Entry 1 School Information and Cover Page (New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 06/26/2019 • Last updated: 10/30/2019

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 cover page task, please ensure that you select the correct authorizer **(as of June 30, 2019)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME (Select name from the drop down menu)	HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL
a1. Popular School Name (Optional)	HCZ Promise Academy II Charter School
b. CHARTER AUTHORIZER (As of June 30th, 2019) Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.	NYCDOE Authorized Charter School
c. DISTRICT / CSD OF LOCATION	NYC CSD 5
d. DATE OF INITIAL CHARTER	04/2005
e. DATE FIRST OPENED FOR INSTRUCTION	09/2005

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The mission of the Harlem Children’s Zone Promise Academy II Charter School II (HCZ Promise Academy II) 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 II promotes high achievement in all subjects through a demanding curriculum, extensive supportive services and the use of data driven teaching methods. HCZ Promise Academy II 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 II addresses the educational and developmental needs of each student.

g. 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 instruction and tutoring offered in the after school program is an integral piece to achieving a high academic outcome. Promise also uses running records for assessing reading levels and identifying patterns of strategies that work.
Variable 2	Professional development: Promise Academy has always focused on building a core of highly qualified, driven teachers serving as beacons of experience to younger staff with great potential. Promise has expanded that focus by creating a Curriculum Office of ELA and math coaches, giving teachers opportunities to receive guided instruction. We are also attracting and training talented teachers through student/teacher apprenticeships and Relay/GSE. During the summer of 2017, we began to offer new teachers a more intense series of mandatory PDs. Our current focus is ensuring that those PDs are consistently tailored to help integrate new teachers to better fulfill our mission.
Variable 3	College Readiness: To ensure that students in Promise have

	the best chance for academic success, Promise has consistently aligned itself with collaborative programs. The Bard Early College Program and advanced placement classes, along with creating a campus like environment has been useful tools in helping our children become college ready. Students are offered services from the Center for Higher Education and Career Support with advisors who help and guide them through their high school and college careers.
Variable 4	Parent Engagement: The members of the Promise Academy II Parents Association (PAPA II) are instrumental in maintaining strong ties between school staff and the families of students. The school also benefits from the Parent Engagement team, which offers professional development opportunities for the PAPA board and advises them on appropriate ways to manage feedback from the community of Promise parents.
Variable 5	Academic Coaches: Promise Academy has academic coaches in ELA and math to ensure that the curriculum is aligned with the Common Core State Standards. The coaches use teaching strategies and data assessment to improve and strengthen the curriculum and target at risk students in order to help them achieve benchmarks. Lead teachers, teaching fellows and principals are also provided with opportunities to be trained by Relay/GSE, an accredited national non profit institution of higher education.
Variable 6	Recruitment: The recruitment team focuses on finding quality candidates from around the country and works with leadership using the following strategies: attending/hosting teacher recruitment fairs and events at colleges/universities, internet job postings, advertisements, employee referrals and partnering with programs such as Teach for America. Student teachers from reputable universities are also trained in Promise classrooms with a focus on a data driven positive school culture.
Variable 7	Pipeline Services: The services we offer such as, healthy nutrition, access to social services, foster care prevention and the Promise After School program with additional instruction opportunities ensures that our students begin on the same playing field as children from more affluent communities. We also have a fully operational health center for all Promise students and partner with proven organizations so that our children get the services they need to develop as healthy students.
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

Need additional space for variables	No
h. SCHOOL WEB ADDRESS (URL)	www.hczpromise.org
i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)	1200
j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)	990

k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?	No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2019-20?

	Yes, 2 sites

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K 5, 6 9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2005 Madison Ave New york, NY 10035	212 360 3230	NYC CSD 5	K 5	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit	[redacted]		
Operational Leader	Ari Browne			
Compliance Contact	Candice Ashby			
Complaint Contact	Candice Ashby			
DASA Coordinator	Toya Stilley			
Phone Contact for After Hours Emergencies	Reception			

m1b. Is site 1 in public (co-located) space or in private space?

Co located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	n/a	No		No		Yes

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Site 1 Certificate of Occupancy (COO)

https://nysed_cso_reports.fluidreview.com/resp/90057033/yFPTXS6fVy/

Site 1 Fire Inspection Report

https://nysed_cso_reports.fluidreview.com/resp/90057033/nBJtmqxAKU/

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K 5, 6 9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	35 East 125th Street New York, NY 10035	212 360 3255	NYC CSD 5	6 12	10 12

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Achil Petit	[redacted]		
Operational Leader	Ari Browne			
Compliance Contact	Candice Ashby			
Complaint Contact	Candice Ashby			
DASA Coordinator	Toya Stilley			
Phone Contact for After Hours Emergencies	Reception			

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

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

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Site 2 Certificate of Occupancy (COO)

https://nysed_cso_reports.fluidreview.com/resp/90057033/s65IeHxlLr/

Site 2 Fire Inspection Report

https://nysed_cso_reports.fluidreview.com/resp/90057033/bZoeZBX06f/

CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2018-19 school year? (Please include approved or pending material and non-material charter revisions). Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	The maximum number of enrollment was changed from 1250 to 1150.	Part of our charter renewal application	May 6, 2019 approved by BOR
2	Change in organizational structure	Structural change from Lower and Upper Elementary to one Elementary from K 5 in order to increase developmental alignment	Part of our charter renewal application	May 6, 2019 approved by BOR
3				
4				
5				

More revisions to add? No

ATTESTATION

o. Individual Primarily Responsible for Submitting the Annual Report.

Name	Candice Ashby
Position	Director of Compliance & Reporting
Phone/Extension	[redacted]
Email	

p. Our signatures (Executive Director/School Leader/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

Signature, President of the Board of Trustees

Date (No response)

Thank you.

Entry 2 NYS School Report Card Link

Last updated: 07/22/2019

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

1. CHARTER AUTHORIZER (As of June 30th, 2019) (For technical reasons, please re select authorizer name from the drop down menu).	NYCDOE Authorized Charter School
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/essa.php?instid=800000058981&year=2018&createreport=1&OverallStatus=1&section_1003=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&HSindicators=1&HScomposite=1&HSgradrate=1&HScompgrowth=1&HSelp=1&HSprogress=1&HSchronic=1&HScccr=1&HSpart=1

Entry 3 Progress Toward Goals

Created: 07/22/2019 • Last updated: 11/01/2019

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.

2018-19 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	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceed the percent proficient of the Community School District (CSD) of location and also meets or exceed the citywide percent proficient on the New York State ELA examination.	New York State ELA Exam	Met	Goal met: Promise Academy II students had a 52.5% pass rate in ELA which was a higher pass rate than CSD 5 (31.0%) and NYC (47.4%).
Academ	For each year of the school's next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceed the percent	New York State Math		Goal met: Promise Academy II students had a 72.5% pass rate in math which

ic Goal 2	proficient of the Community School District (CSD) of location and also meets or exceed the citywide percent proficient on the New York State math examination.	Exam	Met	was a higher pass rate than CSD 5 (25.3%) and NYC (45.6%).
Academic Goal 3	Each year, at least 75 percent of students in the high school accountability cohort passing an English Regents exam will have a score of 75 or above by the end of their fourth year.	English Regents Exam	Not Met	Goal not met: 72.1% of cohort U students have scored at least a 75 on the ELA Regents exam.
Academic Goal 4	Each year, at least 75 percent of students in the high school accountability cohort passing a math Regents exam will have a score of 75 or above by the end of their fourth year.	Math Regents Exams	Met	Goal met: 90.2% of cohort U students have scored at least a 75 on a math Regents exam.
	For each year of the school's next charter term, each grade level cohort will demonstrate growth with a reduction by half the gap between			Goal partially met: 2 of 5 returning cohorts met the growth goal. 2018 19 4th graders As 3rd graders: 53.3%; 2017 18 NYC: 50.6% Exceeded NYC As 4th graders: 48.1% CSD 5 growth: 2.6 percentage points Growth not exceeded 2018 19 5th graders As 4th graders: 54.8% 2017 18 NYC: 49.3% Exceeded NYC

