



# Entry 1 School Information and Cover Page

Created: 06/26/2018 • Last updated: 08/01/2018

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME** HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)  
(Select name from the drop down menu)

**b. CHARTER AUTHORIZER (As of June 30th, 2018)** NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 5

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	245 West 129th Street New York, NY 10027			

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Dr. Achil Petit
Title	Superintendent
Emergency Phone Number (###-###-####)	

**e. SCHOOL WEB ADDRESS (URL)** [www.hczpromise.org](http://www.hczpromise.org)

**f. DATE OF INITIAL CHARTER** 05/2004

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2004

# **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

## MISSION STATEMENT

The mission of the Harlem Children’s Zone Promise Academy Charter School (HCZ Promise Academy) is to provide high quality, standards-based academic programs for students, grades K-12, from underserved communities and underperforming school districts, and to provide students with the skills they need to be accepted by and succeed in college. HCZ Promise Academy promotes high achievement in all subjects through a demanding curriculum, extensive supportive services and the use of data-driven teaching methods. HCZ Promise Academy is committed to promoting academic accomplishment, positive character development, healthy lifestyles and leadership skills. In partnership with the Harlem Children’s Zone, HCZ Promise Academy addresses the educational and developmental needs of each student.

# **h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Data-Driven Instruction: The Promise Academy teaching philosophy is that all students have different instructional needs, and it is our job to find ways to identify and address those needs. Small-group targeted instruction is an integral design element in achieving high academic outcomes. Promise Academy uses periodic benchmark assessments including standards based unit tests, running records and student writing pieces for assessing reading levels and identifying individual areas for student growth.
Variable 2	Professional Development: PAI has always focused on building a core of highly qualified, driven teachers serving as beacons of experience to younger staff with great potential. Academic ELA and math coaches provide targeted feedback based on each teachers pedagogical strengths and areas for growth. Bi-weekly pds are provided to all ELA and math teachers based on the school's instructional priorities. New teachers are offered an intense three-week pd series that introduces them Promise Academy's school culture and curriculum and instruction.
Variable 3	College Readiness: To ensure that Promise Academy students get in and succeed in college, the school consistently aligns itself with collaborative programs. The Bard Early College program has been a useful tool in helping our high school

	<p>students become college ready while earning college credits. Promise Academy high schools also offers advanced placement classes and HCZ's College Success Office works with our high school students all the way through to college, providing support with college applications, financial advice and academic counseling.</p>
Variable 4	<p>Parent Engagement: PAI has a parent association called Promise Academy Parents Association (PAPA) in which members are instrumental in supporting PAI schools with parent engagement and parent events. The PAI board of trustees also has a parent representative that works with the Senior Manager of Parent Engagement to ensure that PAI parents have a voice. Parents are also provided with unique opportunities, such as workshops and events that is punctuated by a Parent Appreciation Banquet at the end of the school year.</p>
Variable 5	<p>Continuous Alignment: Over the past few years, Promise Academy has had a strong focus on alignment, not only with its sister school, PAII but across all grades within PAI. PAI continues to improve in this practice in the areas of professional development, Common Core, school culture, administration, partnerships and external opportunities for students and staff.</p>
Variable 6	<p>Recruitment: In order to find the best quality teachers, our Recruitment Manager works with the leadership team using the following strategies: attending and hosting teacher recruitment fairs and events at colleges/universities, internet job postings, advertisements, employee referrals and partnering with programs such as Teach for America. There is also a strong focus on training our teaching assistants and teaching fellows to become lead teachers through strong professional development and external programs such as Relay/GSE.</p>
Variable 7	<p>Wraparound Services: To effectively support Promise students and families at every stage of development, HCZ offers a pipeline of educational and social services to provide scholars with needed support to ensure that they begin on the same playing field as children from more affluent communities. Promise Academy has a full operational health center in addition to partnerships with proven organizations and HCZ programs so that scholars receive services they need to develop as healthy students.</p>
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2018** 1133

**j. GRADES SERVED IN SCHOOL YEAR 2017-18**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

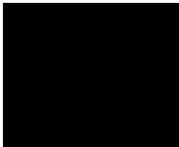
**l1. FACILITIES**

Does the school maintain or operate multiple sites?

No, just one site.
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**l2. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	245 West 129th Street New York, NY 10027		NYC CSD 5	K-12	No	
Site 2						
Site 3						

**I2a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit			
Operational Leader	Ari Browne			
Compliance Contact	Candice Ashby			
Complaint Contact	Candice Ashby			
DASA Coordinator	Ameenah Marshall			

**m1. Are any sites in co-located space? If yes, please proceed to the next question.** No

**IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC**

**m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.**

**Site 1 Certificate of Occupancy (COO)**

<https://nysed-cso-reports.fluidreview.com/resp/17233759/yFPTXS6fVy/>

**Site 1 Fire Inspection Report**

(No response)

**Site 2 Certificate of Occupancy**

(No response)

## Site 2 Fire Inspection Report

(No response)

## Site 3 Certificate of Occupancy

(No response)

## Site 3 Fire Inspection Report

(No response)

**n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).**

No

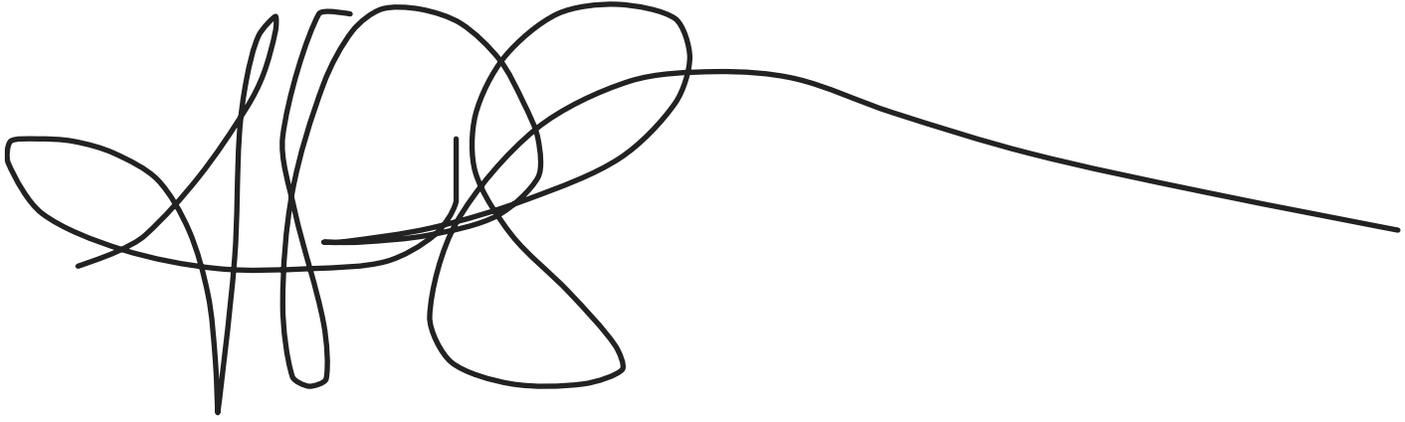
**o. Name and Position of Individual(s) Who Completed this Annual Report.**

