



Promise Academy II Charter School

A partner of



Harlem Children's
ZONE

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AGENDA

Promise Academy II 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 II Updates
 - i. Lower Elementary School (*Sheryl Ragland*)
 - ii. Upper Elementary School (*Shondell James*)
 - iii. Middle School (*Sharleen Bernard*)
 - iv. High School (*Asif Padela*)
- VII. Financial Report (*Jim Hutter*)
- VIII. Student Presentation (*Jawana Johnson/Asif Padela*)

The Harlem Children's Zone Promise Academy II 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 students above what we budgeted) and 878 for PAII (eleven students above what we budgeted.) Efforts to bring in more students will continue.

Dr. Petit talked about the test scores, and stressed 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 standards 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 levels 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 II Lower Elementary School PAIILE (Sheryl Ragland)

Attendance was at 91% for the month of June and 86% for the month of July. For the past two years, the school has had children who were absent for the summer make up the time that they missed.

Over the summer, second-grade students visited two local nursing homes in order to instill a sense of community.

Students who struggled academically received intensive support over the summer with two of the school's best reading recovery teachers.

The school held its back-to-school night this month, which was a successful event.

Lower elementary held Title I meetings to let parents know who the Title I teachers are and offer any information for eligible students.

The school had casual conversations with new families over one week. Families were asked to sign informal contracts so that expectations from students and their families were agreed upon.

The first week of i-Ready testing has started and will continue this week.

The PAI after-school program began on September 23rd, 2015.

This week, the school is scheduled to perform observations in the classrooms.

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

Attendance was at 92% for the month of June and 84% for the month of July. In noting that Fridays and Mondays are the most challenging days for attendance, the school is making efforts to decrease lateness and absences by communicating with families.

The school is focusing strongly on fifth-grade students who tested poorly in the fourth-grade with increased and intense instruction.

HCZ Promise Academy II Middle School PAIIMS (Sharleen Bernard)

Attendance was at 93% for the month of June and 82% for the month of July. The school is continuing efforts by meeting with parents to reinforce the importance of attending school during the mandatory summer session.

The school has a cohort on track to take the Living Environment and Algebra Regents early.

The middle school is continuing its partnership and collaboration with its sister school, Promise Academy I Middle School.

The school held a successful back-to-school night, which informed leaders that more conversations with eighth-grade students about the Bard Early College Program need to take place. The school is currently setting up those talks.

This year, the middle school is continuing its partnership with Harlem Lacrosse and Leadership and Jazz at Lincoln Center, with advanced private lessons in the afternoons.

HCZ Promise Academy II High School PAIHS (Marquitta Speller)

Attendance was at 94% for the month of June and 81% for the month of July. The school is working hard to increase attendance.

The high school is working with the middle school to advance children early by working with a small cohort of eligible students who can take the Algebra or Living Environment Regents. This will give students a competitive advantage when they begin high school.

The high school had students participate in pre-college exposures over the summer, giving them the opportunity to meet college students across the country and other students from the Zone. Students participated in programs for STEM, traditional pre-college programs and leadership programs. Additionally, some students participated in internships that gave them real workplace experiences.

The school is in the process of building a new science lab. Construction will begin in late January.

Bylaws (Kate Shoemaker)

A motion was called to approve a resolution to amend the Promise Academy II 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 II's financial report: PAII is budgeted for 867 students resulting in \$14.4 million. As of two months into the year, we're holding revenues flat and expenses are flat. Enrollment is 12 students over the budgeted amount.

PAII 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 II

September 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
9/8	46	283	84%	27	239	89%
9/9	12	270	96%	15	237	94%
9/10	14	265	95%	11	235	95%
9/11	14	264	95%	10	235	96%
9/16	12	265	95%	10	235	96%
9/17	12	264	95%	14	235	94%
9/18	17	263	94%	14	235	94%
9/21	11	264	96%	15	234	94%
9/22	8	264	97%	16	233	93%
9/25	20	263	92%	21	232	91%
9/28	6	264	98%	10	232	96%
9/29	9	264	97%	5	232	98%
9/30	13	263	95%	8	232	97%
Average	15	266	95%	14	234	94%

HCZ Promise Academy II

September 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	
9/8	22	243	91%	12	138	91%	
9/9	10	242	96%	2	134	99%	
9/10	6	241	98%	3	135	98%	
9/11	9	242	96%	6	136	96%	
9/16	7	243	97%	3	136	98%	
9/17	4	243	98%	3	136	98%	
9/18	3	243	99%	4	136	97%	
9/21	6	243	98%	2	136	99%	
9/22	6	242	98%	3	136	98%	
9/25	18	242	93%	5	136	96%	
9/28	13	243	95%	5	136	96%	
9/29	6	243	98%	3	136	98%	
9/30	9	243	96%	4	136	97%	
Average	9	243	96%	4	136	97%	



Promise Academy II

FY 2016 September YTD Budget vs. Actual

\$ millions

	Budget	Actual ⁽¹⁾	Fav/(Unfav)	Full Year Budget
Enrollment	867	882	15	867
Grades	K - 11	K - 11		K - 11
DOE and other gov't funding	\$ 3.6	\$ 3.6	\$ -	\$ 14.4
Expenses:				
Salaries	2.2	2.3	(0.1)	9.7
Benefits	0.8	0.8	-	3.3
OTPS	0.7	0.6	0.1	2.6
Total Expenses	3.7	3.7	(0.0)	15.6
HCZ Contribution	\$ 0.1	\$ 0.1	\$ (0.0)	\$ 1.2
per student (whole \$)	\$ 106	\$ 113	\$ (8)	\$ 1,399

DOE reimbursement up to 1040 students.

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

Promise Academy II

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**