



Promise Academy II Charter School

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ZONE**

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AGENDA

Promise Academy II Board of Trustees Meeting
Wednesday, April 29th, 2015

at

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

- I. Acceptance of the Minutes for February 26, 2015 and March 30, 2015
- II. Overall Updates
 - i. CEO Report (*Anne Williams-Isom*)
 - ii. Superintendent's Updates (*Achil Petit*)
 - iii. Curriculum Office (*Achil Petit/Tonya White/Kevin Dougherty*)
 - iv. Material Revision for PAII's Charter (*Sharleen Morris*)
- III. Promise Academy II Updates
 - i. Lower Elementary School (*Sheryl Ragland*)
 - ii. Upper Elementary School (*Shondell James*)
 - iii. Middle School (*Kevin Dougherty*)
 - iv. High School (*Asif Padela*)
- IV. Financial Report (*Jim Hutter*)
- V. Teacher Presentation (*Shondell James*)

The Harlem Children's Zone Promise Academy II Charter School

Board Meeting

Thursday, February 26th, 2015

245 West 129th Street

Attendees: Geoffrey Canada, Mitch Kurz, Anne Williams-Isom, Stan Druckenmiller, Arlene Gibson, Willie Mae Lewis, Aisha Tomlinson, Candice Ashby, Alpha Conteh, Joseph Cordero, Tracey Costello, Megan Crawford, Marlene Fox, Michelle Germaine, Kashif Hameed, Jim Hutter, Raychael Jensen, Shondell James, Marilyn Joseph, George Khaldun, Jazmine Lewis, Justin Maker, Mindy Miller, Latasha Morgan, Sharleen Morris, Kwame Owusu-Kesse, Asif Padela, Judy Palacios, Achil Petit, Conrad Pinnock, Susan Rydz, Lauren Scopaz, Marquitta Speller, Sarah Waltcher, Tonya White, Bessie Wilkerson, and Adam Zalisk

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 December 17, 2014. The motion was unanimously approved.

CEO's Updates (Anne Williams-Isom)

Anne Williams-Isom informed staff that Promise Academy II Middle School Principal Kevin Dougherty is at a leadership conference this week. The Assistant Principal, Judy Palacios, will present today in Mr. Dougherty's place.

Ms. Williams-Isom also reported that Sheryl Ragland, the Principal for Promise Academy II Upper Elementary, is still recovering from illness. The Superintendent, Achil Petit, will be presenting today in Ms. Ragland's place.

Debra Sostre, who was the Principal for Promise Academy II Upper Elementary, has left the organization. Shondell James is filling in as Acting Principal until a new person is hired for the role.

Trustee Arlene Gibson observed the Promise schools on December 17th. She gave staff members many good suggestions including conducting a school-wide book read. The book "Wonder" by R.J. Palacio was chosen, which explores perseverance and kindness in the face of adversity. Promise students and staff members are currently reading the book.

Ms. Gibson also connected the Promise leadership with Kay Merseth, who is leading the new Teacher Fellows Program at Harvard College. The schools are excited to establish a partnership with this new program in order to bring talented Harvard College graduates into Promise Academy I and II. The new program will launch its first cohort in the 2016-2017 school year. Harvard Fellows would serve as a Teaching Fellows the first year with Promise Academy, and then lead teacher the second year. Fellows receive training and coaching from Harvard throughout both years.

Board of Regents member Lester Young walked through Promise schools with us to give feedback on the high schools.

Two weeks ago, Ms. Williams-Isom gave a presentation at the White House for President Obama's "My Brother's Keeper" initiative. The panel was called, "Lifting up what works."

Superintendent's Updates (Achil Petit)

Promise Academy is six weeks away from the NYS exams. Staff members are working hard to prepare students.

Enrollment numbers remain consistent with what was budgeted. Promise Academy I is about four students over budget, and Promise Academy II is exactly on budget.

All schools met together to standardize the curriculum, so that each Promise Academy school is aligned with its sister school.

PAII Charter Renewal (Sharleen Morris)

Sharleen Morris reported that HCZ Promise Academy II Charter School's application for renewal was approved by the Board of Regents on February 5, 2015. The renewal term is 4.5 years, resulting in both PAI and PAII going through concurrent charter renewals. The charter term for Promise Academy II ends on June 30, 2019.

In regards to the renewal site visit to Promise Academy II, the DOE reported that they saw improvement in the quality of instruction and the alignment across schools. The DOE also reported positive feedback from student and teacher interviews.

Sharleen Morris also reported the next steps for Promise Academy II, which includes submitting material revisions for adding expanding grades. There will also be an update to the Promise Academy I and II bylaws to reflect the requirement of 12 board meetings per year.