Academic Goal 5	the percent at or above Level 3 on the previous year's NYS ELA exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State ELA exam. For school sin which the number of students scoring above proficiency in a grade level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's ELA exam, the school is expected to demonstrate growth comparable to the CSD in the current year.	New York State ELA Exam	Not Met	As 5th graders: 30.8% CSD 5 growth: 3.4 percentage points Growth not exceeded 2018 19 6th graders As 5th graders: 34.9% 2017 18 NYC: 38.0% Did not exceed NYC As 6th graders: 67.5% 2018 2019 NYC: 48.4% Growth exceeded 2018 19 7th graders As 6th graders: 58.0% 2017 18 NYC: 48.9% Exceeded NYC As 7th graders: 41.5% CSD 5 growth: 6.1 percentage points Growth not exceeded 2018 19 8th graders As 7th graders: 55.2% 2017 18 NYC: 42.6% Exceeded NYC As 8th graders: 68.8% CSD 5 growth: 7.8 percentage points Growth exceeded
				Goal partially met: 4 of 5 returning cohorts met the growth goal 2018 19 4th graders As 3rd graders: 73.0%; 2017 18 NYC: 52.2% Exceeded NYC

Academic Goal 6	For each year of the school's next charter term, each grade level cohort will demonstrate growth with a reduction by half the gap between the percent at or above Level 3 on the previous year's NYS math exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year's State math exam. For school sin which the number of students scoring above proficiency in a grade level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's math exam, the school is expected to demonstrate growth comparable to the CSD in the current year.	New York State Math Exam	Not Met	As 4th graders: 69.6% CSD 5 growth: 5.3 percentage points Growth exceeded 2018 19 5th graders As 4th graders: 70.6% 2017 18 NYC: 46.4% Exceeded NYC As 5th graders: 71.4% CSD 5 growth: 3.1 percentage points Growth not exceeded 2018 19 6th graders As 5th graders: 59.8% 2017 18 NYC: 41.7% Exceeded NYC As 6th graders: 71.3% CSD 5 growth: 8.0 percentage points Growth exceeded 2018 19 7th graders As 6th graders: 66.7% 2017 18 NYC: 39.9% Exceeded NYC As 7th graders: 75.6% CSD 5 growth: 1.4 percentage points Growth exceeded 2018 19 8th graders As 7th graders: 83.3% 2017 18 NYC: 39.8% Exceeded NYC As 8th graders: 89.1% CSD 5 growth: 6.7 percentage points Growth exceeded

Academic Goal 7	For each year of the next charter term, the school will perform at the 60th percentile or above compared with citywide averages for its 4 year graduation rate in the 60th percentile or above compared with citywide averages for its 6 year graduation rate.	4 year and 6 year graduation rates		Not yet available: city wide graduation rates for Cohort U have not been released.
Academic Goal 8	For each year of the next charter term, the school will show progress towards having 75% of students enrolled in each grade 9 11 accumulate 10 or more credits towards graduation. The school will be accountable for all 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 School	Credit accumulation		N/A: The NYC DOE progress report is not yet available.

	Quality Reports.			
Academic Goal 9	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.	New York State ELA Exam	Met	Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades. Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades. The pass rates for each tested grade are as follows: 3rd grade: PA, 60.7%; Black, 42.9%; Latino, 42.6% 4th grade: PA, 48.1%; Black, 37.6%; Latino, 38.8% 5th grade: PA, 30.8%; Black, 27.8%; Latino, 28.9% 6th grade: PA, 67.5%; Black, 34.6%; Latino, 36.3% 7th grade: PA, 41.5%; Black, 29.4%; Latino, 31.2% 8th grade: PA, 68.8%; Black, 38.5%; Latino, 41.4%
				Goal met: Promise Academy students had higher pass rates than Black and Latino students in 6 of 6 tested grades. The pass rates for each tested grade are as follows: 3rd grade: PA, 61.9%;

Academic Goal 10	Each year, the percent of students performing at or 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.	New York State Math Exam		Black, 38.7%; Latino, 41.3% 4th grade: PA, 69.6%; Black, 31.6%; Latino, 37.0% 5th grade: PA, 71.4%; Black, 27.9%; Latino, 33.6% 6th grade: PA, 71.3%; Black, 25.9%; Latino, 30.3% 7th grade: PA, 75.6%; Black, 23.7%; Latino, 28.7% 8th grade: PA, 89.1%; Black, 22.0%; Latino, 26.3%

2. Do have more academic goals to add? Yes

2018-19 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 11	80% of students enrolled in classes designed toward college accreditation will earn the minimum amount of college credits.	College credit accumulation	Not Met	Goal not met: Students enrolled in classes designed towards college accreditation earned at least the minimum amount of college credits in 71% of classes taken.
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2018-19 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 have an average daily student attendance rate of at least 95 percent	Attendance rate in ATS	Not Met	Average attendance was 94.1% In the past two years, the superintendent has initiated a stronger attendance policy. For the 19 20 school year, work to more strongly align our best practices in the middle school grades will be rolled out to elementary and high school.
Org Goal 2	Each year, 95 percent of all students enrolled on the last day of the school year will return the following school year.	Student enrollment and discharge information from ATS		91% of students enrolled on the last day of school returned the following school year. The school will make stronger attempts to retain students at PAII by reaching out to families. However, it should be noted that attrition, in part, is due to problems we have had with the co located building for our K 5 grades at 2005 Madison especially maintenance issues.
Org Goal 3	Each year, 90 percent of all instruction staff employed during the prior school year will return and/or be	Human Resources Internal Systems and Records	Not Met	Goal not met: 81% of instruction staff employed during the prior school returned or were asked to

	asked to return the following year			return.
Org Goal 4	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of parents that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more parents participate in the survey.	2018 2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
Org Goal 5	In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of staff that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more staff participate in the survey.	2018 2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
	In each year of the charter term, students will express			

Org Goal 6	satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of students that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more students participate in the survey.	2018 2019 NYC DOE School Survey Report		N/A: The NYC DOE Charter Schools Accountability Handbook does not specify key questions.
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				

Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add? No

6. FINANCIAL GOALS

2018-19 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, the school will operate on a balanced budget and maintain a stable cash flow.	Financial Data	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add? (No response)

2018-19 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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 4 Expenditures per Child

Last updated: 07/31/2019

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection 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 2018-19 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: Audit Guide available within the portal or on the NYSED website at: http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf.

Line 1: Total Expenditures	20873427
Line 2: Year End FTE student enrollment	995
Line 3: Divide Line 1 by Line 2	20978

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 2018 19 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)	17336643
Line 2: Management and General Cost (Column)	77157
Line 3: Sum of Line 1 and Line 2	17413800
Line 5: Divide Line 3 by the Year End FTE student enrollment	17501

Thank you.

