



# Promise Academy I Charter School

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A partner of



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ZONE**

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Achil Petit  
**Superintendent**

KiKi Walton  
**Principal**  
**Lower Elementary School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 646.556.6290

Joseph Cordero  
**Principal**  
**Upper Elementary School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 646.556.6271

Kashif Hameed  
**Principal**  
**Middle School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 646.556.6273

Zahida Aminy  
**Principal**  
**High School**  
245 West 129<sup>th</sup> Street  
New York, NY 10027  
Tel 646.556.6275

## AGENDA

Promise Academy I Board of Trustees Meeting  
Wednesday, September 21<sup>st</sup>, 2016

at

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

- I. Acceptance of the Minutes
- II. Superintendent's Updates (*Achil Petit*)
- III. Introduction of New Principal (*Marquitta Speller*)
- IV. State Test Results (*Bessie Wilkerson/Achil Petit*)
- 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, July 19<sup>th</sup>, 2016**

**245 West 129th Street**

*Attendees: Geoffrey Canada, Kenneth Langone, Anne Williams-Isom, Fatime Cadoo, Stan Druckenmiller, Arlene Gibson, Willie Mae Lewis, Candice Ashby, Florence Bolton, Ari Browne, Alpha Conteh, Paul Cooley, Joseph Cordero, Annice Fischer, Marlene Fox, Michelle Germaine, Debbie Gonzalez, Katherine Hurtado, Jim Hutter, Mujronji Imran, Shondell James, Raychael Jensen, Betina Jean-Louis, Marilyn Joseph, Debbie Kim, Ernst LeJeune, Marilyn Joseph, Jazmine Lewis, Daniela Luis, Mindy Miller, Kwame Owusu-Kesse, Achil Petit, Conrad Pinnock, Sheryl Ragland, Susan Rydz, Lauren Scopaz, Marquitta Speller and KiKi Walton.*

**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 May 18, 2016. The motion was unanimously approved.

**CEO Report (Anne Williams-Isom)**

Ms. Anne Williams-Isom updated the Board on how Promise Academy has been addressing students and community regarding the traumatic events that have been happening across the nation. The school has been having small-group sessions to remind students that we are here for them. Pamphlets and other resources have been distributed to staff that offer guidelines as teachers broach these subjects with Promise students.

HCZ is holding its 22<sup>nd</sup> Annual Peace March on August 10, 2016. The planning stage is still in progress and invitations to local police officers asking them to speak at the event, is underway.

The three days of HCZ Summer Games begins on July 20, 2016.

Ms. Williams-Isom thanked Kenneth Langone for contributing copies of the book, "O Great One!: A Little Story About the Awesome Power of Recognition," by David Novak, to all Promise teachers and some staff members.

Ms. Williams-Isom also thanked Stan Druckenmiller for inviting teachers and staff out to his home for the teacher appreciation event. It was reported that all staff felt welcomed and enjoyed the event.

Trustee Arlene Gibson submitted her resignation to the Promise Academy I and II Board of Trustees. Ms. Gibson, who is moving out of New York State, expressed thanks for the years of collaboration with Mr. Canada, HCZ and Promise Academy. Mr. Canada thanked Ms. Gibson for her incredible contribution over the years.

### **Superintendent's Updates (Achil Petit)**

Superintendent Dr. Achil Petit reported that enrollment for the year ended at 1,090 for PAI and 872 for PAII.

The month of June had many celebratory events including graduations, moving up ceremonies, proms and other end-of-the-year celebrations.

Dr. Petit asked the Board to vote on two resolutions: (1) approving the 2016-2017 Family Handbook, and (2) changes to Promise Academy I and II's summer sessions.

### **Resolutions (Candice Ashby)**

A motion was called to approve a resolution to revise the current charter for Promise Academy I Charter School. The purpose of the material revision is to strengthen academic support during the summer to remedial students. The motion was unanimously approved by the Board.

A motion was approved to update the Family Handbook for the 2016-2017 academic year. The motion was approved. The updated Family Handbook can be found on the Promise Academy website. <http://www.hczpromise.org/for-parents>

### **HCZ Promise Academy I Lower Elementary School (KiKi Walton)**

Attendance for the month of June was at 90%. The school continues to work with parents to improve attendance, including a focus on the last few days of the school year.

Lower elementary engaged in multiple end-of-year activities:

Kindergarten students held a song and dance performance and also participated in a field day. First-graders spent the day in a park and second-graders held a performance and visited Rye Playland with their families.

The school collaborated with the Yankees for "Hope Week" with Alvin Irby, the founder of Barbershop Books, which places books for children in barbershops. Students engaged in a reading session at a barber shop with several Yankees and attended a Yankees game that night.

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

The attendance for the month of June was at 94%. The school saw a drop in attendance in the last week of school due to the graduations of the siblings of Promise Academy students.

The school held a career fair in June, where presenters spoke to students and answered key questions about their professions. The professionals also had a discussion with third-graders about their careers and what they had to achieve in school in order to become more successful. Presenters included a producer from the ABC television news show 20/20.