Teacher Recruitment (Achil Petit, Conrad Pinnock)

Achil Petit discussed the next steps toward improving ELA scores by hiring more high-quality teachers. He discussed strategies for identifying candidates and the action plan for recruiting them. Mr. Petit discussed the most important factors for identifying quality teachers.

Conrad Pinnock also discussed internal and external factors of teacher recruitment and the challenges that schools face in finding specialized teachers. Mr. Pinnock spoke of a six point action plan, inclusive of an embedded recruiter in the Promise Academy Central Office, who focuses purely on identifying candidates and obtaining talented teachers. The recruitment person will work closely with the leadership team for curriculum and instruction and will report dually to Human Resources and the Superintendent.

Finally, Mr. Pinnock discussed recruiting teachers earlier as a strategy that gives schools an opportunity to identify and hire quality teachers who are often more readily available earlier in the recruiting season.

HCZ Promise Academy II Lower Elementary School PAIILE (Achil Petit)

Attendance for the month of December was at 93% and for the month of January was at 91%.

The school held a Fathers' Fellowship workshop, which was led by the assistant principal. They covered different topics, watched documentaries and were served food by Executive Chef Andrew Benson.

A technology workshop was held and parents were instructed on how to navigate the Internet, Google Docs, i-Ready and the school's website. A special education workshop was also held, which gave parents information on IEPs, their rights as parents, and what they should do during CSE meetings.

The school had a very good turnout for the parent/teacher conference meetings. The school held two sessions from 1 pm to 3 pm and another from 5 am to 7 am. Eighty-five percent of parents attended and the remaining 15% were met with individually.

The school's 100th day celebration was very successful, with face painting, prizes, races, karaoke and many other fun activities for the children.

HCZ Promise Academy II Upper Elementary School PAIUE (Shondell James)

Attendance was at 94% for the month of December and at 93% for the month of January. The inclement weather has resulted in a drop in attendance and efforts are being made to increase school attendance.

Just before the winter break, the school held its 100th day celebration along with the PAII Lower Elementary school.

As part of their unit, the school's fifth-graders visited the Jewish Heritage Museum and read "Number the Stars," a book written by Lois Lowry about the Danish resistance during the Holocaust.

Through the school's Jazz at Lincoln Center partnership, the students attended a performance that focused on the Civil Rights Movement.

The school is preparing for ELA and math State exams by working with students strategically. Science and social studies teachers are also implementing strategies in the classroom. School leadership is spending time in classrooms and ELA and math coaches are observing teachers and giving them feedback. The school is communicating strongly to parents to ensure that they are giving support to the students as they prepare for State tests.

HCZ Promise Academy II Middle School PAIIMS (Judy Palacios)

Attendance for the month of December was 95% and for the month of January it was 94%. This was due to the inclement weather. The school continues to push for 100% attendance.

The middle school held a winter music concert in conjunction with the PAIHS, in which students performed a wide range of music for parents and staff.

Seventh grade students are studying DNA in science class, and a post-doctorate fellow from Rockefeller University visited to talk to students interested in a future career in science about the

steps to take in order to get into a good college. He also focused on DNA and how bacteria cells work.

The school is in the middle of test preparation and school leadership is spending time in the classrooms.

Our eighth-graders had the opportunity to participate in an NBA Cares event. Volunteers came in and worked with eighth-grade students in a two part session: in the first half, the students did a career future building project, and the second half, focused on healthy living. Students engaged in different types of activities in the gym and discussed how to create healthy snacks to keep themselves energized.

HCZ Promise Academy II High School PAIHS (Asif Padela)

Attendance was at 94% for the month of December and at 93% for the month of January. The school is working with the superintendent and Central Office to address those children who are chronically late or absent.

The principal worked with one of the school's instructors, Ashley Blount, to develop the US History curriculum by condensing the material and increasing class time. The strategy is to ensure that the students will be prepared to take the Regents test as early as January rather than June. The material was taught in students' freshman year, instead of the typical junior year and 97% of students passed the test with most of the students passing with an 80 or above. Teachers are working with students who did not pass to help them overcome test anxiety.

Another of the school's teachers, Ms. Katherine Hurtado, is preparing students to take the Calculus test earlier. Eleven students took the Geometry Regents test in January, with eight of the students obtaining an 80 or above and three students scoring in the high 70s.

The school is working together with the College Success Office as children prepare for senior year.

PAII High School is collaborating with PAI High School on the book "Wonder" by RJ Palacio. Teachers are using the book to give lessons to students on character development and strengthening social-emotional skills. The next book students will focus on is the classic "Things Fall Apart" by Chinua Achebe and children will work with Ms. Summers to create African masks.

The PAII Middle School's Assistant Principal, Judy Palacios, is aiding the high school in ELA by helping the school think about how students can take the Common Core English exam earlier.

The high school collaborated with the middle school by performing a joint concert and both schools will have another event together later on in the academic year.