Financial Statements and Supplementary
Schedule Together with
Reports of Independent Certified Public Accountants

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL

For the years ended June 30, 2019 and 2018

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To The Board of Trustees of
Harlem Children's Zone Promise Academy II Charter School:

Report on the financial statements

We have audited the accompanying financial statements of Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's responsibility for the financial statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility
Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Grant Thornton

Opinion
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Harlem Children's Zone Promise Academy II Charter School as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other reporting required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report, dated October 30, 2019, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Grant Thornton LLP

New York, New York
October 30, 2019

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL
Statements of Financial Position
As of June 30, 2019 and 2018

ASSETS	2019	2018
Cash and cash equivalents	$ 2,493,450	$ 135,107
Restricted cash	70,810	70,774
Contributions receivable	-	625,000
Government grants and contracts receivable	450,237	918,332
Due from related parties	616,509	93,676
Due from Harlem Children's Zone - deferred compensation plans	3,435,022	3,767,870
Property and equipment, net	25,327	5,166
Other assets	37,034	61,270
Total assets	$ 7,128,389	$ 5,677,195
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	$ 2,170,313	$ 1,629,111
Deferred compensation payable	2,387,822	2,967,079
Total liabilities	4,558,135	4,596,190
CONTINGENCIES		
NET ASSETS - without donor restrictions	2,570,254	1,081,005
Total liabilities and net assets	$ 7,128,389	$ 5,677,195

The accompanying notes are an integral part of these financial statements.

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL
Statement of Activities
For the years ended June 30, 2019 and 2018

	2019	2018
REVENUE AND SUPPORT		
Revenue:		
Government grants and contracts	$ 19,355,367	$ 17,720,651
Other income	6,447	3,045
Total revenue	19,361,814	17,723,696
Support:		
Contributions:		
Related parties	4,034,006	4,047,684
Others	1,325,963	1,264,511
Contributed space and services:		
Related parties	514,522	491,635
Others	1,677,481	1,774,764
Total support	7,551,972	7,578,594
Total revenue and support	26,913,786	25,302,290
EXPENSES		
Program services:		
Regular education	20,911,825	20,779,062
Special education	3,410,571	3,116,716
Total program services	24,322,396	23,895,778
Management and general	1,102,141	1,040,842
Total expenses	25,424,537	24,936,620
Change in net assets	1,489,249	365,670
Net assets, beginning of year	1,081,005	715,335
Net assets, end of year	$ 2,570,254	$ 1,081,005

The accompanying notes are an integral part of these financial statements.

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL
Statement of Functional Expenses
For the year ended June 30, 2019

	Regular Education	Special Education	Management and General	Total
Salaries	$ 11,404,793	$ 1,860,040	$ 654,194	$ 13,919,027
Payroll taxes	926,421	151,093	53,141	1,130,655
Employee benefits	1,730,807	282,282	99,281	2,112,370
Retirement plan contribution	239,048	38,987	13,712	291,747
Total personnel services	14,301,069	2,332,402	820,328	17,453,799
Admissions	95,974	15,653	5,505	117,132
Classroom supplies	235,601	38,425	-	274,026
Contracted services	656,373	107,050	37,650	801,073
Depreciation	4,593	749	265	5,607
Equipment rental and maintenance	111,595	18,200	6,401	136,196
Food	895,249	146,009	-	1,041,258
Insurance	65,121	10,621	3,735	79,477
Occupancy	3,302,671	538,642	189,446	4,030,759
Office supplies and furniture	197,788	32,258	11,345	241,391
Printing, publications, and memberships	36,238	5,910	2,079	44,227
Software and hardware	175,138	28,564	10,046	213,748
Special client services & incentives	335,654	54,743	-	390,397
Staff travel	25,547	4,167	1,465	31,179
Student travel	145,807	23,780	-	169,587
Telecommunications	48,998	7,991	2,811	59,800
Training	127,583	20,808	7,318	155,709
Uniforms	85,452	13,937	-	99,389
Miscellaneous	65,374	10,662	3,747	79,783
Total other than personnel services	6,610,756	1,078,169	281,813	7,970,738
Total expenses	$ 20,911,825	$ 3,410,571	$ 1,102,141	$ 25,424,537

The accompanying notes are an integral part of this financial statement.

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL
Statement of Functional Expenses
For the year ended June 30, 2018

	Regular Education	Special Education	Management and General	Total
Salaries	$ 11,401,909	$ 1,710,207	$ 617,848	$ 13,729,964
Payroll taxes	970,398	145,553	52,584	1,168,535
Employee benefits	1,814,457	272,156	98,322	2,184,935
Retirement plan contribution	255,097	38,263	13,823	307,183
Total personnel services	14,441,861	2,166,179	782,577	17,390,617
Admissions	59,580	8,937	3,229	71,746
Classroom supplies	112,190	16,828	-	129,018
Contracted services	409,382	61,404	22,184	492,970
Depreciation	9,156	1,499	541	11,196
Equipment rental and maintenance	119,509	17,925	6,476	143,910
Food	812,958	121,938	-	934,896
Insurance	84,875	12,731	4,599	102,205
Occupancy	3,404,777	510,693	184,499	4,099,969
Office supplies and furniture	223,972	33,594	12,137	269,703
Printing, publications, and memberships	43,925	6,588	2,380	52,893
Software and hardware	112,034	16,804	6,071	134,909
Special client services & incentives	381,134	57,167	-	438,301
Staff travel	22,080	3,312	1,196	26,588
Student travel	199,156	29,872	-	229,028
Telecommunications	80,169	12,025	4,344	96,538
Training	130,151	19,522	7,053	156,726
Uniforms	65,700	9,855	-	75,555
Miscellaneous	66,453	9,843	3,556	79,852
Total other than personnel services	6,337,201	950,537	258,265	7,546,003
Total expenses	$ 20,779,062	$ 3,116,716	$ 1,040,842	$ 24,936,620

The accompanying notes are an integral part of this financial statement.

HARLEM CHILDREN'S ZONE
PROMISE ACADEMY II CHARTER SCHOOL
Statements of Cash Flows
For the years ended June 30, 2019 and 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 1,489,249	$ 365,670
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	5,607	11,196
Changes in assets and liabilities:		
Decrease (increase) in private contributions and grants receivable	625,000	(625,000)
Decrease (increase) in government grants and contracts receivable	468,095	(135,466)
Increase in due from related party	(522,833)	(93,676)
Decrease (increase) in due from Harlem Children's Zone - deferred compensation plans	332,848	(151,424)
Decrease in other assets	24,236	35,831
Increase in accounts payable and accrued expenses	541,202	190,895
Decrease in due to related party	-	(23,138)
(Decrease) increase in deferred compensation payable	(579,257)	334,347
Net cash provided by (used in) operating activities	2,384,147	(90,765)
CASH FLOWS FROM FINANCING ACTIVITIES		
Purchases of property and equipment	(25,768)	-
Change in restricted cash	(36)	(35)
Net cash used in investing activities	(25,804)	(35)
Net increase (decrease) in cash and cash equivalents	2,358,343	(90,800)
Cash and cash equivalents, beginning of year	135,107	225,907
Cash and cash equivalents, end of year	$ 2,493,450	$ 135,107

The accompanying notes are an integral part of these financial statements.

1. NATURE OF OPERATIONS

Harlem Children's Zone Promise Academy II Charter School (the "School") is a public charter school that is open to all New York City public school children via a lottery. Opened in 2005, the School features small class sizes, an extended day and year, high expectations, and access to an extended support system through its Institutional Partner, Harlem Children's Zone, Inc. ("HCZ").

HCZ is a not-for-profit organization that offers a wide array of education and social programs to the children and families of Harlem. Created in 1970 as a truancy prevention agency (then called "Rheedlen Centers for Children and Families"), HCZ has expanded its services to address the needs of children from birth through college, and as part of that mission, it also works to strengthen families and the surrounding community.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("US GAAP").

In August 2016, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") No. 2016-14, Not-for-Profit Entities (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities* ("ASU 2016-14"). The ASU amends the current reporting model for not-for-profit organizations and requires certain additional disclosures. The significant changes include:

- Requiring the presentation of two net asset classes classified as "net assets without donor restrictions" and "net assets with donor restrictions";
- Modifying the presentation of underwater endowment funds and related disclosures;
- Requiring the use of the placed in service approach to recognize the satisfaction of restrictions on gifts used to acquire or construct long-lived assets, absent explicit donor stipulations otherwise;
- Requiring that all not-for-profits present an analysis of expenses by function and nature in a separate statement or in the notes to the financial statements;
- Requiring disclosure of quantitative and qualitative information regarding liquidity;
- Presenting investment return net of external and direct internal investment expenses; and,
- Modifying other financial statement reporting requirements and disclosures intended to increase the usefulness to the reader.