The school held its first PAI Sports Banquet in partnership with the Promise Academy I Middle School.

Students performed a Motown showcase to celebrate the end-of-the-year. Approximately 400 parents attended.

Upper elementary held its top-performer dinner with 87 students receiving awards for maintaining honor roll status for the entire school year.

The school held a third-grade “meet and greet” session to talk to parents of incoming students and inform them of academic and behavioral expectations. Additionally, third-grade teachers performed end-of-year running records to assess second-graders transitioning into third-grade.

The school’s fifth-grade moving up ceremony was a successful event, with 250 parents attending. The Bringing Up Grades (BUG) award was given to 18 students for having a consistent rise in their grades each marking period of the 2015-2016 school year.

To show appreciation to the teachers for all of their hard work, school leaders took the staff to see “School of Rock” on Broadway.

The school is engaging in a new teacher orientation to make sure that teachers understand the expectations of school leaders. Teachers are taken on walks so that they can see how veteran teachers set up their classrooms. They are also provided with classroom kits and teachers also receive professional development about curriculum in math and ELA. Finally, the new teachers engage in a meet-and-greet, where a veteran teacher is assigned to each of them for mentorship.

### **HCZ Promise Academy I Middle School (Florence Bolton)**

The school’s attendance for the month of June was at 91%. Staff members continue to reach out to parents of children who have attendance issues.

The school held a career day with presenters including an opera singer, an attorney, a sports commentator and a person who opened an orphanage in Africa.

The middle school had its first class that took the Integrated Algebra Regents exam, with 100% students passing and all but two students college ready, passing with an 80 or better.

The school held a science fair with students engaging in hands-on, project-based learning including the study of chemical reactions, the scientific method and understanding hypotheses.

The middle school finished the year holding the PAI eighth-grade graduation with 150 parents attending.

### **HCZ Promise Academy I High School PAIHS (Marquitta Speller)**

Attendance for the month of June was 85% due, in part, to pre-college exposures in other locations.

The high school had a 98% graduation rate and all graduating seniors were accepted into college.

All freshmen are enrolled in classes this summer and 52 out of 54 students who will be seniors in September are away at a college exposure program. The Development department has been instrumental in helping the school find resources to fund students in these various programs.

Of the class of 2017, 94% of the students have met their Regents math requirement, 100% have met their ELA requirement, 95% have met their history requirement and 100% have met their science requirement.

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

Jim Hutter covered Promise Academy I's financial report through end of FY16. PAI ended the year with 1,090 students enrolled. The funding came in at \$18.2m, which is right on target. Total expenditures in the aggregate budgeted at \$19.5m. Overall, PAI came in on plan.

# ZAHIDA AMINY

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## CERTIFICATIONS and MEMBERSHIPS

NYS Initial Teaching Certification in Biology (7-12)  
NYS General Science Teaching Certification (7-12)  
Member of National Science Teachers Association (NSTA)

## EDUCATION

† **College of Saint Rose, Albany, NY** September 2014- August 2015  
School Building Leader [SBL] Certification  
† **Hofstra University, Hempstead, NY** May 2010  
Master of Science in Secondary Education  
GPA: 3.60  
† **Stony Brook University, Stony Brook, NY** May 2007  
Bachelor of Science in Health Science (Public Health concentration); Minor in Spanish Language and Literature  
GPA: 3.15

## WORK EXPERIENCE

- † **Academic Coach, Math & Science** September 2015- Present  
**Promise Academy Charter High School, NY, NY**
- Supervise the math and science departments to ensure quality instruction in the classroom
  - Review weekly lesson plans and bi-weekly assessments
  - Support teacher growth by routine classroom observations and providing feedback regarding best instructional practices and methods
  - Help staff with aligning their curriculum to the NYS and Common Core Standards
  - Coordinate and conduct professional development sessions on data analysis, lesson planning, curriculum mapping and classroom management
  - Provide assistance to teachers by analyzing test data and student work for driving instruction and targeting students' needs
  - Work closely with all stakeholders to plan, implement, and assess reform efforts at the school that promote rigorous learning and a safe learning environment
  - Collaborate with the guidance team to ensure all students' academic needs are met
  - Create individual student schedules in preparation for Regents exams
  - Schedule and coordinate student testing
  - Assist in hiring personnel
- † **Science Coordinator** July 2014-September 2015  
**Promise Academy Charter High School, NY, NY**
- Oversee the high school science department
  - Develop partnerships with local college graduate students and the Cornell Center of Materials Research to lead hands-on experiments in the classroom
  - Conduct weekly meetings with the science department regarding data, curriculum, and instruction
  - Schedule all science-related field trips for grades 9-11
  - Order supplies and materials necessary for laboratory practices
- † **Science Teacher (Biology, Chemistry, Health, Forensic Science, Astronomy)** September 2010-Present  
**Promise Academy Charter High School, NY, NY**
- 100% of students passed the Living Environment Regents in 2015; 45 of 98 students scored above an 80
  - Commit 10-15 hours per week tutoring students with special needs to prepare them for the Living Environment & Chemistry Regents
  - Create specific student-centered folders with assignments to target the topics that students struggled in
  - Incorporate an interactive notebook for students to demonstrate mastery of content after every lesson