Dr. Achil Petit (Superintendent), Candice Ashby (Director of Compliance and Reporting), Ari Browne (Director of Information Systems)

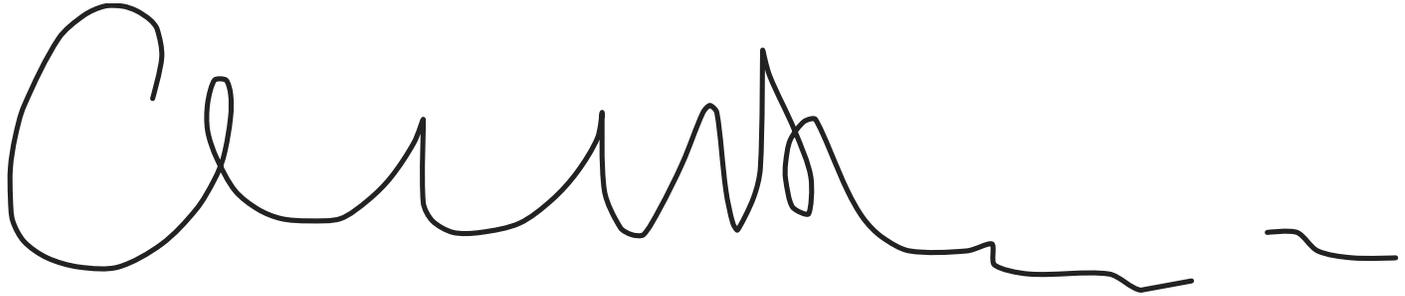
**p. Our signatures (Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

A highly stylized, cursive handwritten signature in black ink. It features several large, overlapping loops and a long, sweeping horizontal line extending to the right.

**Signature, President of the Board of Trustees**

A cursive handwritten signature in black ink. It starts with a large, rounded 'C' and continues with several smaller, connected loops and a final horizontal stroke.

**Date**

2018/07/30

**Thank you.**

# Certificate of Occupancy

**CO Number: 122430850F**

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b>	<b>Borough:</b> Manhattan	<b>Block Number:</b> 01933	<b>Certificate Type:</b> Final
	<b>Address:</b> 245 WEST 129 STREET	<b>Lot Number(s):</b> 20	<b>Effective Date:</b> 06/12/2017
	<b>Building Identification Number (BIN):</b> 1089330	<b>Building Type:</b> Altered	
<b>This building is subject to this Building Code: 2008 Code</b>			
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b>	1-B	(2014/2008 Code)
	<b>Building Occupancy Group classification:</b>	E	(2014/2008 Code)
	<b>Multiple Dwelling Law Classification:</b>	None	
	<b>No. of stories:</b> 5	<b>Height in feet:</b> 77	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> Fire alarm system, Sprinkler system		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None			



Borough Commissioner



Commissioner

*Certificate of Occupancy*

**CO Number: 122430850F**

<b>Permissible Use and Occupancy</b>						
<b>All Building Code occupancy group designations below are 2008 designations.</b>						
<b>Floor From To</b>	<b>Maximum persons permitted</b>	<b>Live load lbs per sq. ft.</b>	<b>Building Code occupancy group</b>	<b>Dwelling or Rooming Units</b>	<b>Zoning use group</b>	<b>Description of use</b>
CEL	242	OG	E		3	CLASSROOMS, LOCKERS, OFFICES, WORKSHOPS, STORAGE, BIKE STORAGE
CEL	3	OG	F-2		3	TELECOM ROOM, LAUNDRY
CEL	4	OG	S-1		3	STORAGE
CEL	3	OG	H-3		3	EMERGENCY GENERATOR ROOM, GAS SERVICE ROOM
CEL	17	OG	B		3	HEALTH CARE, EXAM ROOMS, DENTAL ROOMS, OFFICES, LOCKERS
001	37	60	A-3		3	STAGE
001	419	100	A-3		3	CAFETERIA
001		100	F-2		3	TELECOM ROOM
001	519	OG	A-3		3	MULTI-PURPOSE ROOM-NON-SIMULTANEOUS USE AS A GYMNASIUM
001	692	OG	A-3		3	MUTIPURPOSE ROOM - NON-SIMULTANEOUS USE AS AUDITORIUM
001	91	100	E		3	STORAGE, KITCHEN, LOCKERS, OFFICES, AFTER SCHOOL MULTI-PURPOSE ROOM, CONFERENCE ROOM
001	22	60	B		3	HEALTH CENTER, RECEPTION, WAITING AREA, OFFICES
002	10	60	B		3	OFFICES, CONFERENCE ROOM



Borough Commissioner



Commissioner

*Certificate of Occupancy*

CO Number: **122430850F**

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
002	544	60	E		3	CLASSROOMS
002		100	F-2		3	TELECOM ROOM
002	144	100	A-3		3	PLAY/TERRACE
003	243	100	A-3		3	PLAY/TERRACE
003	16	60	B		3	OFFICES, CONFERENCE ROOM
003	516	60	E		3	CLASSROOMS, LIBRARY, TEACHER'S LOUNGE
003		100	F-2		3	TELECOM ROOM
004		100	F-2		3	TELECOM ROOM
004	526	60	E		3	CLASSROOMS, LIBRARY
004	15	60	B		3	OFFICES, CONFERENCE ROOM
005	583	60	E		3	CLASSROOMS, TEACHER'S LOUNGE
005		100	F-2		3	TELECOM ROOM
005	14	60	B		3	OFFICES



Borough Commissioner



Commissioner

*Certificate of Occupancy*

CO Number: 122430850F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
RO F	5	100	F-2		3	MECHANICAL ROOMS
<b>END OF SECTION</b>						



Borough Commissioner



Commissioner



# Entry 2 NYS School Report Card Link

Created: 07/23/2018 • Last updated: 07/27/2018

## HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)

**1. CHARTER AUTHORIZER (As of June 30th, 2018)** NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

## 2. NEW YORK STATE REPORT CARD

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<https://data.nysed.gov/reportcard.php?instid=800000057519&year=2017&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&hscocompleters=1&postgradcompleters=1&38ELA=1&38MATH=1&48SCI=1&naep=1&cohort=1&regents=1&nyseslat=1&elemELA=1&elemMATH=1&elemSci=1&secondELA=1&secondMATH=1&unweighted=1&gradrate=1>



# Entry 3 Progress Toward Goals

Created: 07/30/2018 • Last updated: 08/01/2018

## PROGRESS TOWARD CHARTER GOALS

**Board of Regents-authorized and NYCDOE-authorized charter schools only.** Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

#### 2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	Throughout the course of the school’s next charter term, it will earn a score of B or better in “Performance” section of the citywide Progress Report.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports.
Academic Goal 2	Throughout the course of the school’s next charter term, the school will show progress towards achieving earning 75 percent of 3–8 graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State ELA examination.	NYS ELA exam scores		Not yet available. State test score results have not been released.
	Throughout the			

