz, Lauren Scopaz, Kate Shoemaker, Marquitta Speller, KiKi Walton, Tonya White, and Bessie Wilkerson.

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 24, 2015. The motion was unanimously approved.

CEO's Report (Anne Williams-Isom)

Anne Williams-Isom talked about the lottery, which was held on August 6, 2015. There were 298 applications for the 100 slots at PAI, and 205 applications for the 100 slots at PAII. This year saw the highest number of applicants from the St. Nicholas Houses.

Ms. Williams-Isom also talked about the Harlem Children's Zone Peace March, held on August 4th, 2015 with 4,000 HCZ young people marching through the streets of Harlem.

The school held end-of-the-year trips, taking the younger students to Sesame Place and the older students to Dorney Park.

The test scores were released and Ms. Williams-Isom along with Superintendent Achil Petit met and gave evaluations to every teacher. Teachers were asked to give suggestions about how we can make things better. Justin Maker and Conrad Pinnock have been strategizing with Ms. Williams-Isom on how best to retain high-quality teachers.

Tonya White has begun her new role as Executive Director of Early Childhood and has started her observations in the Gems program, as new changes are incorporated in professional development and the adoption of The Creative Curriculum teaching strategy.

Ms. Williams-Isom announced that Kate Shoemaker, the Director of Policy, is leaving Harlem Children's Zone after 16 years. She will be working closer to home and her two young children in a position as Chief Operating Officer of a small non-profit in Newark. Ms. Shoemaker thanked the Board of Trustees for their support over the years.

Superintendent's Updates (Achil Petit)

Superintendent Achil Petit reported that current enrollment was 1,114 for PAI (ten above what we budgeted) and 878 for PAII (eight above what we budgeted.) Efforts to bring in more students will continue.

Dr. Petit talked about the test scores including the need for further work in English Language Arts. He has met with principals to come up with individual plans for their respective schools. Teachers who did not meet the standard were let go and a new team of teachers were hired.

Additionally, Dr. Petit put a curriculum office in place last academic year, which has already proven a noticeable advantage as lead teachers work to improve ELA across schools.

State Test Results (Bessie Wilkerson/Achil Petit)

Bessie Wilkerson reported on the State test results for Promise I and II. In math, the students at both schools exceeded the performance of most of our regular comparison groups (including the district, the city, and the state). At Promise II the students outperformed New York City whites students as a whole. Both Promise Academies also had a strong performance in science, outperforming most comparison groups in 4th grade, including Promise I out performing whites in New York State. Promise II out performed New York State whites in 8th grade as well. Finally, in ELA, Promise students did outperform the district, but did not quite reach the level of other comparison groups.

Additionally, Dr. Wilkerson noted that students new to Promise underperformed those who had been at the school for over a year. Also, while the math results exceeded many charter schools in the city, the ELA results were on par for the vast majority of city charter schools.

Dr. Petit gave an overview of the plans that began last year to strengthen ELA instruction. The recruitment manager, who was hired in the last academic year, has been standardizing our recruitment process and helping schools to ensure that quality teachers are hired. Schools have increased ELA instruction time and aligned the scoping sequences for further standardization across schools. This academic year, two new ELA coaches were hired across both middle schools. Additionally, teaching fellows and co-teachers have been hired in the event of unforeseen departures by teachers.

Under Dr. Petit's instruction, the Curriculum Office is creating lesson plans for the teachers to ensure consistency and rigor. Standards for highly effective instruction are also being created. The coaches are working with teachers across schools in looking at the data and providing timely feedback. Schools will also continue professional development sessions on Fridays, but are focusing on the areas that individual teachers need.

There is a separate plan for the current fifth-graders, who tested poorly last year as fourth-graders. Two extra Special Education teachers were hired to work with the students, as well as a reading recovery person. Children will get strong fifth-grade instruction but will also receive the foundation of fourth-grade instruction again that they may have missed last year.

Dr. Petit and Anne Williams-Isom met with Dr. Maureen Byrne, a psychologist and reading specialist to help improve reading levels for the students. Dr. Byrne will be working alongside one of her colleagues at Northside Center for Child Development to offer one-on-one support for PAII fifth-grade children.

Dr. Wilkerson reported the Regents test scores comparing cohorts of Promise children who have had fewer than four years of high school to the students across the State who have had four years of high school. For the English Regents, 97% of the Promise I juniors have already passed. PAI is already doing better than all the comparison groups, including whites across the State. For both the Math and Science Regents Exams, Promise sophomores and juniors have already outperformed whites in NYS. For the Global History Regents, Promise I juniors have already exceeded the four year performance of all the comparison groups and sophomores at both schools have already out performed the state. For the American History Regents, all the cohorts who have taken the exam are already outperforming the four year rate of NYS. Some cohorts have already out performed whites across the state.

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

Attendance was at 92% for the month of June and 86% for the month of July. The school is continuing efforts to improve attendance by holding attendance campaigns, reaching out to parents and strategically placing staff members on the main floor to immediately communicate with parents bringing their children in late. Extra recess time is being given to classes who have 100% attendance as an extra incentive.

The school held a meet and greet for all new staff, where they updated them on Promise policies and procedures.

Stronger collaborations are being built with PAILE's sister school, PAII lower elementary. Teachers from both schools took part in professional development sessions during their summer break. The school is also meeting with the upper elementary to do vertical collaborations, to ensure that second- and third-grade teachers have the opportunity to share data.

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

Attendance was at 95% for the month of June and 89% for the month of July. The school's lowest attendance day was on the Muslim holiday Eid al-Adha. The staff met with parents over the summer and continues to reach out to them to make sure that students are coming to school on time. The school has also been pro-actively working with the Superintendent's Central Office to talk to parents whose children had chronic attendance issues last year.