For the year ended June 30, 2019, the School adopted the relevant provisions of ASU 2016-14 and similarly revised the presentation of its fiscal 2018 financial statements to align with the new reporting presentation.

The School classifies its net assets in the following categories:

Net Assets Without Donor Restrictions
Net assets that are not subject to donor-imposed stipulations and are, therefore, available for the general operations of the School.

Net Assets With Donor Restrictions
Represent net assets which are subject to donor-imposed restrictions whose use is restricted by time and/or purpose. Net assets with donor restrictions are subject to donor-imposed restrictions that require the School to use or expend the gifts as specified, based on purpose or passage of time. When donor restrictions expire, that is, when a purpose restriction is fulfilled or a time restriction ends, such net assets are reclassified to net assets without donor restrictions and reported on the statement of activities as net assets released from restrictions.

Net assets with donor restrictions also includes the corpus of gifts, which must be maintained in perpetuity, but allows for the expenditure of net investment income and gains earned on the corpus for either specified or unspecified purposes in accordance with donor stipulations. At June 30, 2019 and 2018, the School did not possess any net assets with donor restrictions.

Cash and Cash Equivalents

The School considers money market fund investments and all highly liquid debt instruments with a maturity of three months or less on the date of acquisition to be cash equivalents.

Property and Equipment

Property and equipment purchased for a value greater than $5,000 and with depreciable lives greater than one year are carried at cost, net of depreciation. Significant additions or improvements extending asset lives are capitalized; normal maintenance and repair costs are expensed as incurred. Leasehold improvements are amortized based on the lesser of the estimated useful life or remaining lease term.

Property and equipment used in operations are depreciated over their estimated useful lives using the straight-line method, as follows:

	Useful Life (Years)
Furniture, fixtures, and equipment	5
Leasehold improvements	5 - 31.5

Revenue

The School derives its revenue principally from the New York State and New York City governments, through the New York City Department of Education ("DOE") Office of Charter Schools, based on pupil enrollment for regular and special education. The balance of the revenue and support is derived from contributions and other government grants and contracts.

Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by explicit donor-imposed restrictions. Revenues based on pupil enrollment are recognized over the

period earned. Revenue from grants and contracts is recognized as the related expenses are incurred, or services performed, in accordance with the terms of the respective grant or contract agreement. Amounts received in advance are reported as deferred revenue.

The School records contributions of cash and other assets when an unconditional promise to give such assets is received from a donor. Contributions are recorded at the fair market value of the assets received and are classified as either support without donor restrictions or with donor restrictions, depending on whether the donor has imposed a restriction on the use of such assets. When a donor restriction expires (i.e., when a stipulated time restriction ends and/or a purpose restriction is accomplished), such net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Receivables

Receivables contain some level of uncertainty surrounding timing and amount of collection. Therefore, management provides an allowance for doubtful accounts based on the consideration of the type of receivable, responsible party, the known financial condition of the respective party, historical collection patterns and comparative aging. These allowances are maintained at a level management considers adequate to provide for subsequent adjustments and potential uncollectible accounts. These estimates are reviewed periodically and, if the financial condition of a party changes significantly, management will evaluate the recoverability of any receivables from that organization and write off any amounts that are no longer considered to be recoverable. Any payments subsequently collected on such written-off receivables are recorded as income in the period received. As of June 30, 2019 and 2018, no allowance for doubtful accounts was required.

Accounting for Income Taxes

The School recognizes the tax effects from an uncertain tax position in the financial statements only if the position is "more-likely-than-not" to be sustained if the position were to be challenged by a taxing authority. The assessment of the tax position is based solely on the technical merits of the position, without regard to the likelihood that the tax position may be challenged.

The School is exempt from federal income tax under Internal Revenue Code ("IRC") section 501(c)(3), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the IRC. The School has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it was nexus; and to identify and evaluate other matters that may be considered tax positions. The School has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements for the years ending June 30, 2019 or 2018.

Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Reclassifications

Certain items in the 2018 financial statements have been reclassified to conform to the current year presentation. These reclassifications did not have any effect on total assets, liabilities, net assets, revenues or expenses.

3. CASH AND CASH EQUIVALENTS

The School maintains cash and cash equivalent balances in financial institutions, which generally exceed the amount insured by the Federal Depository Insurance Corporation ("FDIC") and subject the School to credit risk. The School monitors this risk on a regular basis and has not experienced, nor does it anticipate, nonperformance by any of these financial institutions.

4. RESTRICTED CASH

Pursuant to an addendum to the Charter Agreement dated February 3, 2015, with the New York City Department of Education, the School is required to set up an escrow of at least $70,000. In the event of termination of the Charter, whether prematurely or otherwise, the School shall establish and follow procedures consistent with those required by Section 2851(2)(t) of the New York State Education Law in its use of the escrow.

5. PUPIL ENROLLMENT AND OTHER REVENUES FROM GOVERNMENT AGENCIES

Under the School's Charter agreement and the Charter Schools Act, the School is entitled to receive funding from state and federal sources that are available to public schools. These funds include New York City pupil enrollment funds, federal food subsidies, and Title I and Title II funds. The calculation of the amounts to be paid to the School under these programs is determined by the State and is based on complex laws and regulations, enrollment levels, and economic information related to the home school districts of the children enrolled in the School. If these regulations, some of which are relatively new in the State of New York, were to change, or other factors included in the calculations were to change, the level of funding that the School receives could vary significantly.

The amounts received and receivable from government agencies and included as revenue in the financial statements consisted of the following as of and for the years ended June 30, 2019 and 2018:

	2019		2018	
	Revenues	Receivable	Revenues	Receivable
City of New York (Pupil enrollment)	$ 17,201,113	$ -	$ 15,695,574	$ 354,840
City of New York (Other)	804,424	-	668,624	-
Outside the City of New York (Pupil enrollment)	31,766	16,159	17,794	17,794
Title I	484,033	179,690	444,440	293,000
Title II	53,402	11,586	150,448	110,595
Title IV	35,141	28,113		
E-Rate	25,472	-	97,191	25,387
Food service - Federal and State of New York	720,016	214,689	646,580	116,716
Total government grants and contracts	$ 19,355,367	$ 450,237	$ 17,720,651	$ 918,332

6. PROPERTY AND EQUIPMENT

At June 30, 2019 and 2018, property and equipment consisted of the following:

	2019	2018
Equipment	$ 235,830	$ 227,022
Leasehold improvements	51,594	34,634
Furniture and fixtures	41,997	41,997
	329,421	303,653
Less: Accumulated depreciation	(304,094)	(298,487)
Total	$ 25,327	$ 5,166

Depreciation expense for the years ended June 30, 2019 and 2018 amounted to $5,607 and $11,196, respectively.

7. RETIREMENT PLAN

The School maintains the Alerus Tax Deferred Annuity Plan (the "Plan") with Alerus Retirement Solutions for all eligible employees. The Plan is non-contributory and employees become eligible once they have reached age 21 and have completed one year of service. Employees participating in the Plan will be fully vested after completing six years of service. Employer contributions made to the Plan are discretionary. For the years ended June 30, 2019 and 2018, contributions made to the Plan amounted to $291,747 and $307,183, respectively.