Academic Goal 3	course of the school's next charter term, the school will show progress towards achieving 75 percent of 3—8 graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State Mathematics examination.	NYS Math exam scores		Not yet available. State test score results have not been released.
Academic Goal 4	Throughout the course of the school's next charter term, the school will show progress towards achieving 75 percent of 4th and 8th graders who have been enrolled at the school on BEDS day for at least two consecutive years will perform at or above Level 3 on the New York State Science examination	NYS Science exam scores		Not yet available. State test score results have not been released.
Academic Goal 5	Throughout the course of the school's next charter term, the school will show progress towards earning a score of B or better on the "Progress" section of the citywide Progress Report.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports.
	Throughout the next charter term, each grade-level cohort of the same students (i.e. students who are in the school for two years in a row) will reduce by a quarter			

<p>Academic Goal 6</p>	<p>the gap between the percent at or above Level 3 on the previous year's State ELA exam (baseline) and 75 percent at or above Level 3 on the current year's State ELA exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's ELA exam, the school is expected to demonstrate some growth (above 75 percent) in the current year (relevant for schools serving grades 3-8). (For measuring this goal, the difference will be calculated by subtracting the percentage of students who scored proficient on the NYS ELA test enrolled at the school on BEDS day of year 1 of the new charter term from the percentage of the same students who scored proficient on the NYS ELA test in year 2 of new charter term and were continuously enrolled for two consecutive years on BEDS day.)</p>	<p>NYS ELA exams</p>		<p>Not yet available. State test score results have not been released.</p>
	<p>Throughout the next charter term, each grade-level cohort of the same students will reduce by a quarter between the percent at or above</p>			

<p>Academic Goal 7</p>	<p>Level 3 on the previous year's State Math exam (baseline) and 75 percent at or above Level 3 on the current year's State Math exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's Math exam, the school is expected to demonstrate growth (above 75 percent) in the current year. (Relevant for schools serving grades 3-8.) (For measuring this goal, the difference will be calculated by subtracting the percentage of student who scored proficient on the NYS MATH test enrolled at the school on BEDS day of year 1 from the percentage of the same students who scored proficient on the NYS MATH test in year 2 and were continuously enrolled for two consecutive years on BEDS day)</p>	<p>NYS Math exams</p>		<p>Not yet available. State test score results have not been released.</p>
	<p>Throughout the next charter term, the school will show progress towards having 75% of students enrolled in grades 9-11 accumulate 10 or more credits towards graduation. The school will be accountable for all</p>			

Academic Goal 8	credits accumulated by students who were continuously enrolled in the school including students who have dropped out or enrolled in an accredited GED program, however, excluding the credits accumulated by students who have transferred from or to another school, were incarcerated, left the country, or died during the school year. The school will report this each September by submitting a report of student credit accumulation from the previous school year for purposes of the NYC DOE Progress Report.	Annual credit accumulation for high school students		Not yet available. The NYC DOE progress report has not been released.
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**2. Do have more academic goals to add?** Yes

**2017-18 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	Each year, 75% of each cohort who have been in high school for at least 3 years will have scored at least 65 on the New York State Regents examinations in ELA.	NYS English Regents Exam		Not yet available. Students have not yet taken the August Regents.
Academic Goal	Each year, 75% of each cohort will have scored at least 65 on the New York State	NYS Math Regents exams		Not yet available. Students have not yet taken the August

10	Regents examinations in Math			Regents.
Academic Goal 11	Each year, 75% of each cohort will have scored at least 65 on the New York State Regents examinations in Science (Living Environment, Chemistry, or other).	NYS Science Regents exams		Not yet available. Students have not yet taken the August Regents.
Academic Goal 12	Each year, 75% of each cohort who have been in high school for at least 3 years will have scored at least 65 on a New York State Regents examinations in History (Global Studies or U.S. History).	NYS Social Studies Regents exams		Not yet available. Students have not yet taken the August Regents.
Academic Goal 13	Each year, at least 75% of each student cohort (as defined by NYSED) graduates within five years	Cohort Graduation Rate	Met	Goal met: 100% of students in cohort S graduated within five years.
Academic Goal 14	Throughout the next charter term, it will achieve a B grade or better in the college readiness index measure on the NYC DOE Progress Report.	NYC DOE Progress Reports		N/A: The DOE no longer produces graded Progress Reports
Academic Goal 15	Throughout the next charter term, 80% of students enrolled in classes designed towards college accreditation will earn the minimum amount of college credits.	College credit accumulation		Not yet available. Grades are not yet available for all college accreditation classes.
	Each year, the percent of students in grades 3-8			

Academic Goal 16	performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of the Community School District in which the school is located. This will be measured by an analysis of performance compared to CSDs conducted by NYCDOE.	NYS ELA exam		N/A: The DOE calculations are not yet available.
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**3. Do have more academic goals to add?** (No response)

**2017-18 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 17	Each year, the percent of students in grades 3-8 performing at or above Level 3 on the State Math exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of the Community School District in which the school is located. This will be measured by an analysis of performance compared to CSDs conducted by	NYS Math exam		N/A: The DOE calculations are not yet available.

	NYCDOE			
Academic Goal 18	Each year, the percent of students in the high school accountability cohort passing an English Regents exam with a score of 65 or above by the end of their fourth year will exceed that of the students in the high school accountability cohort from a group of similar schools as determined by the NYC DOE Progress Report peer schools	NYS English Regents exam scores		N/A: The DOE calculations are not yet available.
Academic Goal 19	Each year, the percent of students in the high school accountability cohort passing a Math Regents exam with a score of 65 or above by the end of their fourth year will exceed that of the students in the high school accountability cohort from a group of similar schools as determined by the NYC DOE Progress Report peer schools.	NYS Math Regents exam scores		N/A: The DOE calculations are not yet available.
Academic Goal 20	Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City	NYS ELA exam scores		Not yet available. State test score results have not been released.
	Each year, the percent of students performing at or			

Academic Goal 21	above Level 3 on the State Math exam in each tested grade will, in the majority of grades, exceed the performance of Black and Latino students in New York City	NYS Math exam scores		Not yet available. State test score results have not been released.
Academic Goal 22	Each year, the School will have an annual average student attendance rate of at least 95% as calculated by ATS	ATS average daily attendance	Met	Goal Met: average attendance was 95%.
Academic Goal 23	Each year, 95% of all students enrolled on the last day of the school year who do not move out of district will return the following September	ATS enrollment and discharge records		Not yet available. It is not yet September 2018.
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
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Academ ic Goal 44				
Academ ic Goal 45				

## 4. ORGANIZATIONAL GOALS

### 2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will comply with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Reporting submissions to the DOE and NYSED, Board minutes, ATS and internal systems.	Met	
Org Goal 2	Per the 2010 amendment to the Charter Schools Act, the school shall demonstrate good faith efforts to attract, retain, and meet or exceeded enrollment and retention targets as prescribed by the Board of Regents through the State	ATS	Not Met	The portion of our student body with IEPs, which (of course) fluctuates, has generally been similar to the special education rate of the district as a whole in recent years. The portion of students who are officially designated as ELLs has generally been similar to the district as a whole. While we do target recruitment and enrollment efforts at families for who English is not the primary language, we also intervene

