

# Application: Southside Academy Charter School

Liz Russo - lrusso@nhaschools.com  
2021-2022 Annual Report

## Entry 1 School Info and Cover Page

Completed - Aug 1 2022

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

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 school's 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, 2022**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

SOUTHSIDE ACADEMY CHARTER SCHOOL 800000040667

### a1. Popular School Name

Southside

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

---

**d. DISTRICT / CSD OF LOCATION**

SYRACUSE CITY SD

---

**e. DATE OF INITIAL CHARTER**

1/2002

---

**f. DATE FIRST OPENED FOR INSTRUCTION**

9/2002

---

**c. School Unionized**

Is your charter school unionized?

No

---

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

MISSION STATEMENT

The mission of the Southside Academy Charter School is to offer families and students a community public charter school, which provides a challenging academic program and focuses on high-achievement and instilling a sense of family, community, and leadership within all of our students.

---

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. 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.

KDE 1	<p>Academic Excellence: We believe a high-quality K-8 education sets the critical foundation for a student's success in high school, college, and beyond. Achievement may look different for each individual, but our goal is to prepare every student for college. With that in mind, Southside's academic program is designed to meet the Common Core State Standards and relevant New York State Learning Standards and ensure that students master the specific skills and knowledge in each content area at each grade level.</p>
KDE 2	<p>Student Responsibility: We know that children thrive in an environment where they clearly understand what is expected of them, and after putting forth their best effort, they take pride in seeing the results. For this reason, our students are taught that their best effort is vital to their academic success, and teachers will strive to consistently reinforce the importance of students' responsibility for their education and accountability for their actions.</p>
KDE 3	<p>Moral Focus: We believe a great school should develop students' hearts as well as their minds. For this reason, our teachers incorporate the Moral Focus curriculum into their daily instruction. Through this purposeful instruction, students build and maintain strong personal character while also developing the qualities necessary to achieve academic success and become good citizens.</p>
KDE 4	<p>Parental Partnerships: We are committed to fostering strong partnerships with parents of students at the school. We actively engage parents in their children's learning, dedicate a Parent Room specifically for ongoing "anytime" interaction between parents and teachers, and consistently communicate with parents about their children's academic progress.</p>

KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

<https://www.nhaschools.com/schools/Southside-Academy-Charter-School/en>

**i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

738

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

680

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
---------------	---------------------------

**11. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes

**12. NAME OF CMO/EMO AND ADDRESS**

NAME OF CMO/EMO	National Heritage Academies
PHYSICAL STREET ADDRESS	3850 Broadmoor Ave. Ste.201
CITY	Grand Rapids
STATE	MI
ZIP CODE	49512
EMAIL ADDRESS	<a href="mailto:info@nhaschools.com">info@nhaschools.com</a>
CONTACT PERSON NAME	Liz Russo

**FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

**SOUTHSIDE ACADEMY CHARTER SCHOOL 800000040667**

**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	2200 Onondaga Creek Blvd Syracuse, NY 13207	315-476-3019	Syracuse	K-8	N/A

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Tammy Pugh	Principal	315-476-3019		<a href="mailto:44.tpugh@nhaschools.com">44.tpugh@nhaschools.com</a>
Operational Leader	Tom Brennan	Director of Facilities	616-430-0976		<a href="mailto:tbrennan@nhaschools.com">tbrennan@nhaschools.com</a>
Compliance Contact	Julie Meller	Legal & Compliance Coordinator	616-954-3081		<a href="mailto:jmeller@nhaschools.com">jmeller@nhaschools.com</a>
Complaint Contact	Julie Meller	Legal & Compliance Coordinator	616-954-3081		<a href="mailto:jmeller@nhaschools.com">jmeller@nhaschools.com</a>
DASA Coordinator	Tammy Pugh	Principal	315-476-3019		<a href="mailto:44.tpugh@nhaschools.com">44.tpugh@nhaschools.com</a>
Phone Contact for After Hours Emergencies	Tammy Pugh	Principal	315-476-3019		<a href="mailto:44.tpugh@nhaschools.com">44.tpugh@nhaschools.com</a>

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

Private Space

---

**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 .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

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

[2007-11-14 Southside CO.pdf](#)

**Filename:** 2007-11-14 Southside CO.pdf **Size:** 160.4 kB

---

**Site 1 Fire Inspection Report**

[Southside.pdf](#)

**Filename:** Southside.pdf **Size:** 56.0 kB

**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

---

**n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

No

**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

**ATTESTATIONS**

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Liz Russo
Position	Board Relations Coordinator
Phone/Extension	616-929-1282
Email	<a href="mailto:lrusso@nhaschools.com">lrusso@nhaschools.com</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.**

**Responses Selected:**

Yes

q. 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. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature appears to be "Tommy Doyle" written in a cursive, slightly slanted style.