Financial Report (Jim Hutter)

Promise Academy II is on plan for enrollment. The school is slightly favorable on its funding line by \$100,000. PAII is \$100,000 favorable in total expenses and \$200,000 in the aggregate favorable.

A draft of the PAII 990 Form, which is used by non-profits to provide mandatory information to the Internal Revenue Service, was presented to the Board for their review. The form is being processed by Grant Thornton and is due for final submission by May 15th.

The Harlem Children's Zone Promise Academy II Charter School

Board Meeting

Friday, March 30th, 2015

35 East 125th Street

Attendees: Geoffrey Canada, Anne Williams-Isom, Ken Langone, Stan Druckenmiller, Denise Fuller, Arlene Gibson, Alfonso Wyatt, Candice Ashby, Joseph Cordero, Kashif Hameed, Jim Hutter, Shondell James, Jawana Johnson, Kevin Dougherty, Sharleen Morris, Asif Padela, Achil Petit, Sheryl Ragland, Marquitta Speller, Tonya White, and Bessie Wilkerson

CEO's Updates (Anne Williams-Isom)

Anne Williams-Isom spoke about recent visits to Promise Academy I schools from National Security Agency director Michael S. Rogers and director Spike Lee among others, who presented to students.

On March 18th, Geoff Canada and Ms. Williams-Isom attended a teacher-recruitment event where they talked about Promise Academy.

Schools are seven days away from State exams and test preparation continues with parent teacher conferences scheduled to make sure that parents are onboard with supporting students at this time.

Promise welcomes back PAII Lower Elementary Principal Sheryl Ragland, who was away for six weeks due to illness.

PAII Lower Elementary had a Promise 50 Selma tribute. Grades K-2 created a walking museum to honor the event and each class presented on one of the Selma leaders. Three classes performed a play where they acted out kid-friendly clips from the film.

Interim Principal Shondell James and staff have been working with PAII Upper Elementary students in Saturday school to address reading challenges.

PAII Middle School students have been working on hydroponics this school year, and were guided by a science teacher in dissecting a tilapia fish from the lab.

The PAII High school has been preparing for Regents exams. The school has also started this month's character education with the theme "random acts of kindness."

Facilities Appeal (Kate Shoemaker)

Due to a change in state law last spring, new and expanding charter schools in New York City have an opportunity to obtain either public space or facilities funding at a rate of up to 20% of per pupil funding. In school year 2014-15, that rate is \$13,777, meaning that we could potentially receive up to \$2,755.40 per eligible child. Promise Academy II went through the process and recently won an appeal in New York State for facilities funding to accommodate expanding grades, 10, 11 and 12.

Financial Report (Jim Hutter)

Promise Academy II is about \$100,000 favorable in revenue and \$200,000 favorable in expenses through eight months. Therefore, the HCZ contribution is \$300,000 less than what was budgeted.

Since the last meeting, all filings have been made and there were no compliance issues raised by the auditors.



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Denise Fuller
Arlene Gibson
Willie Mae Lewis
Alfonso Wyatt**

**Achil Petit
Superintendent**

April 29, 2015

Dear Ms. Duru,

In accordance with Education Law § 2852 (7)(a), Harlem Children's Zone Promise Academy II Charter School is formally submitting material charter revisions, which have been approved by its Board of Trustees on April 29, 2015.

Harlem Children's Zone Promise Academy Charter School began its first charter in September 2005. The school has had two renewal periods approved by the Board of Regents:

Renewal Period 1: April 15, 2010 – April 14, 2015

Renewal Period 2: April 15, 2015 - June 30, 2019

Harlem Children's Zone Promise Academy II Charter School is applying for an amendment to the existing charter in order to increase projected enrollment over the next five years. Maintaining a more stable enrollment is the primary motivation behind this change.

Promise Academy II has slightly increased the rate of admission in grades beyond our primary entry grade of kindergarten. As the attrition rate has become more stable and predictable, the spots for additional students have been filled in order to maintain more stable enrollment, across grades, over time.

Attached, please find page 5 of the Harlem Children's Zone Promise Academy II Charter School charter, with changes to the enrollment planning chart as discussed earlier in this letter.

If you have any questions, please contact Sharleen Morris at (347) 803-0945.

Sincerely yours,

**Dr. Achil Petit
Superintendent**

cc: Dawn Lynn Kacer, Executive Director

and ensures that each student maintains a close relationship with one or more adults in the building. HCZ Promise Academy II will support its teachers and staff in creating and maintaining this positive school environment through professional development.

In addition to promoting academic achievement, HCZ Promise Academy II strives to develop positive social skills and character in its students. This is done through cultivation of a culture of respect that emphasizes positive and nurturing student-teacher relationships. The school culture also emphasizes respect among adult peers, so that the adults are effective role models that help students see and learn about socially acceptable behavior and attitudes.