	Education of students with disabilities, English language learners , and students who are eligible applicants for the free and reduced price lunch program			early (starting to work with our students when they are three years old). We believe this early intervention helps our young people develop the necessary English skills to pass the NYSITELL assessment at Kindergarten entry, preventing them from ever being officially labeled as ELLs.
Org Goal 3	As reflected in the Board minutes, the Superintendent or Principals will present Program reports that outline enrollment, attendance, discharge status, IEP, and ELL numbers as well as any available testing results at every Board of Trustees meeting. The Superintendent or Chief Financial Officer will present an up-to-date Financial Report as well.	Board Meeting Minutes	Met	
Org Goal 4				
Org Goal 5				

**5. Do you have more organizational goals to add?** No

**6. FINANCIAL GOALS**

## 2017-18 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be measured each year by an analysis of student enrollment figures in ATS	Enrollment Data	Met	BEDS enrollment was 1,138, which is within 15% of the contracted 1,250 students.
Financial Goal 2	Upon completion of the each school year the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings .	Financial Data	Met	
Financial Goal 3	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Financial Data	Met	
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Created: 07/06/2018 • Last updated: 07/31/2018

## HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)Section Heading

### Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	19221568
Line 2: Year End FTE student enrollment	1262
Line 3: Divide Line 1 by Line 2	15231

## 2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

### Notes:

**The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:**

**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**

**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	13030164
Line 2: Management and General Cost (Column)	118906
Line 3: Sum of Line 1 and Line 2	13149070
Line 5: Divide Line 3 by the Year End FTE student enrollment	10419

**Thank you.**

# New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the -  
Board of Regents -

## 2018-19 Budget & Cash Flow Template

### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Promise Academy Charter School I -**

**PROJECTED BUDGET FOR 2018-2019 -**

**July 1, 2018 to June 30, 2019 -**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,758,337	1,232,767	-	-	-	19,991,104
Total Expenses	19,218,365	1,798,807	-	-	971,179	21,988,351
Net Income	(460,028)	(566,040)	-	-	(971,179)	(1,997,247)
Actual Student Enrollment	1,144	118				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

**New York, NY**

\$14,527.00

- School District 2 (Enter Name)
- School District 3 (Enter Name)
- School District 4 (Enter Name)
- School District 5 (Enter Name)

16,572,402	-	-	-	-	16,572,402
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
16,572,402					16,572,402

Special Education Revenue

-	1,232,767	-	-	-	1,232,767
---	-----------	---	---	---	-----------

Grants

- Stimulus
- Other

-	-	-	-	-	-
-	-	-	-	-	-

Other State Revenue

30,046					30,046
--------	--	--	--	--	--------

**TOTAL REVENUE FROM STATE SOURCES**

16,602,448	1,232,767				17,835,215
------------	-----------	--	--	--	------------

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

131,876	-	-	-	-	131,876
---------	---	---	---	---	---------

Title I

537,648	-	-	-	-	537,648
---------	---	---	---	---	---------

Title Funding - Other

176,005	-	-	-	-	176,005
---------	---	---	---	---	---------

School Food Service (Free Lunch)

780,314	-	-	-	-	780,314
---------	---	---	---	---	---------

Grants

- Charter School Program (CSP) Planning & Implementation
- Other

-	-	-	-	-	-
-	-	-	-	-	-

Other Federal Revenue

-	-	-	-	-	-
---	---	---	---	---	---

**TOTAL REVENUE FROM FEDERAL SOURCES**

1,625,843					1,625,843
-----------	--	--	--	--	-----------

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

-	-	-	-	-	-
---	---	---	---	---	---

Erate Reimbursement

129,716	-	-	-	-	129,716
---------	---	---	---	---	---------

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
---	---	---	---	---	---

Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

-	-	-	-	-	-
---	---	---	---	---	---

Other Local Revenue

400,330	-	-	-	-	400,330
---------	---	---	---	---	---------

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

530,046					530,046
---------	--	--	--	--	---------

**TOTAL REVENUE**

18,758,337	1,232,767				19,991,104
------------	-----------	--	--	--	------------

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

- Executive Management
- Instructional Management
- Deans, Directors & Coordinators
- CFO / Director of Finance

1.00
7.00
20.07
-

94,621	9,747	-	-	5,262	109,630
676,875	69,723	-	-	37,644	784,242
916,841	94,442	-	-	50,989	1,062,272
-	-	-	-	-	-

**Promise Academy Charter School I**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,758,337	1,232,767	-	-	-	19,991,104
Total Expenses	19,218,365	1,798,807	-	-	971,179	21,988,351
Net Income	(460,028)	(566,040)	-	-	(971,179)	(1,997,247)
Actual Student Enrollment	1,144	118				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Operation / Business Manager	170,622	17,575	-	-	9,489	197,686
Administrative Staff	383,623	39,516	-	-	21,335	444,474
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>2,242,582</b>	<b>231,003</b>			<b>124,719</b>	<b>2,598,304</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	4,929,988	507,826	-	-	274,175	5,711,989
Teachers - SPED	994,853	102,477	-	-	55,328	1,152,658
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	645,987	66,541	-	-	35,926	748,454
Specialty Teachers	814,394	83,889	-	-	45,292	943,575
Aides	8,716	898	-	-	485	10,099
Therapists & Counselors	581,463	59,895	-	-	32,337	673,695
Other	1,023,804	105,459	-	-	56,938	1,186,201
<b>TOTAL INSTRUCTIONAL</b>	<b>8,999,205</b>	<b>926,985</b>			<b>500,481</b>	<b>10,426,671</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	4,479	461	-	-	249	5,189
Other	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>4,479</b>	<b>461</b>			<b>249</b>	<b>5,189</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>11,246,266</b>	<b>1,158,449</b>			<b>625,449</b>	<b>13,030,164</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	1,381,865	142,342	-	-	76,851	1,601,058
Fringe / Employee Benefits	2,696,691	277,779	-	-	149,973	3,124,443
Retirement / Pension	-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>4,078,556</b>	<b>420,121</b>			<b>226,824</b>	<b>4,725,501</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>15,324,822</b>	<b>1,578,570</b>			<b>852,273</b>	<b>17,755,665</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	59,982	6,179	-	-	3,336	69,497
Legal	-	-	-	-	-	-
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	23,816	2,453	-	-	1,325	27,594
Special Ed Services	-	-	-	-	-	-
Titement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	486,932	50,158	-	-	27,080	564,170
<b>TOTAL CONTRACTED SERVICES</b>	<b>570,730</b>	<b>58,790</b>			<b>31,741</b>	<b>661,261</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	230,103	-	-	-	-	230,103