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

A handwritten signature in black ink on a light gray background. The signature appears to be "Carey Hulse" written in a cursive, slightly slanted style.

**Date**

Aug 1 2022

Thank you.



# Entry 3 Progress Toward Goals

Completed - Nov 1 2022

## Instructions

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

### Regents, NYCDOE, and Buffalo BOE-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 no later than November 2, 2022.

---

**SOUTHSIDE ACADEMY CHARTER SCHOOL 800000040667**

---

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

---

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	According to the ESEA Accountability Designation, the school will be designated as Good Standing.	State Assessment	Met	N/A
Academic Goal 2	The schools' aggregate proficiency compared to all schools in NYS with the same grade configuration and similar population of students identified as Economically Disadvantaged, SWD, and ELL, will be at least the mean on 3-8 ELA, math, and science assessments.	State Assessment	Unable to Assess	N/A
Academic Goal 3	At a minimum, 60% of total tested students will maintain proficiency (level 3 or 4) or trend toward proficiency from one year's test administration to the next.	State Assessment	Unable to Assess	N/A
Academic Goal 4	At a minimum, 60% of total tested	State Assessment	Unable to Assess	N/A

	students in each subgroup (ELL, SWD, Economically Disadvantaged) will maintain proficiency (level 3 or 4) or trend toward proficiency from one year's test administration to the next.			
Academic Goal 5	The percent of students who score proficiently on 3-8 state assessments for all students will meet (or exceed) the District Proficiency Rate.	State Assessment	Met	N/A
Academic Goal 6	The percent of students who score proficiently on 3-8 state assessments for all subgroups (ELL, SWD, Economically Disadvantaged) will meet (or exceed) the District Proficiency Rate.	State Assessment	Met	N/A
Academic Goal 7	The percent of students who score proficiently on 3-8 state assessments for all students, by grade level, will meet (or exceed) the District Proficiency Rate.	State/Federal Designation	Not Met	<p>ELA – Met</p> <p>Math – Not Met (met in all grades, except 7th)</p> <p>Science – Met</p> <p>Students who are struggling in math will receive intervention in fundamental math skills. K-5 students use Bridges Mathematics to help reduce learning</p>

				<p>gaps. In addition, Dreambox is used in grades 3-5 to help students become more proficient. Illustrative math is used in middle school, which allows students to work in groups, using hands-on materials to manipulate and discuss strategies of computation. We have increased our intervention staff to now include a math specialist and math specialist/coach. In addition to paraprofessionals, both positions will provide direct academic support to students who are struggling to master math objectives. We will continue to provide data-driven instruction. We will progress monitor students regularly for growth and mastery. We will also use the data from progress monitoring to ensure we provide the necessary intervention.</p>
Academic Goal 8	The percent of students who score proficiently on 3-8 state assessments for all subgroups (ELL, SWD,	State Assessment	Not Met	<p>SWD – Not Met (not met in 6th-8th)  ELL – Met  ED – Met</p> <p>In addition to the</p>

	Economically Disadvantaged), by grade level, will meet (or exceed) the District Proficiency Rate.			math resources mentioned above, students who are struggling readers will receive intervention time using Reading Mastery, Corrective Reading, Heggerty, Lexia, and novel studies so that students receive extra time to develop reading fluency, comprehension, and phonemic awareness. We have also added paraprofessional positions to serve our increasing at-risk population.
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

**For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

**2021-2022 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	School leaders have systems in place designed to cultivate shared accountability and high expectations and that lead to students' well-being, improved academic outcomes, and educational success.	Director of School Quality Observations and Evaluations	Met	N/A
Org Goal 2	The school has systems in place to support students' social and emotional health and to provide for a safe and respectful learning environment.	Director of School Quality Observations and Evaluations	Met	N/A
Org Goal 3	The Board of Trustees provides competent stewardship and oversight of the school while maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational viability, Board	Annual Board Self-Evaluation	Met	N/A

	effectiveness and faithfulness to the terms of its charter.			
Org Goal 4	The school has established a well-functioning organizational structure and clearly delineated roles for staff, management, and board members. The school has systems and protocols that allow for the successful implementation, evaluation, and improvement of its academic program and operations.	Classroom observations are based on schoolwide Classroom Framework	Met	N/A
Org Goal 5	The school is faithful to its mission and has implemented the key design elements included in its charter.	All stakeholders are aware of the school's mission and key design elements.	Met	N/A
Org Goal 6	The school is meeting or making annual progress toward meeting the enrollment plan outlined in its charter and its enrollment and retention targets for students with disabilities, English language learners, and students who are eligible applicants for the free and reduced priced lunch program; or has demonstrated that it	Annual assessment of enrollment and retention targets.	Met	N/A

