



Promise Academy II Charter School

A partner of



**Harlem Children's
ZONE**

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**Achil Petit
Superintendent**

**Sheryl Ragland
Principal
Lower Elementary School
2005 Madison Avenue
New York, NY 10035
Tel 646.556.6285**

**Shondell James
Principal
Upper Elementary School
2005 Madison Avenue
New York, NY 10035
Tel 646.556.6285**

**Judy Palacios
Principal
Middle School
35 East 125th Street
New York, NY 10035
Tel 646.437.1481**

**Principal
High School
35 East 125th Street
New York, NY 10035
Tel 646.437.1484**

AGENDA

Promise Academy II Board of Trustees Meeting
Wednesday, July 19th, 2017

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. Promise Academy II Updates
 - i. Lower Elementary School (*Sheryl Ragland*)
 - ii. Upper Elementary School (*Shondell James*)
 - iii. Middle School (*Judy Palacios*)
 - iv. High School (*Katherine Hurtado*)
- IV. Resolution
 - i. 2017-2018 Family Handbook (*Candice Ashby*)
- V. Financial Report (*Jim Hutter*)

The Harlem Children's Zone Promise Academy II Charter School
Annual Board Meeting
Wednesday, June 21, 2017
245 West 129th Street

Attendees: Geoffrey Canada, Mitch Kurz, Anne Williams-Isom, Stan Druckenmiller (by phone), Willie Mae Lewis, Aisha Tomlinson, Alfonso Wyatt, Zahida Aminy, Candice Ashby, Leslie-Bernard Joseph, Ari Browne, Alpha Conteh, Joseph Cordero, Tracey Costello, Tiffany Fountain, Debbie Gonzalez, Kashif Hameed, Katherine Hurtado, Jim Hutter, Shondell James, Betina Jean-Louis, Marilyn Joseph, Debbie Kim, Jazmine Lewis, Justin Maker, Mindy Miller, Kwame Owusu-Kesse, Judy Palacios, Achil Petit, Conrad Pinnock, Sherri Geng, 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 a.m. and a motion was called to approve the meeting minutes from May 17, 2017. The motion was unanimously approved.

Superintendent's Updates (Achil Petit)

Dr. Achil Petit reported that enrollment is at 1,104 for Promise Academy I and at 972 for Promise Academy II.

Dr. Petit acknowledged the principals for their hard work during the current school year.

HCZ Promise Academy II Lower Elementary School (Sheryl Ragland)

The lower elementary school's attendance was at 94% for May. Some of the students were out due to illness.

The school held an end-of-year theater arts performance, with students re-enacting "James and the Giant Peach." The school also held a concert, where students sang songs and played instruments. The concert had a successful turnout.

Chef Andrew Benson along with his colleague June Berry, the executive sous chef, collaborated with Glenwood Farms so that students visited the farm and planted seeds, named chickens and engaged in other fun activities. Chef Andrew taught first-graders about the herbs and foods that were planted.

The fathers and father figures of the lower elementary students were invited to a Father's Day celebration. This year, 35 men attended and read to the children.

Students engaged in end-of-year activities. Kindergarteners and first-graders attended a field day event in Central Park. Mr. Davidson Joseph came to lower elementary and guided the middle school investment club students in a presentation to the second-grade classes.

A moving up ceremony for kindergarten students going to first-grade will be held on June 21. On June 22, students will go on their end-of-year trip.

Recent data has shown that a group of first-graders that had been low performing have greatly improved over the current school year.

School leaders are having preliminary talks about creating an accelerated class for lower elementary students to ensure that children who have an advanced reading level are challenged.

Lower and upper elementary school leaders have been working together to transition second-grade students to the third-grade.

Preparation for summer session is underway.

HCZ Promise Academy II Upper Elementary School (Shondell James)

The upper elementary school's attendance was at 96% for May.

The school held a spring concert in May, with a third-grade chorus performing for the first time. Third through fifth-graders played stringed instruments and there was also a band and woodwind ensemble. The principal reported the school is really proud of the work that the students are doing with Director of Arts Shelly Bauer.

In fourth-grade, students created a live wax museum. Students researched people from the American Revolution and focused on one known character and a visual reference to connect to the time period. During the museum exhibit, students wore revolutionary garb, gave speeches and returned to wax figure mode after they presented.