8. RELATED-PARTY TRANSACTIONS

Contributions

Deferred compensation plans

HCZ maintains a discretionary 457(f) plan and a Supplemental Bonus Plan for Teachers (effective January 1, 2016) for certain eligible employees of the School. Employees become eligible to participate in these plans based solely at the discretion of the School's Board of Trustees. The amounts contributed to the 457(f) plan and the Supplemental Bonus Plan for Teachers become vested five and three years, respectively, after the date of the initial contribution for all eligible employees. Amounts contributed to these plans are paid to eligible employees when vested. Terminated employees become vested immediately at the date of their termination. HCZ provides the School with an annual subsidy to cover this cost by contributing to a HCZ investment account. During fiscal 2019 and 2018, HCZ provided a net subsidy of $932,456 and $876,940, respectively, for contributions to these plans. These amounts are recorded within private contributions – related party and a corresponding expense on the accompanying statements of activities. The cumulative amount due from HCZ relating to these plans totaled $3,435,022 and $3,767,870 at June 30, 2019 and 2018, respectively. The cumulative amount due to eligible employees totaled $2,387,822 and $2,967,079 at June 30, 2019 and 2018, respectively. Amounts due from HCZ in excess of amounts due to eligible employees represents reimbursements of amounts already paid by the School in advance of receiving the funds from HCZ.

Other

Certain expenses are shared amongst the School, HCZ and Harlem Children's Zone Promise Academy Charter School ("PA I"). Shared expenses primarily relate to prorated salaries and other expenses that are allocated amongst the School, HCZ and PA I. Amounts may also be received by the School on behalf of HCZ or PA I, and amounts may also be granted to the School from HCZ. At June 30, 2019 and 2018, due from related parties totaled $616,509 and $93,676, respectively, pertaining to these related party transactions.

HCZ also provided the School with grants in the amounts of $3,101,550 and $3,170,219 in fiscal 2019 and 2018, respectively, which are included in contributions – related parties on the accompanying statements of activities.

Contributed Space and Services

HCZ provides the School with certain services at no cost. For the years ended June 30, 2019 and 2018, the School recognized revenues and corresponding expenses for services of $514,522 and $491,635, respectively.

The School also recognized revenues and corresponding expenses for contributed space and utilities from the DOE for the years ended June 30, 2019 and 2018 of $1,677,481 and $1,774,764, respectively.

Rent

During fiscal 2019, the School renewed a five-year lease agreement with HCZ for the School's use of the space located at 35 East 125th St, New York, NY, a property owned by HCZ. Pursuant to the terms of this lease, the School incurred approximately $1,786,000 in rent expense during both fiscal 2019 and 2018.

As of June 30, 2019, the minimum future annual rental obligation under the terms of this lease are as follows:

Year	
2020	$ 1,985,243
2021	2,044,800
2022	2,106,144
2023	2,169,328
2024	2,234,408
	$ 10,539,923

9. CONCENTRATION OF RISK

The School is dependent on various government agencies for funding and is responsible for meeting the requirements of such agencies. If the School were to lose students or the related government funding, it could have a substantial effect on the School's ability to continue operations.

As discussed in Note 8, HCZ makes a contribution to the School and donates services. If this relationship were to change or cease, such change could have a substantial effect on the School's ability to continue operations.

10. CONTINGENCIES

Government Agency Audits

The School participates in a number of federal and state programs. These programs require that the School comply with certain requirements of laws, regulations, contracts, and agreements applicable to the programs in which it participates. All funds expended in connection with government grants and contracts are subject to audit by government agencies. While the ultimate liability, if any, from any such audits of government contracts by government agencies is presently not determinable, it should not, in the opinion of management, have a material effect on the School's financial position or change in net assets. Accordingly, no provision for any such liability that may result has been made in the accompanying financial statements.

Litigation

The School, in the normal course of its operations, is a party to various legal proceedings and claims. While it is not feasible to predict the ultimate outcomes of such matters, management of the School is not aware of any claims or contingencies that would have a material adverse effect on the School's financial position or change in net assets.

11. LIQUIDITY AND AVAILABILITY OF RESOURCES

The School closely monitors cash flows to ensure adequate resources are available at any given time to meet current and upcoming obligations. Strong emphasis on budget and treasury management is undertaken in an effort to anticipate organizational needs during both the short- and long-term. In doing so, the School is able to avoid large idle cash balances that would otherwise represent an opportunity cost to the School.

Government grant revenue represents the majority of funding received for School operations. As such, the School puts considerable focus on grants management to make certain that necessary funding is both calculated accurately and received timely.

Finally, if significant unforeseen liquidity issues arise, the School would seek funding and assistance from its Instructional Partner, Harlem Children's Zone, Inc., to address potential shortfalls, mitigate any operational issues that could result, and develop a long-term remedy.

The School's financial assets available within one year of June 30, 2019 for general expenditure are as follows:

Cash and cash equivalents	$ 2,493,450
Government grants and contracts receivable	450,237
Due from related parties	616,509
Financial assets available for general expenditures within one year	$ 3,560,196

12. SUBSEQUENT EVENTS

The School evaluated its June 30, 2019 financial statements for subsequent events through October 30, 2019, the date the financial statements were available to be issued. The School is not aware of any subsequent events which would require recognition or disclosure in the financial statements.

Grant Thornton

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

To the Board of Trustees of
Harlem Children's Zone Promise Academy II Charter School:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Harlem Children's Zone Promise Academy II Charter School (the "School"), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2019.

Internal control over financial reporting
In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") to design audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in the School's internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and other matters
As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

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determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Intended purpose

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Grant Thornton LLP

New York, New York
October 30, 2019

None noted.

Entry 5c Additional Financial Docs

Last updated: 11/01/2019

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of $750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

(No response)

Explanation for not uploading the Management Letter.	Not applicable due to no internal controls that meet the reporting requirements.

2. Form 990

(No response)

Explanation for not uploading the Form 990.	(No response)

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit.	We will file within 9 months after the end of our fiscal year.

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report.	Not applicable.

5. Evidence of Required Escrow Account

Note: **For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is $100,000.**

https://nysed_cso_reports.fluidreview.com/resp/119138924/pN6H0Nalce/

Explanation for not uploading the Escrow evidence.	(No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

a. The person responsible
b. The date action was taken, or will be taken
c. Description of the action taken
d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan.	Not applicable due to no internal controls that meet the reporting requirements.

Entry 5d Financial Services Contact Information

Last updated: 10/31/2019

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Jim Hutter	[redacted]	

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Grant Thornton Brian Hopkins	[redacted]		10

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm

New York State Education Department

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

2019-20 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing **RED** 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 https://stateaid.nysed.gov/charter/. Rows may be inserted in the worksheet to accomodate 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 II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

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	18,943,606	1,243,482	-	-	-	20,187,088
Total Expenses	16,409,926	2,434,009	-	-	896,740	19,740,675
Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413
Actual Student Enrollment	866	162				-
Total Paid Student Enrollment	-	-				-