**Promise Academy Charter School I**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,758,337	1,232,767	-	-	-	19,991,104
Total Expenses	19,218,365	1,798,807	-	-	971,179	21,988,351
Net Income	(460,028)	(566,040)	-	-	(971,179)	(1,997,247)
Actual Student Enrollment	1,144	118				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	220,847	22,749	-	-	12,282	255,878
Equipment / Furniture	-	-	-	-	-	-
Telephone	38,868	4,004	-	-	2,162	45,034
Technology	80,093	8,250	-	-	4,454	92,797
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	-	-	-	-	-	-
Transportation (student)	229,505	-	-	-	-	229,505
Student Services - other	117,693	-	-	-	-	117,693
Office Expense	79,129	8,151	-	-	4,401	91,681
Staff Development	160,743	16,558	-	-	8,940	186,241
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	64,863	6,681	-	-	3,607	75,151
School Meals / Lunch	1,178,185	-	-	-	-	1,178,185
Travel (Staff)	38,141	3,929	-	-	2,121	44,191
Fundraising	-	-	-	-	-	-
Other	561,798	57,869	-	-	31,244	650,911
<b>TOTAL SCHOOL OPERATIONS</b>	<b>2,999,968</b>	<b>128,191</b>			<b>69,211</b>	<b>3,197,370</b>

**FACILITY OPERATION & MAINTENANCE**

Insurance	77,022	7,934	-	-	4,283	89,239
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	78,797	8,117	-	-	4,382	91,296
Repairs & Maintenance	167,026	17,205	-	-	9,289	193,520
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>322,845</b>	<b>33,256</b>			<b>17,954</b>	<b>374,055</b>

**DEPRECIATION & AMORTIZATION**

DEPRECIATION & AMORTIZATION	-	-	-	-	-	-
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-

<b>TOTAL EXPENSES</b>	<b>19,218,365</b>	<b>1,798,807</b>			<b>971,179</b>	<b>21,988,351</b>
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<b>NET INCOME</b>	<b>(460,028)</b>	<b>(566,040)</b>	<b>-</b>	<b>-</b>	<b>(971,179)</b>	<b>(1,997,247)</b>
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**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
New York, NY	1,144	118	1,262
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>1,144</b>	<b>118</b>	<b>1,262</b>
<b>REVENUE PER PUPIL</b>	<b>16,400</b>	<b>10,463</b>	<b>-</b>

**Promise Academy Charter School I**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	18,758,337	1,232,767	-	-	-	19,991,104
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Net Income	(460,028)	(566,040)	-	-	(971,179)	(1,997,247)
Actual Student Enrollment	1,144	118				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>EXPENSES PER PUPIL</b>	16,802	15,267	-			









**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Willie Mae Lewis**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Voting Trustee**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<b>None</b>				

Signature

Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** **N/A**

**Business Address:** **N/A**

E-mail Address

Home Telephone

Home Address



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Stanley Druckenmiller**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Voting Trustee**

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<b>None</b>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

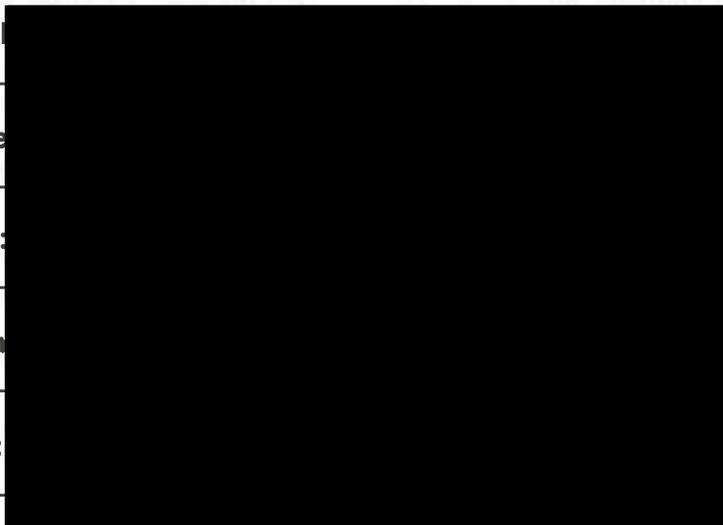
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Mitch Kurz**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Treasurer**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<b>None</b>			

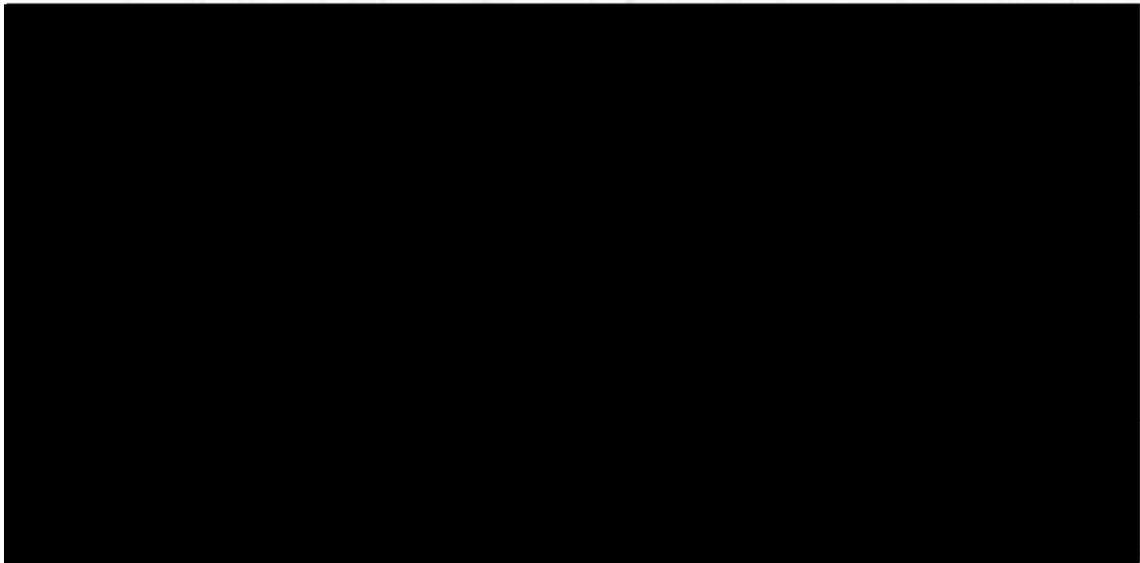
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<b>None</b>				

Signature

Date

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**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Kenneth Langone**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Chairman Emeritus**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<b>None</b>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