The school held a career fair that included an entertainer, a trainer, a fashion stylist, an architect, a software manager, an NBA player, and a parent who works for the Metropolitan Transit Authority. Students walked around interviewing guests.

The fifth-grade moving up ceremony is scheduled for June 21.

On June 22, upper elementary students will go on a trip to Dorney Park.

PAII upper elementary students came in second place in a rugby team tournament.

The after school program held a father and daughter dance, with 81 kids and 74 dads participating.

In appreciation to the teachers for all of their hard work, an apple juice "sip and paint" was held and led by the art teacher. The school is also holding summer book clubs for the teachers.

HCZ Promise Academy II Middle School (Judy Palacios)

The middle school's attendance was at 96% for May. School leaders continue to remind families of the importance of being present in school.

The school held their annual career fair with approximately 30 professionals from different fields attending. Small stations were created in the gymnasium where students could ask questions and speak to professionals for 15 minutes each about their respective fields. The Development

department also provided professionals for the event. Science teacher Ms. Jane Luceno also invited a friend that is a farmer, who brought ducklings.

Seventh graders re-enacted the Battle of Gettysburg at the North Salem property. Teachers spent the past few weeks creating uniforms for the kids.

The school held a science fair for sixth- and seventh-grade scholars. In groups, students were given the opportunity to identify, research and then execute any project of their choosing.

The lacrosse team finished the season at second place in the championships. The team also participated in Harlem Bowl, sponsored by the Harlem Lacrosse League and won all three games played.

The principal thanked the athletic department for throwing an end-of-year banquet to recognize middle and high school scholar athletes, with 95 athletes and their families in attendance. The coaches were also recognized for their guidance and achievements, as well as participants from more than 20 sports.

Eighth-grade prom was held on June 20 and graduation will be held on June 21. The principal thanked the parent coordinator, Krystal Velez for the great job on decorating for prom night.

HCZ Promise Academy II High School (Katherine Hurtado)

The high school's attendance was at 93% for May.

On May 26, the school hosted their first Ramadan assembly to support students and staff who practice the Muslim faith. Traditional snacks were served at the event and students discussed important facts and created art. Muslim students wrote out other students' names in Arabic. Staff and students pledged to fast on Wednesday in solidarity with Muslim students and staff. As a result of this, one of the junior students started the Muslim Student Association for Promise Academy II High School.

On May 31st, there was a tour to Yukon College. Ninth-grade students from both PAI and PAII, came together to visit the campus and get some insight on the application process and scholarship opportunities.

The student government voted and planned for the end-of-year carnival. Students were able to take photos at the carnival cut-out stand, play ring toss, table tennis and engage in a staff versus student tug-of-war.

In hopes to alleviate stress from Regents, the social work team arranged for the Mutt-i-grees Institute to bring puppies.

The principal announced that the school officially has 100% of its seniors graduating high school and 100% of graduating seniors attending a two-year or four-year institution in the fall. Bard Early College students earned 25-31 college credits.

On June 23, the high-school graduation will be held at Columbia University at 9:00 am.

Financial Report (Jim Hutter)

PAII's enrollment is at 972, which is six unfavorable versus the budget. PAII is \$100,000 unfavorable with revenues and \$100,000 unfavorable with expenses. The HCZ contribution through 11 months of FY17 is \$200,000 unfavorable. In the aggregate the HCZ contribution to PAI plus PAII is on budget.

The FY18 budgeted enrollment is 1,033 students for PAII. FY 18 Budgeted revenues are expected to increase by \$1.7M from the FY17 projection. Expenses are also anticipated to increase by \$1.0m from our projection. The HCZ contribution at \$1.4m is down from \$2.1m of what was projected last year. The HCZ contribution is expected to decline to \$1,327 per student.

FY18 Budget (Jim Hutter)

A motion was called to approve the HCZ Promise Academy II Charter School budget for fiscal year 2018. The Board unanimously approved the resolution. A detailed version of the resolution can be found within the June 21, 2017 board packet on the Promise Academy II website.

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

Appointment of Independent Accountants (Jim Hutter)

A motion was called to approve a resolution to appoint independent accountants Grant Thornton for the fiscal year 2017 audit for Promise Academy II Charter School. The Board unanimously approved the resolution. A detailed version of the resolution can be found within the June 21, 2017 board packet on the Promise Academy II website.