	CY Per Pupil Rate	PROGRAM SERVICES: REGULAR EDUCATION	PROGRAM SERVICES: SPECIAL EDUCATION	PROGRAM SERVICES: OTHER	SUPPORT SERVICES: FUNDRAISING	SUPPORT SERVICES: MANAGEMENT & GENERAL	TOTAL	Assumptions: DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
REVENUE								
REVENUES FROM STATE SOURCES								
Per Pupil Revenue								
District of Location	$16,150.00	16,602,200	-	-	-	-	16,602,200	FTE 1028
School District 2 (Enter Name)	$16,159.00	16,159	-	-	-	-	16,159	FTE 1
School District 3 (Enter Name)	$15,607.00	15,607	-	-	-	-	15,607	FTE 1
School District 4 (Enter Name)		-	-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	-	
		16,633,966	-	-	-	-	16,633,966	
Special Education Revenue			1,243,482	-	-	-	1,243,482	FTE 99 + FTE 10
Grants								
Stimulus		-	-	-	-	-	-	
Other		755,820	-	-	-	-	755,820	Rental Assistance 156 FTE projected in gr.10-12
Other State Revenue		198,404	-	-	-	-	198,404	FTE 1028 x 193 (One Time grant)
TOTAL REVENUE FROM STATE SOURCES		17,588,190	1,243,482	-	-	-	18,831,672	
REVENUE FROM FEDERAL FUNDING								
IDEA Special Needs		85,439	-	-	-	-	85,439	FY19 Allocation
Title I		436,060	-	-	-	-	436,060	FY20 Allocation
Title Funding - Other		75,755	-	-	-	-	75,755	FY20 Allocation (Title II &IV)
School Food Service (Free Lunch)		733,754	-	-	-	-	733,754	1028 x $713.768 FY19 estimate
Grants								
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-	
Other		-	-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		1,331,008	-	-	-	-	1,331,008	
LOCAL and OTHER REVENUE								
Contributions and Donations, Fundraising		-	-	-	-	-	-	
Erate Reimbursement		24,408	-	-	-	-	24,408	Spectrum Only
Interest Income, Earnings on Investments,		-	-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-	
Food Service (Income from meals)		-	-	-	-	-	-	
Text Book		-	-	-	-	-	-	
Other Local Revenue		-	-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		24,408	-	-	-	-	24,408	
TOTAL REVENUE		18,943,606	1,243,482	-	-	-	20,187,088	
								List exact titles and staff FTE"s (Full time eqiuilivalent)
EXPENSES								
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions							
Executive Management	1.00	98,738	16,054	-	-	5,915	120,707	
Instructional Management	3.33	347,367	56,479	-	-	20,808	424,654	
Deans, Directors & Coordinators	24.00	1,222,050	198,695	-	-	73,204	1,493,949	
CFO / Director of Finance	-	-	-	-	-	-	-	
Operation / Business Manager	4.00	185,925	30,230	-	-	11,137	227,292	
Administrative Staff	6.00	243,609	39,609	-	-	14,593	297,811	
TOTAL ADMINISTRATIVE STAFF	38	2,097,690	341,067	-	-	125,656	2,564,413	
INSTRUCTIONAL PERSONNEL COSTS								
Teachers - Regular	92.14	4,319,188	702,264	-	-	258,729	5,280,181	
Teachers - SPED	14.33	739,562	120,247	-	-	44,301	904,110	
Substitute Teachers	-	-	-	-	-	-	-	
Teaching Assistants	45.32	1,351,430	219,731	-	-	80,954	1,652,115	
Specialty Teachers	24.00	1,084,821	176,383	-	-	64,983	1,326,187	
Aides	3.32	54,206	8,814	-	-	3,247	66,267	

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

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	18,943,606	1,243,482	-	-	-	20,187,088
Total Expenses	16,409,926	2,434,009	-	-	896,740	19,740,675
Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413
Actual Student Enrollment	866	162				-
Total Paid Student Enrollment	-	-				-

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

		PROGRAM SERVICES			SUPPORT SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Therapists & Counselors	9.00	413,109	67,168	-	-	24,746	505,023
Other	22.15	273,809	44,519	-	-	16,402	334,730
TOTAL INSTRUCTIONAL	210	8,236,125	1,339,126	-	-	493,362	10,068,613
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	666	108	-	-	40	814
Other	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	666	108	-	-	40	814
SUBTOTAL PERSONNEL SERVICE COSTS	249	10,334,481	1,680,301	-	-	619,058	12,633,840
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		1,092,858	177,690	-	-	65,465	1,336,012
Fringe / Employee Benefits		2,206,148	358,701	-	-	132,153	2,697,002
Retirement / Pension		-	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS		3,299,005	536,391	-	-	197,618	4,033,014
TOTAL PERSONNEL SERVICE COSTS		13,633,487	2,216,692	-	-	816,676	16,666,854
CONTRACTED SERVICES							
Accounting / Audit		89,303	14,520	-	-	5,349	109,172
Legal		-	-	-	-	-	-
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		1,427	232	-	-	86	1,745
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		341,414	55,511	-	-	20,451	417,376
TOTAL CONTRACTED SERVICES		432,144	70,263	-	-	25,886	528,293
SCHOOL OPERATIONS							
Board Expenses		-	-	-	-	-	-
Classroom / Teaching Supplies & Materials		130,338	-	-	-	-	130,338
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		-	-	-	-	-	-
Supplies & Materials other		141,606	23,024	-	-	8,482	173,112
Equipment / Furniture		86,369	14,043	-	-	5,174	105,585
Telephone		17,929	2,915	-	-	1,074	21,918
Technology		211,307	34,357	-	-	12,658	258,321
Student Testing & Assessment		-	-	-	-	-	-
Field Trips		94,340	-	-	-	-	94,340
Transportation (student)		167,637	-	-	-	-	167,637
Student Services - other		123,008	-	-	-	-	123,008
Office Expense		88,387	14,371	-	-	5,295	108,053
Staff Development		104,459	16,984	-	-	6,257	127,700
Staff Recruitment		-	-	-	-	-	-
Student Recruitment / Marketing		-	-	-	-	-	-
School Meals / Lunch		924,531	-	-	-	-	924,531
Travel (Staff)		16,128	2,622	-	-	966	19,716
Fundraising		-	-	-	-	-	-
Other		110,768	18,010	-	-	6,635	135,413
TOTAL SCHOOL OPERATIONS		2,216,805	126,326	-	-	46,541	2,389,672
FACILITY OPERATION & MAINTENANCE							
Insurance		92,481	15,037	-	-	5,540	113,058

Promise Academy Charter School II

PROJECTED BUDGET FOR 2019-2020

July 1, 2019 to June 30, 2020

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	18,943,606	1,243,482	-	-	-	20,187,088
Total Expenses	16,409,926	2,434,009	-	-	896,740	19,740,675
Net Income	2,533,680	(1,190,527)	-	-	(896,740)	446,413
Actual Student Enrollment	866	162				-
Total Paid Student Enrollment	-	-				-

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	26,495	4,308	-	-	1,587	32,390
Repairs & Maintenance	8,514	1,384	-	-	510	10,408
Equipment / Furniture						-
Security	-	-	-	-	-	-
Utilities		-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	127,490	20,729	-	-	7,637	155,856
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-
TOTAL EXPENSES	16,409,926	2,434,009	-	-	896,740	19,740,675
NET INCOME	2,533,680	(1,190,527)	-	-	(896,740)	446,413

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	866	162	1,028
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	866	162	1,028
REVENUE PER PUPIL	21,875	7,676	-
EXPENSES PER PUPIL	18,949	15,025	-

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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 II 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** _X__**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** __X__**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
None	*None*	*None*	*None*

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**
None	*None*	*None*	*None*	*None*

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.

[redacted]

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
None	*None*	*None*	*None*	*None*

Alfonso Wyatt October 13, 2014

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]

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 II Charter School

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

Chief Executive Officer

2. Is the trustee an employee of any school operated by the Education Corporation? ___**Yes** __X_**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? __X__**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; $290,000 salary; 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
None	*None*	*None*	*None*

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
None	*None*	*None*	*None*	*None*

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.

[redacted]

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

Trustee Name: Ellanor Brizendine

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

Harlem Children's Zone Promise Academy II Charter School

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

   Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? ___**Yes** _X_**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** __X__**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
None	*None*	*None*	*None*

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
None	*None*	*None*	*None*	*None*

N. R 10/8/19

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.

[redacted]

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 II Charter School

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

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation? ___**Yes** _X_ **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** __X__**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
None	*None*	*None*	*None*

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
None	*None*	*None*	*None*	*None*

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.