Recruitment and Development of Talented and Committed Teachers and Administrators: HCZ Promise Academy II has made and will continue to make the recruitment and support of instructional leaders and teachers a top priority. The school aggressively pursues the best educators in the nation - educators who care deeply about children and are committed to the academic success of their students. It also supports its teachers through an ongoing program of professional development.

Extended School Day and School Year— HCZ Promise Academy II offers an extended school day and school year. The academic day runs from 8 AM until 4 PM. Students also have the opportunity to participate in extended after-school programming from 4 PM – 6 PM. HCZ Promise Academy II provides a summer program with academic, arts, and athletic enrichment as part of its extended school year. During the school’s extended school year, HCZ Promise Academy II students spend 202 days, significantly more than the 180 days required at traditional schools.

In addition, HCZ Promise Academy II uses data from a variety of assessments to identify student needs and, based on analysis of such data, tailors interventions to address student needs and learning styles.

I.B.4. Enrollment Planning (see chart below):

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
K	80 100	80 100	80 100	100	100
1	80 100	80 100	80 100	100	100
2	80 90	80 100	80 100	100	100
3	80	80 90	80 100	100	100
4	80	80	80 100	100	100
5	80	80	80 100	100	100
6	80	80	80 100	100	100
7	80	80	80	100	100
8	80	80	80	80	100
9	80	80	80	80	100
10	80 50	80	80	80	90
11	0 50	80 50	80	80	80
12	0	0 50	80 50	80	80
Total	950	1050	1150	1200	1250

I.B.5. Governance and Organizational Design:

HCZ Promise Academy II

March 2015 Attendance Report

HCZ PAII Lower Elementary School		HCZ PAII Upper Elementary School				
Date	Number of Students Absent	Enrollment	% of Students Present	Number of Students Absent	Enrollment	% of Students Present
3/2	27	254	89%	11	227	95%
3/3	12	254	95%	6	227	97%
3/4	21	254	92%	11	227	95%
3/5	30	254	88%	29	227	87%
3/6	8	254	97%	8	227	96%
3/9	21	254	92%	18	227	92%
3/10	14	254	94%	17	227	93%
3/11	13	254	95%	7	227	97%
3/12	12	254	95%	10	227	96%
3/17	9	254	96%	7	227	97%
3/18	4	254	98%	7	227	97%
3/19	5	254	98%	8	227	96%
3/20	12	254	95%	7	227	97%
3/23	10	254	96%	10	227	96%
3/24	11	254	96%	5	227	98%
3/25	10	254	96%	7	227	97%
3/26	9	254	96%	5	227	98%
3/27	10	254	96%	11	227	95%
3/30	20	254	92%	7	227	97%
3/31	5	254	98%	14	227	94%
Average	14	254	94%	11	227	95%

HCZ Promise Academy II

March 2015 Attendance Report

HCZ PAII Middle School						HCZ PAII High School		
Date	Number of Students Absent	Enrollment	% of Students Present	Number of Students Absent	Enrollment	% of Students Present		
3/2	23	223	90%	10	71	86%		
3/3	7	223	97%	3	71	96%		
3/4	11	223	95%	3	70	96%		
3/5	22	223	90%	6	70	91%		
3/6	8	223	96%	7	70	90%		
3/9	9	223	96%	4	70	94%		
3/10	5	223	98%	5	69	93%		
3/11	2	223	99%	1	69	99%		
3/12	3	223	99%	3	69	96%		
3/17	6	222	97%	2	69	97%		
3/18	3	222	99%	3	69	96%		
3/19	5	222	98%	5	69	93%		
3/20	10	222	95%	5	69	93%		
3/23	14	222	94%	3	69	96%		
3/24	7	222	97%	1	69	99%		
3/25	3	222	99%	3	69	96%		
3/26	5	222	98%	2	69	97%		
3/27	6	222	97%	4	69	94%		
3/30	8	222	96%	5	69	93%		
3/31	11	222	95%	3	69	96%		
Average	9	223	96%	4	70	94%		



Promise Academy II

FY 2015 March YTD Budget vs. Actual

\$ millions

	Budget	Actual ⁽¹⁾	Fav/(Unfav)	Full Year Budget
Enrollment	777	772	(5)	777
Grades	K - 10	K - 10		K - 10
DOE and other gov't funding	\$ 9.1	\$ 9.3	\$ 0.2	\$ 12.1
Expenses:				
Salaries	6.7	6.7	-	9.2
Benefits	2.0	2.0	-	2.7
OTPS	1.9	1.7	0.2	2.4
Total Expenses	10.6	10.4	0.2	14.3
HCZ Contribution	\$ 1.5	\$ 1.1	\$ 0.4	\$ 2.2
per student (whole \$)	\$ 1,931	\$ 1,425	\$ 506	\$ 2,879

DOE reimbursement up to 815 students.

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