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

PAII Board Elections (Candice Ashby)

A motion was called to approve a resolution to re-elect Board of Trustee members Fatime Cadoo, Denise Fuller, Mitch Kurz, Willie Mae Lewis, and Anne Williams-Isom. Voting Trustees were also established as per the bylaws. The Board unanimously approved the resolution. A detailed list of the approved re-elected Board members can be found within the June 21, 2017 board packet on the Promise Academy II website.

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

KATHERINE HURTADO-DA SILVA



30 Holmes Street, Westerly, RI 02891

Phone: (646) 241-6214 | Email: Katherine.hurtado@hczpromise.org

SUMMARY OF QUALIFICATIONS

- *Curriculum Development*
- *Instructional Coaching*
- *Departmental Supervision*
- *School-Wide Data Specialist*
- *Professional Development*
- *Recruitment and Hiring*
- *College Preparation*
- *Data-Driven Instruction*

EDUCATION

Western Governors University, Salt Lake City, UT
Master of Science, Educational Leadership

CUNY Queens College, Flushing, NY
Bachelor of Arts in Mathematics (7-12)

CERTIFICATION

New York State Initial Certification in Secondary Mathematics Education, February 2011
New York State School Building Leader Certificate, Expected April 2018

LEADERSHIP EXPERIENCE

Acting Principal February 2017 – Present
Harlem Children's Zone: Promise Academy II Charter High School New York, NY

- Served as the school educational leader who oversees curriculum development and implementation of state and federal programs and procedures
- Established and promoted practices that ensure the school's academic standards are rigorous, clear, measurable, and aligned with New York State Learning Standards
- Led school and decision making process to ensure the development of a comprehensive school improvement plan
- Organized Academic Departments into course teams that met regularly to develop data-driven curriculum maps, lesson plans, and interventions
- Consistently review and interpret data related to student performance and achievement
- Coached teachers in the development and implementation of lesson plans and assessments
- Conducted school-wide professional development on classroom management plans that fostered a climate conducive to academic achievement
- Provided and modeled lessons for teachers in academic areas to identify and promote effective instructional practices
- Worked with the school's leadership team to construct and execute strategic growth plans
- Presented academic and school highlights from the high school to the Board of Trustees on a monthly basis
- Performed other duties as assigned

Assistant Principal July 2016- February 2017
Harlem Children's Zone: Promise Academy II Charter High School New York, NY

- Designed and supervised the development of curricula for Character Education (9-10)
- Provide leadership in formulating seminar sessions that are consistent with the school's philosophy and policies.
- Design, coordinate, implement and monitor a comprehensive guidance program for grades 9-12.
- Design, coordinate, implement, and monitor academic school schedules.

- Monitor the implementation of student case conferencing with staff to design and initiate academic interventions.
- Confer with staff to provide feedback to receive feedback for essential program improvements.
- Respond to administrative/legal/compliance queries from parents and other internal and external clients.
- Administer all aspects of college search and admissions process.
- Oversee division centralized Advanced Placement testing program and coordinate administration of PSAT, SAT, and AP Testing.
- Supervised the development of curricula aligned to Common Core Standards in Mathematics and Science
- Organized the Mathematics, Science and Art Departments into course teams that met regularly to develop data-driven and interdisciplinary curriculum maps, lesson plans, and interventions
- Coached teachers in the development and implementation of lesson plans and assessments
- Conducted school-wide professional development on classroom management plans that fostered a climate conducive to academic achievement
- Provided and modeled lessons for teachers in academic areas to identify and promote effective instructional practices

TEACHING EXPERIENCE

Mathematics Teacher

July 2010 – July 2015

Harlem Children's Zone: Promise Academy I & II Charter High School

New York, NY

- Classes Taught: Integrated Algebra (Regents-based), Geometry (Regents-based), Algebra II & trigonometry (Regents-based), Algebra I Common Core (Regents-based), Geometry Common Core (Regents-based), Algebra II Common Core (Regents-based)
- Designed all Mathematics curricula: units, lessons and tests to motivate and engage students with the academic content
- Collaborated with teachers to standardize benchmark assessments and grading policy
- Participated in weekly department meetings and professional development activities
- Adapted materials and instructional methods to the interests, needs, and abilities of students
- Achieved 94-100% passing rate consistently on all Math Regents Exams since 2011