[redacted]

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

Trustee Name: Fatime Cadoo

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

Harlem Children's Zone Promise Academy II 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** _X_**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** _X_**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
None	*None*	*None*	*None*

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
None	*None*	*None*	*None*	*None*

Signature

Date 10/18/19

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.

[redacted]

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 II 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** _X_ **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? _X_ **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; $125,000 salary; 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
None	*None*	*None*	*None*

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
None	*None*	*None*	*None*	*None*

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.

[redacted]

Appendix F: Disclosure of Financial Interest Form

Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report

**Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. **Trustee Name (print)** Keith Meister
2. **Charter School Name** Promise Academy I and II
3. **Charter Authorizer Entity** Promise Academy

[redacted]

8. List all positions held on board (e.g., chair, treasurer, parent representative)

9. Is the trustee an employee of the school? ☐ **Yes** ☑ **No**

   If **Yes**, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? ☐ **Yes** ☑ **No**

    If **Yes**, please provide a description of the position you hold and your responsibilities, your salary and your start date.

11. 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 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 Question 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
Please write "None" if applicable. Do not leave this space blank. NONE			

12. 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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization conducting business with the school	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 and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank. NONE				

Signature

Date 7/1/2019

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 II 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** _X__**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** __X__**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
None	*None*	*None*	*None*

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**
None	*None*	*None*	*None*	*None*

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.

[redacted]

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 II Charter School

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

Treasurer/Secretary

2. Is the trustee an employee of any school operated by the Education Corporation? ___**Yes** _X__**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** __X__**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
None	*None*	*None*	*None*

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**
None	*None*	*None*	*None*	*None*

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.

[redacted]

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 II 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** _X_**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** _X_**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
None	*None*	*None*	*None*

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
None	*None*	*None*	*None*	*None*

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.

[redacted]

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 II 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** _X_**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** _X_**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
None	*None*	*None*	*None*

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
None	*None*	*None*	*None*	*None*

Signature 10/30/2019 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.

[redacted]

Entry 8 BOT Table

Created: 07/23/2019 • Last updated: 08/01/2019

1. SUNY AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE AUTHORIZED charter schools are required to provide information for all VOTING and NON VOTING trustees.

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 2018 19
1	Geoffrey Canada	Chair	Audit Committee	Yes	7	06/12/2018	06/01/2020	9
2	Anne Williams Isom	Other	Audit Committee	Yes	3	06/19/2019	06/01/2021	9
3	Mitch Kurz	Secretary	Audit Committee	Yes	8	06/19/2019	06/01/2021	9
4	Kenneth Langone	Trustee/Member	None	Yes	7	06/12/2018	06/01/2020	5 or less
5	Stanley Druckenmiller	Trustee/Member	None	Yes	7	06/12/2018	06/01/2020	9
6	Denise Fuller	Trustee/Member	None	No	5	06/19/2019	06/01/2021	6
7	Dr. Alfonso Wyatt	Trustee/Member	None	Yes	2	06/12/2018	06/01/2020	9
8	Ellanor (Bodie) Brizendine	Trustee/Member	None	No	1	06/19/2019	06/01/2021	5 or less
9	Fatime Cadoo	Parent Rep	None	No	3	06/19/2019	06/01/2020	9

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 2018 19
10	Willie Mae Lewis	Trustee/Member	None	Yes	4	06/19/2019	06/01/2021	7
11	Keith Meister	Trustee/Member	None	No		06/19/2019	06/01/2021	
12								
13								
14								
15								

1c. Are there more that 15 members of the Board of Trustees? No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2019	11
b.Total Number of Members Added During 2018 19	1
c. Total Number of Members who Departed during 2018 19	0
d.Total Number of members in 2018 19, as set by in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2018-19 10

4. Number of Board meetings scheduled for 2019-20 12

Thank you.

Entry 9 - Board Meeting Minutes

Last updated: 07/23/2019

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 2018 June 2019, which should match the number of meetings held during the 2018 19 school year.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOL

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?	Yes
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 2018-19 school year.	http://www.hczpromise.org/community/board_meeting_documents

Entry 10 Enrollment and Retention of Special Populations

Created: 07/31/2019 • Last updated: 08/01/2019

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018 19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2019 20.

HARLEM CHILDREN'S ZONE PROMISE ACADEMY II CHARTER SCHOOLSection Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018 19	Describe Recruitment Plans in 2019 20
Economically Disadvantaged	For the 2018 2019 school year, Promise II sent out about 7,500 postcards to families across Harlem using the DOE's contractor Vanguard, who have addresses for students in particular grade levels. Through this method, we're able to target zip codes in low income areas. We also moved our kindergarten lottery date to July, which includes a preference for low income families. The lottery was previously held in August, the only month that our scholars do not attend school. Since we have a sibling preference, we wanted to ensure that our families could fully participate.	In 2019 2020, we will continue to target low income, underserved areas in Harlem to recruit students. We are also holding the 2019 lottery in July to ensure that our families can attend. When reaching out to wait listed families, we will continue to inform them of the wrap around services we provide, which are free of charge (i.e. free uniform, free breakfast, etc)
	The portion of students who are officially designated as English Language Learners (ELLs) is lower than that of the district. While we do target families for who English is not the primary language spoken at home, we also intervene early, working with our students when they are three years old in our Early Childhood Program. 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. Strategies for ELL Recruitment for the Harlem Children's Zone	

English Language Learners/Multilingual Learners	(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 in the communities and surrounding neighborhoods, 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,as well as the Baby College application. 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.

	rate. 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	
Students with Disabilities	Our recruitment efforts included informing parents via the distribution of flyers and sharing information during the application process that we provide inclusion classroom settings and special education services. Through our institutional partnership with HCZ, our staff members inform parents of children living in Harlem that Promise Academy welcomes students with disabilities. Additionally, since some of our applicants have siblings who already attend our school, we have consistently provided information for our current Promise Academy parents about our special education services. We hosted a community event for parents about Understood.org, which is an online resource for parents of children who learn differently.	Going forward, we plan to continue our efforts to host events and draw in families within the Harlem community to share information about special education processes and the services we offer at our Promise Academy Charter Schools. All of our teachers have access to the expertise of special education staff. This resource enhances all teachers' ability to reach their students and we plan to advertise this as part of our recruitment efforts in 2019 2020.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018 19	Describe Retention Plans in 2019 20
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 every day, free uniforms every year. We also provide wrap around services for our families including social work intervention, free after school services, tax preparation, free legal services and more.	In 2019 2020, we will continue to provide free wrap around services for our students and their families, as well as a free uniform, free breakfast and free lunch. Our high school students also receive help from our Center for Higher Education and Career Support, in order to help them obtain jobs and internships while as they transition into college.
	In order to retain families, Promise Academy I offered the following: (1) family orientation in the beginning of the year to welcome parents who speak a variety of languages,	In order to ensure that we retain our current families, Promise Academy will continue to offer the following: ● 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. ● ELL support, including intervention

English Language Learners/Multilingual Learners	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.	● Professional development for ESL teachers on best practices ● Disaggregating data by student groups and looking for positive gains and reductions in classification, hiring staff with appropriate certification and having an inclusive school culture. Going forward, we have also added the following strategies to retain students: (1) increasing the number of parent workshops; and (2) translating more internal documents in the predominant languages of our scholars' families. We anticipate that building on our current practices will result in growth of ELL students.
Students with Disabilities	Our recruitment efforts included informing parents via the distribution of flyers and sharing information during the application process that we provide inclusion classroom settings and special education services. Through our institutional partnership with HCZ, our staff members inform parents of children living in Harlem that Promise Academy welcomes students with disabilities. Additionally, since some of our applicants have siblings who already attend our school, we have consistently provided information for our current Promise Academy parents about our special education services. We hosted a community event for parents about Understood.org, which is an online resource for parents of children who learn differently.	Going forward, we plan to continue our efforts to host events and draw in Promise Academy families to share information about special education processes and the services we offer at our Promise Academy Charter Schools. All of our teachers have access to the expertise of special education staff. This resource enhances all teachers' ability to reach their students and we plan to advertise this as part of our recruitment efforts in 2019 2020. We will also continue to offer intervention services for general education students who need additional support. The addition of the special education manager role has provided an additional layer of support for all teachers working with scholars with special needs. We will also continue building upon our district wide restorative and social and emotional learning practices.

Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/30/2019 • Last updated: 07/31/2019

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 6/30/19	FTE of Classroom Teachers on 6/3019
	83	40	28	30	66

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 6/30/19	FTE Administrators Added in New Positions 7/1/18 6/30/19	FTE Administrative Positions on 6/30/19
	9	7	3	3	10

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. All of our principals are former teachers or administrators from Promise Academy. Although, there was another big focus on teacher retention, continuing our past initiatives, a change in leadership contributed to a higher attrition rate. Additionally, the 18 19 school year was restructured in order to create a more efficient system, especially in regards to support of students transitioning into testing grades. The two elementary schools were merged, some positions were eliminated, and leadership changed across all school levels. This was a transition year for Promise Academy II.

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

Created: 07/28/2019 • Last updated: 07/31/2019

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.

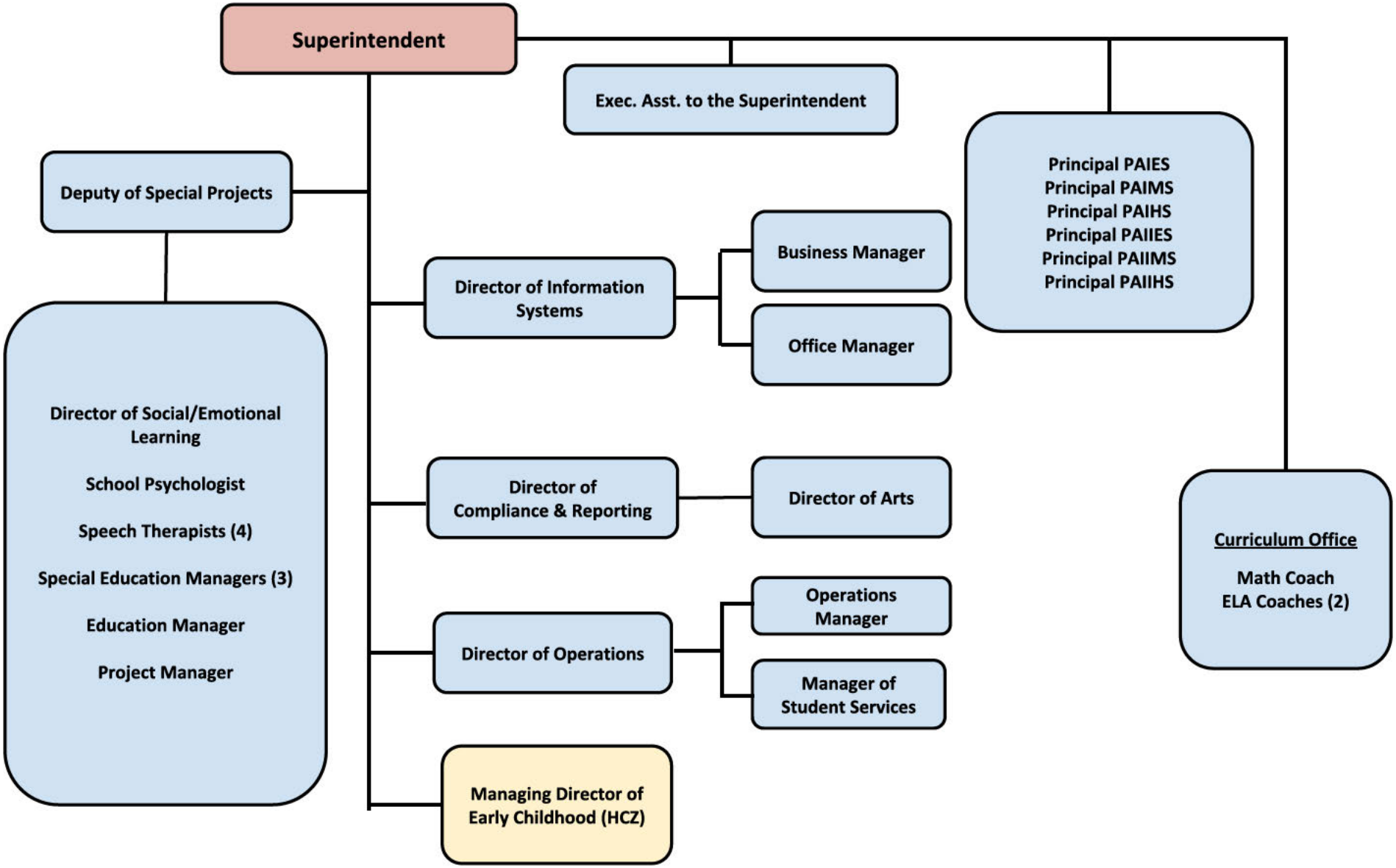
	FTE Count
1. Total FTE count of uncertified teachers (6 30 19)	13.5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6 30 19)	9.5
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6 30 19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6 30 19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6 30 19)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6 30 19)	4

FTE Count of All Uncertified Teachers as of 6/30/19 13.5

FTE Count of All Certified Teachers as of 6/30/19 55.5

Thank you.

Superintendent's Organization Chart



2019-2020

Promise Academy Calendar (K-12)

Harlem Children's ZONE

Sep 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					

Oct 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		

Nov 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

Dec 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				

Jan 2020						
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 2020						
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

Mar 2020						
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 2020						
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 2020						
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 2020						
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 2020 will be scheduled later in the school year.

School closed for students, teachers & staff

X	Sep 2	Labor Day
X	Sep 30 - Oct 1	Rosh Hashanah
X	Oct 9	Yom Kippur
X	Oct 14	Columbus Day
X	Nov 28 - 29	Thanksgiving Holiday
X	Dec 25	Christmas Day
X	Jan 1	New Year's Day
X	Jan 20	Dr. Martin Luther King, Jr. Day
X	Feb 17	President's Day
X	Apr 10	Good Friday
X	May 25	Memorial Day
X	Jul 3	Independence Day Observed
X	July 30-31	Eid al-Adha

School closed for students and teachers only

	Nov 11	Veteran's Day Observed
	Dec 23 - Jan 1	Winter Recess
	Feb 17 - 21	Midwinter Recess
	Mar 13	Superintendent's Recess Day
	May 4 - 8	Spring Recess
	Jun 29 - Jul 3	Summer 2019 Intermission

School closed for students only

	Aug 26 - 30, Sep 3 - 4	Staff return for orientation and PDs
	Nov 5	Election Day
	Jun 4	Chancellor's Conference Day

Important date (school is open)

_	Sep 5	19-20 School Year begins
_	Nov 27	Early Dismissal
_	Jan 21 - 24	Regents Exams (HS only)
_	Feb 14	100th day of school
_	Mar 25 - 27*	NYS 3-8 ELA Exam
_	April 21 - 23*	NYS 3-8 Math Exam
_	May 1	Teacher Appreciation Day
_	May 18 - 29	Grades 4 & 8 Science Performance Test
_	June 1	Grades 4 & 8 Science Written Exam
_	Jun 2, 17-26	Regents Exams
_	June 26	Last day of spring session

Notes

First day of instruction is Sep 5.

There is no instruction on March 13th (Superintendent's Recess Day) & June 4th (Chancellor's Conference Day).