Over the summer, students went to The Morgan Library & Museum, where third-graders who read Lewis Carroll's "Alice's Adventures in Wonderland" were treated to see an exhibit called "Alice: 150 Years of Wonderland." Fourth-grade students held a narrative publishing party, where they created their own stories and shared them in small groups.

Students visited the DiMenna Children's Museum, and took part in the program "Learning History Through Paintings." The students worked with one of the artists and viewed a film on the history of New York City.

On September 16th, the upper elementary held its back-to-school night with 140 parents attending.

The school held a back-to-school pep rally with a strong focus on character development. Exemplary students are highlighted in pep rallies on a monthly basis and make daily announcements on the school's public address system. By demonstrating their commitment in

the classrooms, students are able to earn “scholar dollars,” which can be spent in the school store.

HCZ Promise Academy I Middle School PAIMS (Kashif Hameed)

Attendance was at 91% for the month of June and 84% for the month of July. The school is continuing efforts by meeting with parents to reinforce the importance of good attendance and that the summer session is mandatory.

One of the middle school’s major focuses this year was hiring talented teachers. New teachers were obtained as the result of school plans to raise standards.

Ms. Williams-Isom spoke to the middle-school girls about character development. The school has similar plans for the boys.

A Breast Cancer Walk is being held on October 18th to foster a sense of community.

The school has further aligned with its sister school, PAII Middle School. Two new coaches are strengthening the curriculum alignment between the two schools by working with teachers on a daily basis.

More instructional time was incorporated into our schedule with a homework hour during the school day. Many students continue that work during the after-school program later in the day.

HCZ Promise Academy I High School PAIHS (Marquitta Speller)

Attendance was at 94% for the month of June and 85% for the month of July. Students are making up that time by performing other academic activities.

Students are preparing for graduation. They are also currently applying to colleges. Every student is applying to at least one SUNY school and going on a SUNY college tour. Bard Early College students are working with Dr. Kristy McMorris to apply to competitive colleges. Currently, Promise I and II together have 100 Bard students and 63 students taking college-level courses.

Bylaws (Kate Shoemaker)

A motion was called to approve a resolution to amend the Promise Academy I bylaws. The motion was approved. The updated bylaws can be found within the September 30, 2015 board packet on the Promise Academy website.

<http://www.hczpromise.org/community/board-meeting-documents>

Checks and Notes, and Contracts (Kate Shoemaker)

A motion was called to approve a resolution to authorize the CEO or a designee to approve checks, drafts, or other orders for the payment of money, notes or to enter into contracts. The motion was approved. The updated bylaws can be found within the September 30, 2015 board packet on the Promise Academy website.

<http://www.hczpromise.org/community/board-meeting-documents>

Family Handbook (Candice Ashby)

A motion was called to approve the updated Family Handbook for the 2015-2016 academic year. The motion was approved. The updated Family Handbook can be found on the Promise Academy website.

<http://www.hczpromise.org/for-parents>

Financial Report (Alpha Conteh)

Alpha Conteh covered Promise Academy I's financial report: PAI is budgeted for 1,104 students resulting in \$18.2 million dollars and an HCZ contribution of \$500,000, which is \$467 per student. As of two months into the year, we're keeping the revenue flat although the enrollment is ten students over the budgeted amount. Expenses are \$300,000 below budget, which results in no contribution from HCZ as of yet.

PAI is also going through its annual audit, with a deadline of November 1st. A draft of the audited financial statements will be presented to the board on October 21st.

Executive Session

A motion was called to conduct an executive session for the preparation of examinations. The motion was approved.

HCZ Promise Academy I September 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
9/8	40	295	86%	24	301	92%
9/9	11	286	96%	9	292	97%
9/10	10	284	96%	9	290	97%
9/11	9	284	97%	6	288	98%
9/16	13	283	95%	5	288	98%
9/17	14	283	95%	4	288	99%
9/18	9	283	97%	6	288	98%
9/21	12	283	96%	7	288	98%
9/22	5	283	98%	3	289	99%
9/25	13	283	95%	14	291	95%
9/28	15	283	95%	3	293	99%
9/29	2	289	99%	2	293	99%
9/30	10	289	97%	9	294	97%
Average	13	285	96%	8	291	97%

HCZ Promise Academy I

September 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	
9/8	27	269	90%	34	277	88%	
9/9	8	268	97%	17	275	94%	
9/10	8	264	97%	9	271	97%	
9/11	11	263	96%	24	271	91%	
9/16	10	263	96%	10	274	96%	
9/17	12	263	95%	8	274	97%	
9/18	12	263	95%	4	274	99%	
9/21	6	263	98%	4	273	99%	
9/22	11	263	96%	8	272	97%	
9/25	25	262	90%	24	271	91%	
9/28	11	262	96%	14	271	95%	
9/29	11	262	96%	7	271	97%	
9/30	5	263	98%	13	271	95%	
Average	12	264	95%	14	273	95%	



Promise Academy I

FY 2016 September 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	\$ 4.6	\$ 4.6	\$ -	\$ 18.2
Expenses:				
Salaries	2.5	2.4	0.1	11.0
Benefits	1.0	1.0	-	4.3
OTPS	0.9	0.8	0.1	3.4
Total Expenses	4.4	4.2	0.2	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.

Promise Academy I FY 15 Draft Financial Statements

- * Audit of Financial Statements for the year ended June 30, 2015**
- * Grant Thornton is our auditors**
- * Field work is in progress**
- * Financial statements include:**
 - * Government grant revenue**
 - * "In-kind" support for HCZ**
 - * Program Expenses**
 - * Supplemental schedule of Program 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 1, 2015**
- * We are currently on target**