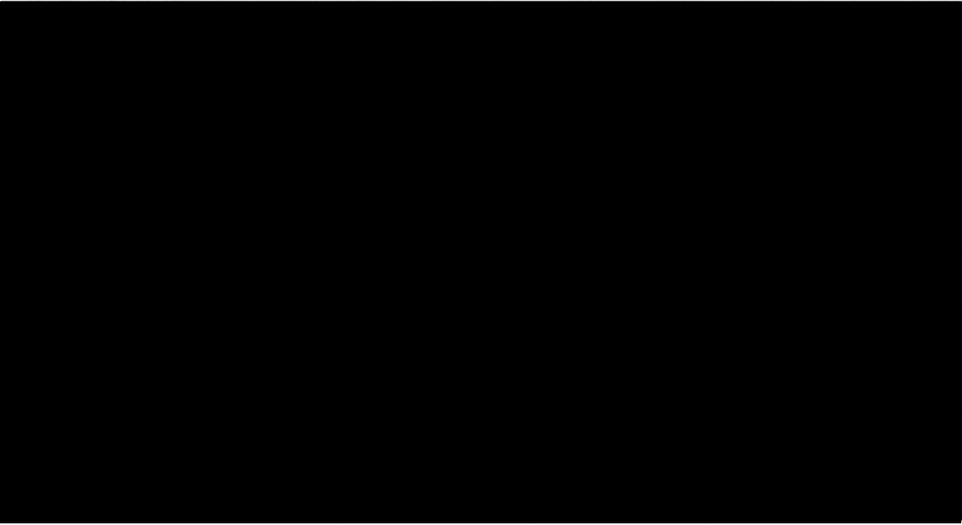
Business Title \_\_\_\_\_

Business Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Home Address \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Geoffrey Canada**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Chairman**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

President of the Harlem Children's Zone, non-profit institutional partner. Salary \$125,000. Started: 7/1/2014.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<b>None</b>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

Business Telephone \_\_\_\_\_

Business Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Home Address \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Ellanor (Bodie) Brizendine**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Advisory Trustee**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<b>None</b>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

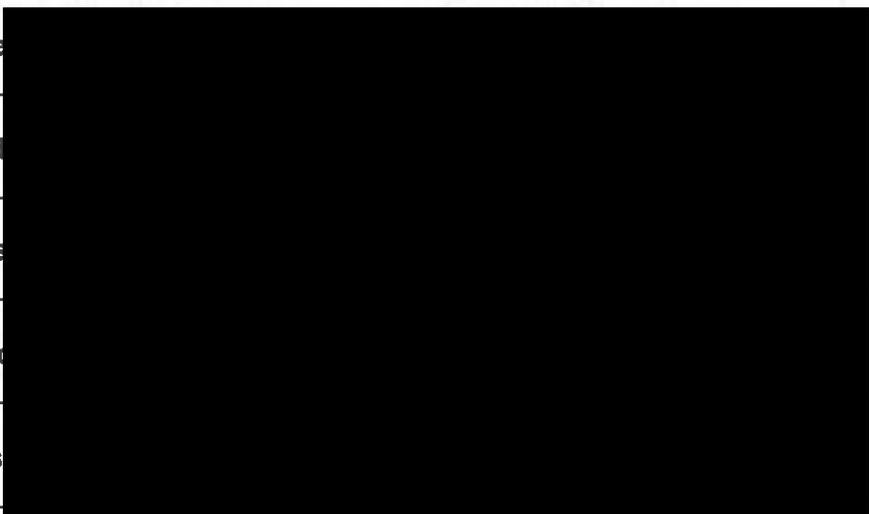
Business Telephone \_\_\_\_\_

Business Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Home Address \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Denise Fuller**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Advisory Trustee**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<b>None</b>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

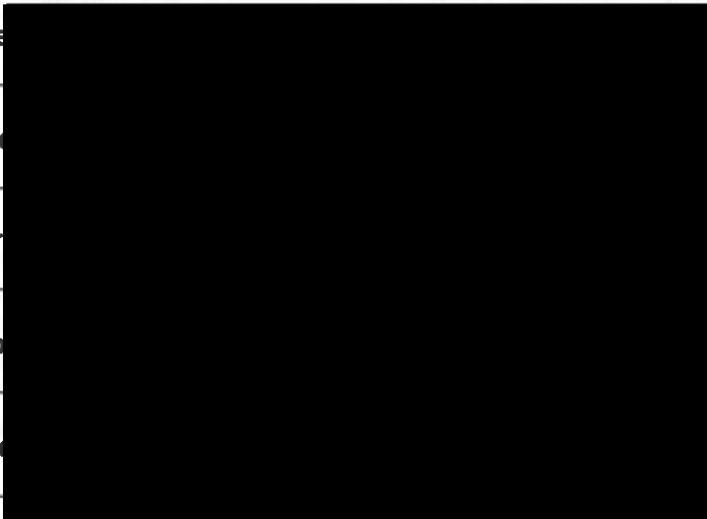
Business Telephone \_\_\_\_\_

Business Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Home Address \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Alfonso Wyatt**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Voting Trustee**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<b>None</b>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

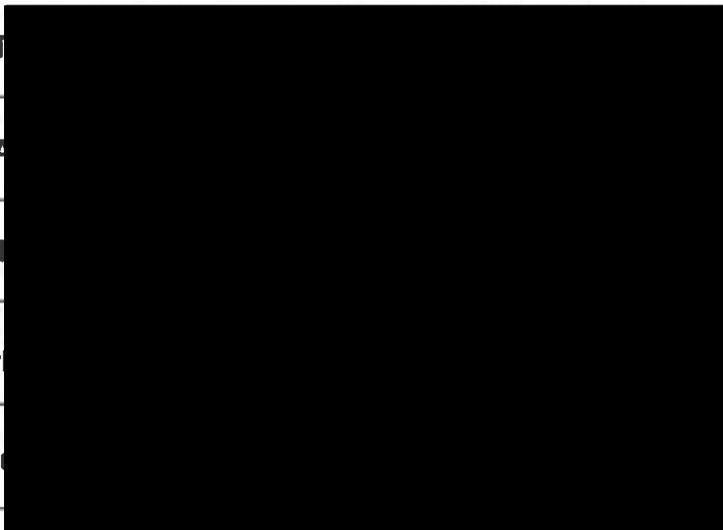
Business Telephone \_\_\_\_\_

Business Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Home Address \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Anne Williams-Isom**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **President/Chief Executive Officer**
2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

CEO of the Harlem Children's Zone, non-profit institutional partner. Salary \$290,000. Started: 7/1/2014.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<b>None</b>			



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Aisha Tomlinson**

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Harlem Children's Zone Promise Academy I Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Parent Representative**

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<b>None</b>				

Signature

Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** **N/A**

**Business Address:** **N/A**

**E-mail Address:**

**Home Telephone:**

**Home Address:**





# Entry 8 BOT Table

Created: 07/06/2018 • Last updated: 08/01/2018

## 1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Geoffrey Canada [REDACTED]	Chair	Audit Committee	Yes	7	06/12/2018	06/1/2020	7
2	Anne Williams-Isom [REDACTED]	Vice Chair	Audit Committee	Yes	2	06/21/2017	6/1/2019	8
3	Mitch Kurz [REDACTED]	Secretary	Audit Committee	Yes	7	06/21/2017	6/1/2019	8
4	Kenneth Langone	Trustee/Member	None	Yes	7	6/12/2018	6/1/2020	5 or less
5	Stanley Druckenmiller	Trustee/Member	None	Yes	1	6/12/2018	6/1/2020	8
6	Denise Fuller	Trustee/Member	None	No	6	06/21/2017	6/1/2019	5 or less
7	Dr. Alfonso Wyatt	Trustee/Member	None	Yes	7	6/12/2018	6/1/2020	7
8	Aisha Tomlinson	Parent Rep	None	No	10	6/12/2018	6/1/2019	6
9	Ellanor (Bodie) Brizendine	Trustee/Member	None	No		4/19/2017	6/1/2019	6