Mathematics Teacher

June 2010- August 2010

Allentown Christian School

Jamaica, NY

- Created and implemented Mathematics curriculum for rising 6th grade students
- Provided small group instruction to struggling students
- Maintained detailed records on student progress in order to create individualized lesson plans

ADDITIONAL PROFESSIONAL EXPERIENCE

LIMACON Presenter

March 2012

SUNY OLD Westbury

Westbury, NY

- Organized and lead a workshop at the Long Island Mathematics Conference on "Innovative and Alternative Forms of Assessment"

ACADEMIC HONORS AND AWARDS

- TIME 2000 Graduate, 4-year scholarship Mathematics teaching program

REFERENCES

- Dr. Alice Artzt, Program Director and Professor, Mathematics Education CUNY Queens College, Alice.Artzt@qc.cuny.edu, (718) 997-5169
- Dr. Alan Sultan, Chair and Professor, Department of Mathematics CUNY Queens College, ASultan956@aol.com, (718) 997-5845

HCZ Promise Academy II

June 2017 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	
6/1	11	284	96%	9	257	96%	
6/2	13	284	95%	14	257	95%	
6/5	14	284	95%	10	257	96%	
6/6	17	284	94%	15	257	94%	
6/7	14	284	95%	9	259	97%	
6/8	87	284	69%	82	259	68%	
6/9	31	284	89%	9	259	97%	
6/12	33	284	88%	25	259	90%	
6/13	25	284	91%	7	259	97%	
6/14	15	284	95%	16	259	94%	
6/15	11	284	96%	11	259	96%	
6/16	22	284	92%	21	259	92%	
6/19	22	284	92%	22	259	92%	
6/20	45	284	84%	29	259	89%	
6/21	41	284	86%	44	259	83%	
6/22	2005 Choir Academy Closed for Maintenance						
6/23	2005 Choir Academy Closed for Maintenance						
Average	27	284	91%	22	258	92%	

HCZ Promise Academy II

June 2017 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	
6/1	8	234	97%	11	195	94%	
6/2	13	234	94%	17	195	91%	
6/5	11	234	95%	11	195	94%	
6/6	11	234	95%	10	195	95%	
6/7	3	234	99%	20	195	90%	
6/8	32	234	86%	34	195	83%	
6/9	17	234	93%	23	195	88%	
6/12	21	233	91%	15	195	92%	
6/13	12	233	95%				
6/14	9	233	96%				
6/15	18	233	92%				
6/16	16	233	93%				
6/19	22	233	91%				
6/20	45	233	81%				
6/21	20	233	91%				
6/22	33	233	86%				
6/23	60	233	74%				
Average	21	233	91%	18	195	91%	

Regents Exams and Graduation

Promise Academy II

FY17 Budget Vs Projection and FY18 Budget



	FY'17 Budget	FY'17 Projection	Fav / (Unfav)	FY'18 Budget	FY'18 Budget vs. FY'17 Projection Fav / (Unfav)
(\$ millions)					
Enrollment	978	970	(8)	1,033	63
Grades	K - 12	K - 12		K - 12	
DOE and other gov't funding	\$ 16.5	\$ 16.5	\$ -	\$ 18.1	\$ 1.6 (a)
Expenditures:					
Personnel Services	15.4	15.4	0.0	16.0	(0.6)
OTPS	3.0	3.1	(0.1)	3.5	(0.4)
Total Expenditure	<u>18.4</u>	<u>18.5</u>	<u>(0.1)</u>	<u>19.5</u>	<u>(1.0)</u>
HCZ contribution	\$ 1.9	\$ 2.0	\$ (0.1)	\$ 1.4	\$ 0.6
HCZ contribution/student (whole \$)	\$ 1,905	\$ 2,025		\$ 1,327	

Footnote:

(a) The \$1.6m revenue increase reflects higher funding rates (\$0.4m impact), higher enrollment (\$0.9m impact) and an increase in rental assistance (\$0.3m impact). Excludes bonus, growth fund, "in-kind" contributions and rent paid under the HCZ-PA II lease agreement.