- Create rigorous lessons allowing students to think outside the box that require reading and writing 100% of students passed their Living Environment Regents in 2014; 50 out of 55 students scored above an 80
- Establish an open and positive environment for learning while maintaining classroom control
- Successfully lead Saturday School for Chemistry & Living Environment Regents preparation two months in advance
- Analyze and use data to drive instruction and further help students excel in topics of weakness
- Participate in community service events with students
- Permit students to use their talents and skills to explain their thoughts and ideas
- Focus on student-centered activities to enhance students' abilities to learn
- 100% student pass rate on their Chemistry Regents (2011, 2012)
- Lead small group instruction for students with reading comprehension deficiencies

✦ **High School Girls Volleyball Head Coach**

September 2011-Present

**Promise Academy Charter High School, NY, NY**

- 2015-16 CSAA League Champions
- Monitor student-athlete's academic progress on and off season
- Uphold an effective practice routine enhancing the students' volleyball skills
- Appeared in playoffs consecutively for five years

**PROFESSIONAL DEVELOPMENT**

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✦ **AVID-Advancement Via Individual Determination**

- Preparing students for college readiness by incorporating different learning styles in the classroom
- Using Cornell Notes to help students create their own questions and summaries at the end of daily lessons
- Mandating the interactive notebook in science classes to ensure students are creating a tangible end product after every lesson to show their understanding

✦ **Penn Literacy Network**

- Introduced to various ways of creating a student-centered classroom focusing on literacy

✦ **BARD-Early College Program**

- Incorporated different writing activities to increase the number of times students write in class
- Created lessons using BARD strategies to enrich students' ability to think and write

**SKILLS and INTERESTS**

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- ✦ Microsoft Office (Word, Excel, PowerPoint, Publisher) & Internet literate
- ✦ Proficient in Spanish speaking and writing
- ✦ Sports; coaching

# HCZ Promise Academy I July 2016 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	
7/5	62	264	77%	62	293	79%	
7/6	65	260	75%	69	294	77%	
7/8	45	260	83%	52	296	82%	
7/11	35	265	87%	19	294	94%	
7/12	26	268	90%	27	295	91%	
7/13	21	268	92%	34	295	88%	
7/14	23	268	91%	24	296	92%	
7/15	36	267	87%	41	296	86%	
7/18	22	269	92%	29	297	90%	
7/19	35	269	87%	31	298	90%	
7/20	31	269	88%	45	298	85%	
7/21	36	269	87%	46	298	85%	
7/22	52	272	81%	55	300	82%	
7/25	38	272	86%	47	301	84%	
7/26	36	276	87%	42	301	86%	
7/27	40	276	86%	41	301	86%	
7/28	34	276	88%	40	301	87%	
7/29	76	276	72%	67	301	78%	
<b>Average</b>	<b>40</b>	<b>269</b>	<b>85%</b>	<b>43</b>	<b>298</b>	<b>86%</b>	



# HCZ Promise Academy I July 2016 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
7/5	60	262	77%	79	276	71%
7/6	81	256	68%	35	275	87%
7/8	45	256	82%	69	275	75%
7/11	22	256	91%	27	275	90%
7/12	27	256	89%	35	273	87%
7/13	41	256	84%	35	273	87%
7/14	46	256	82%	38	273	86%
7/15	33	256	87%	50	272	82%
7/18	26	261	90%	47	272	83%
7/19	27	261	90%	46	271	83%
7/20	32	260	88%	21	271	92%
7/21	38	260	85%	41	271	85%
7/22	83	260	68%	180	271	34%
7/25	34	262	87%	56	269	79%
7/26	36	262	86%	41	269	85%
7/27	12	262	95%	59	268	78%
7/28	27	262	90%	60	268	78%
7/29	45	262	83%	80	268	70%
<b>Average</b>	<b>40</b>	<b>259</b>	<b>85%</b>	<b>56</b>	<b>272</b>	<b>80%</b>

## Promise Academy I

### FY 2017 August YTD Budget vs. Actual

\$ millions

	Budget	Actual <sup>(1)</sup>	Fav/(Unfav)	Full Year Budget
Enrollment	1,115	1,144	29	1,115
Grades	K - 12	K - 12		K - 12
DOE and other gov't funding	\$ 3.1	\$ 3.1	\$ -	\$ 18.8
Expenses:				
Salaries	1.8	1.8	-	12.0
Benefits	0.7	0.7	-	4.3
OTPS	0.7	0.7	-	3.9
Total Expenses	3.2	3.2	-	20.2
HCZ Contribution	\$ 0.1	\$ 0.1	\$ -	\$ 1.4
per student (whole \$)	\$ 90	\$ 87	\$ 2	\$ 1,256

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

Budget amounts have been adjusted to better reflect anticipated 2017 activity.