**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
10	Willie Mae Lewis	Trustee/Member	None	Yes	3	06/21/2017	06/01/2019	7
11								
12								
13								
14								
15								

**1c. Are there more than 15 members of the Board of Trustees?**

(No response)

**1d. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
16								
17								
18								
19								
20								
21								

- |   |    |
|---|----|
| <b>2. Total number of members on June 30, 2018</b>  | 10 |
| <b>3. Total number of members joining the Board during the 2017-18 school year</b>          | 0  |
| <b>4. Total number of members departing the Board during the 2017-18 school year</b>        | 0  |
| <b>5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes</b> | 7  |
| <b>6. Number of Board meetings conducted during the 2017-18 School Year</b>                 | 8  |
| <b>7. Number of Board meetings scheduled for the coming 2018-19 school year</b>             | 12 |

**Thank you.**



# Entry 9 - Board Meeting Minutes

Last updated: 07/23/2018

## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

### **HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)**

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?**

Yes

the charter school's website.

**A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2017-18 school year.**

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



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/15/2018 • Last updated: 07/26/2018

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2018-19.

### HARLEM CHILDREN'S ZONE PROMISE ACAD CS (NYC CHANCELLOR)Section Heading

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	For the 2017-2018 school year, Promise Academy I sent out 13,000 postcards to zip codes within Harlem and the Bronx. Our lottery took place on 8/2/17, which included preferences targeting low income families and specifically families in NYCHA's St. Nicholas Community.	In preparation for the 2018-2019 school year, we increased the amount of residents in underserved areas of Harlem and surrounding underserved areas that received our postcards sent to more than 22,000 residents, which is almost double the amount distributed to last year. We also held our lottery earlier in the summer, 7/26/18, to ensure participation from residents who typically take August off for vacation, the only month that our scholars do not attend school.
	The portion of students who are officially designated as English Language Learners (ELLs) has been consistently lower than that of the district as a whole. While we do target recruitment and enrollment efforts at families for who English is not the primary language (see below for details), we also intervene early (starting to work with our students when they are three years old). We believe this early intervention helps our young people develop the necessary English skills to pass the NYSITELL assessment at Kindergarten entry, preventing them from ever being officially labeled as English Language Learners. Strategies for ELL Recruitment for the Harlem Children’s Zone	

(HCZ) and Promise Academy starts when parents are expecting or have a child under the age of four. The Baby College, one of the HCZ programs, blankets the neighborhood with teams of outreach workers who encourage participation of all families with a child in the appropriate age range (up to age three, including pregnant mothers who have not yet given birth). These outreach workers talk to people on the street, go door-to-door in apartment buildings, and advertise at local businesses and non-profits. The outreach teams include workers who speak Spanish and French, as well as some of the more common West African dialects spoken by many recent immigrants in the neighborhood. Recruitment materials are offered in Spanish and French, and the Baby College application is also available in Spanish and French. Baby College has approximately five 9-week cycles each year and each cycle has a French class and a Spanish class available. After participation in Baby College, HCZ staff remains in contact with parents. They are encouraged to participate in special events and receive check-in phone calls. In the summer of the year their child turns three, Baby College graduates are encouraged to enter the Promise Academy lottery. The lottery is also advertised through all of the HCZ programs in the neighborhood, more than 30 distinct program sites. Families selected in the lottery are offered the chance to participate in Three Year Old Journey, a 12-week program of Saturday classes for parents while their children receive enrichment in pre-school classrooms. When the children are four, they are offered a spot in Harlem Gems, an enrichment pre- kindergarten program with a focus on early literacy development which provides instruction in Spanish and French to all students. While not all Promise Academy kindergarteners have participated in the HCZ early childhood programs, the majority of them have. Consequently, we believe that our results on the NYSITELL underestimate the number of students who are learning English primarily at school. While there is no equivalent exam for pre-kindergarten students, we think that if we were able to assess our students when entering Gems, we would find a higher ELL

In order to attract additional families, efforts will be made in:

- (1) Distributing and maintaining information/documents in a variety of languages on hand at each site, so that interested parents who walk in for information can readily have access to it;
- (2) Orientation explaining the process for ESL identification to our early childhood parents prior to their children transitioning to kindergarten at Promise Academy;
- (3) Having a translator sit down with parents to complete the Home Language Survey; and
- (4) Administering an interview in English and the student's home language.

	<p>rate.</p> <p>In summary, our recruitment efforts include: (1) outreach within the community; (2) academic support services for our ELLs within the Gems program; (3) services in our various early childhood programs from Baby College to Three-Year-Old Journey and Harlem Gems preschools; and (4) sibling preference in the lottery.</p>	
<p>Students with Disabilities</p>	<p>For the 17-18 school, we took more opportunities to inform parents of the special education services at Promise Academy by joining HCZ Early Childhood events and providing information to the parents of 3 and 4 year olds. We worked closely with the Committee on Special Education to make sure that families are informed about the range of services that we offer.</p>	<p>As we move into the 2018-2019 school year, we plan to incorporate an information session at our lottery, so that lottery winners and wait listed children are informed earlier of the special education services that we provide. There will also be a special education workshop provided for parent association meetings with the intention of making them ambassadors to better inform other parents in the community about our special education services.</p>

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
Economically Disadvantaged	To ensure that our applicants, which are from primarily low income families suffer no hardships associated with their scholars receiving a high quality education, we provide free breakfast and lunch everyday, free uniforms and wraparound services to take the burden off of economically disadvantaged families.	In the 2017-18 school year, we increased the amount of external exposures, giving our economically disadvantaged scholars opportunities to experience trips, programs, performances and other experiences that they may not have been able to afford otherwise. In the 2018-2019 school year, we intend to increase these opportunities. We also continue to offer free breakfast, lunch, uniforms and wraparound services to relieve financial burden on families.
English Language Learners	In order to retain our current families, Promise Academy I offers the following: (1) family orientation in the beginning of the year to welcome parents who speak a variety of languages, with translators on hand. It is an opportunity to share the ELL identification process and answer any questions that may arise; (2) Free meals; (3) ELL support, including intervention; (4) professional development for ESL teachers on best practices; and (5) disaggregating data by student groups and looking for positive gains and reductions in classification, hiring staff with appropriate certification, having an inclusive school culture	In order to retain our current families, Promise Academy will: (1) increase the number of parent workshops; (2) continue to ensure that all relevant documents are translated in the most predominant languages found in the schools; and (3) ensure that a translator is available at all parent meetings.
Students with Disabilities	For the 17-18 school, we took more opportunities to inform parents of the special education services at Promise Academy by joining HCZ Early Childhood events and providing information to the parents of 3 and 4 year olds. We worked closely with the Committee on Special Education to make sure that families are informed about the range of services that we offer. We also hosted parent events at each school, including content targeted at each respective group of parents.	In an effort to align best practices across our schools, we have assigned special education coordinators to new roles as special education managers so that they can further align best practices across both PAI and PAII charter schools. Since this is primarily an administrative role, these individuals will be dedicated to providing workshops not only for staff members but for families as well. We believe that this will help retention and dispel the stigma that is sometimes associated with special education services. Although we do not provide 12:1:1, we use our SETSS services to provide comparable support to students with more restrictive programs on their IEPs.



# Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/15/2018 • Last updated: 08/01/2018

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

### 1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
84	35	46	6	103

### 2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
19	2	0	0	17

### 3. Tell your school's story

**Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.**

We typically promote from within. For example, all of our principals are former teachers or administrators from Promise Academy. We've also moved staff across sister schools when needed (to and from PAll). This year, there was a big focus on teacher retention. We launched initiatives such as teachers regularly meeting with the CEO in a series of breakfast meetings to share insights on their experiences at Promise. This is also the second year we have administered a third-party confidential survey to get feedback from staff. As a result of some of these initiatives, we have seen our attrition rate drop.

**4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.**

**Have all employees have been cleared through the NYSED TEACH system?**

Yes

**5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?**

	Yes
--	-----

**Thank you**



# Entry 12 Uncertified Teachers

Last updated: 07/23/2018

**FTE Count of All Teachers 77  
(Certified and Uncertified) as of  
6/30/18**

**FTE Count of All Certified 60  
Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

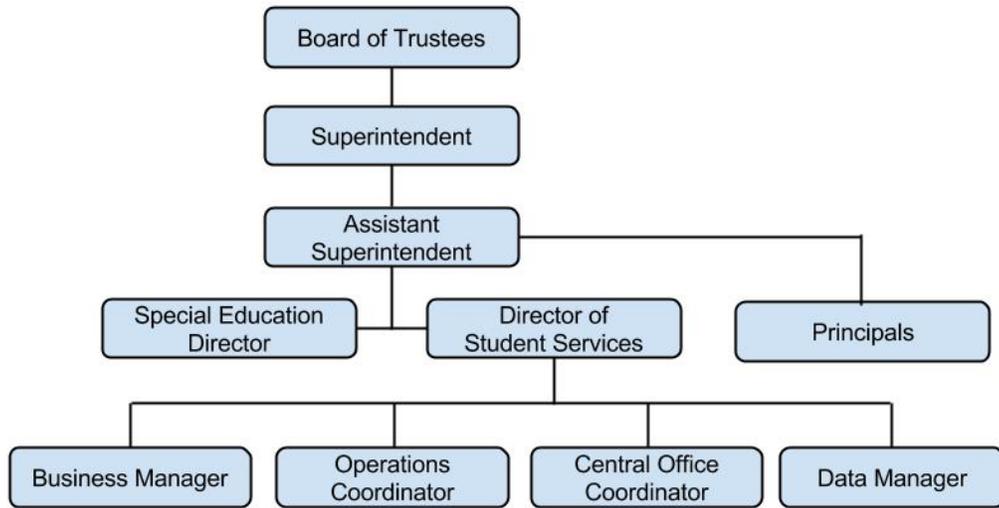
The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	17
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	15
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	2

**Thank you.**







# 2018-2019

## K-8 Promise Academy Calendar

Sep 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mar 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Please note that dates for Summer 2019 will be scheduled later in the school year

School dosed for students, teachers & staff		
☒	Sep 3	Labor Day
☒	Oct 8	Columbus Day Observed
☒	Nov 22-23	Thanksgiving Holiday
☒	Dec 25	Christmas Day
☒	Jan 1	New Year's Day
☒	Jan 21	Dr. Martin Luther King, Jr. Day
☒	Feb 18	President's Day
☒	May 27	Memorial Day
☒	Jul 4	Independence Day

School dosed for students and teachers only*		
☒	Sep 10 - 11	Rosh Hashanah
☒	Sep 19	Yom Kippur
☒	Nov 12	Veteran's Day
☒	Dec 24 - Jan 1	Winter Recess
☒	Feb 5	Lunar New Year
☒	Feb. 18 - 22	Midwinter Recess
☒	Apr 19	Good Friday
☒	Apr 19 - 26	Spring Recess
☒	Jun 4	Eid al-Fitr
☒	Jun 27 - Jul 5	Summer 2019 Intermission

School dosed for students only*		
☒	Sep 4	Staff Orientation
☒	Nov 6	Election Day
☒	Jun 6	Chancellor's Conference Day
☒	Jun 11	June Clerical Day (No school for K-8 only)

Important date (school is open)		
—	Sep 5	18-19 School Year begins
—	Feb 14	100th day of school
—	Apr 2 - 3	NYS3-8 ELA Exam
—	May 1 - 2	NYS3-8 Math Exam
—	May 7	Teacher Appreciation Day
—	May 22 - 31	Grades 4 & 8 Science Performance Test
—	Jun 3	Grades 4 & 8 Science Written Exam
—	Jun 26	Last day of spring session

**Notes**  
 First day of instruction is Sep 5.  
 June Chancellor's Conference and June Clerical Day are Jun 6 and Jun 11 respectively.



# 2018-2019

## High School Promise Academy Calendar

Sep 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov 2018						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dec 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mar 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Please note that dates for Summer 2019 will be scheduled later in the school year.

**Notes**  
 First day of instruction is Sep 5.  
 Jan 28 and Jun 26 are closed for HSStudents Only

School dosed for students, teachers & staff		
☒	Sep 3	Labor Day
☒	Oct 8	Columbus Day Observed
☒	Nov 22-23	Thanksgiving Holiday
☒	Dec 25	Christmas Day
☒	Jan 1	New Year's Day
☒	Jan 21	Dr. Martin Luther King, Jr. Day
☒	Feb 18	President's Day
☒	May 27	Memorial Day
☒	Jul 4	Independence Day

School dosed for students and teachers only*		
☒	Sep 10 - 11	Rosh Hashanah
☒	Sep 19	Yom Kippur
☒	Nov 12	Veteran's Day
☒	Dec 24 - Jan 1	Winter Recess
☒	Feb 5	Lunar New Year
☒	Feb. 18 - 22	Midwinter Recess
☒	Apr 19	Good Friday
☒	Apr 19 - 26	Spring Recess
☒	Jun 4	Eid al-Fitr
☒	Jun 27 - Jul 5	Summer 2019 Intermission

School dosed for students only*		
☒	Sep 4	Staff Orientation
☒	Nov 6	Election Day
☒	Jan 28	Chancellor's Conf Day (dosed for HSONly)
☒	Jun 6	Chancellor's Conf Day (dosed for all grades)
☒	Jun 26	Ratings Day (dosed for HSONly)

Important dates (school is open)		
—	Sep 5	18-19 School Year begins
—	Jan 22- 25	Regents Exams
—	Feb 15	100th day of school
—	May 7	Teacher Appreciation Day
—	Jun 3, 18 - 25	Regents Exams
—	Jun 26	Last day of spring session
—	Aug 13 - 14	August Regents Exams