	has made extensive good faith efforts to attract, recruit, and retain such students.			
Org Goal 7	The schools reported enrollment will be at least 85% of its contracted enrollment.	Student Enrollment & Retention Counts	Met	N/A
Org Goal 8	The school's enrollment for SWD, ELL, and Economically Disadvantaged students will be no less than 5% lower than the district of location's enrollment for the same subgroups	Student Enrollment & Retention Counts	Partially Met	Met for ED and SWD. Did not meet for ELL.  Please see Entry 9 that outlines our special population enrollment efforts.
Org Goal 9	The percentage of students who have been retained in the charter school from BEDS Day in one year to the next BEDS Day will be no less than 5% lower than the district of location.	Student Enrollment & Retention Counts	Unable to Assess	Southside's student retention rate was 87%.
Org Goal 10	The percentage of students within the SWD, ELL, and Economically Disadvantaged subgroups who have been retained in the charter school from BEDS Day in one year to the next BEDS Day will be no less than 5% lower	Student Enrollment & Retention Counts	Met	N/A

	than the district of location.			
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**

**2021-2022 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	The school is in sound and stable financial condition as evidenced by performance on key financial indicators.	Annual Audit	Met	N/A
Financial Goal 2	The school operates in a fiscally sound manner with realistic budgets pursuant to a long-range financial plan, appropriate internal controls and procedures, and in accordance with State law and generally accepted accounting practices.	Annual Audit	Met	N/A
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

No

Thank you.

**Entry 4 - Audited Financial Statements**

Completed - Nov 1 2022

**Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

## [Southside Audit Report](#)

Filename: Southside\_Audit\_Report.pdf Size: 2.6 MB

## Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 1 2022

### [Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [4b 2021-22 Audited Financial Report Template-NYSED REGENTS Southside](#)

Filename: 4b\_2021-22\_Audited\_Financial\_Repo\_uMeL8A5.xlsx Size: 83.0 kB

## Entry 4c – Additional Financial Documents

Completed - Nov 1 2022

**[Instructions - Regents, NYCDOE and Buffalo BOE authorized schools](#)** must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

---

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [Southside Full 4c](#)

Filename: Southside\_Full\_4c.pdf Size: 353.9 kB

## Entry 4d - Financial Services Contact Information

Completed - Nov 1 2022

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2022**.

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Michael Nagy	<a href="mailto:mnagy@nhaschools.com">mnagy@nhaschools.com</a>	616-929-1183

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michael Lamfers			13

### 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

## Entry 5 – Fiscal Year 2022-2023 Budget

Completed - Nov 1 2022

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, 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.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## [Final2022-2023ARBudgetTemplate - Southside](#)

Filename: Final2022-2023ARBudgetTemplate\_-\_Poh0aLa.xlsx Size: 37.6 kB

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### [Carol Hill 2022](#)

Filename: Carol\_Hill\_2022.pdf Size: 482.0 kB

### [Marissa Willingham 2022](#)

Filename: Marissa\_Willingham\_2022.pdf Size: 525.9 kB

### [James Duah-Agyeman 2022](#)

Filename: James\_Duah-Agyeman\_2022.pdf Size: 536.2 kB

### [Regina McArthur 2022](#)

Filename: Regina\_McArthur\_2022.pdf Size: 469.0 kB

### [Anthony Ortega 2022](#)

Filename: Anthony\_Ortega\_2022.pdf Size: 614.8 kB

## Entry 7 BOT Membership Table

Completed - Aug 1 2022

## Instructions

### Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 7 BOT Table

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.

**SOUTHSIDE ACADEMY CHARTER SCHOOL 800000040667**

---

**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

---

**1. 2021-2022 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee 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 2021-2022
1	Carol Hill		Chair	Finance & Governance	Yes	8	4/5/2022	6/30/2025	11
2	James Duah-Agyeman		Vice Chair	Personnel	Yes	4	04/13/2021	6/30/2024	11
3	Regina McArthur		Secretary	Finance & Governance	Yes	2	04/13/2021	06/30/2024	7
4	Anthony Ortega		Treasurer	Finance & Governance	Yes	3	07/01/2020	06/30/2023	9
5	Marissa Willingham		Trustee/Member	N/A	Yes	1	12/08/2020	06/30/2023	10
6									
7									
8									
9									

**1a. Are there more than 9 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, 2022	5
b. Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	0
d. Total Number of members, as set in Bylaws, Resolution or Minutes	5

## 3. Number of Board meetings held during 2021-2022

11

## 4. Number of Board meetings scheduled for 2022-2023

12

## Total number of Voting Members on June 30, 2022:

5

## Total number of Voting Members added during the 2021-2022 school year:

0

**Total number of Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:**

9

**Total number of Non-Voting Members on June 30, 2022:**

0

**Total number of Non-Voting Members added during the 2021-2022 school year:**

0

**Total number of Non-Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:**

9

**Board members attending 8 or fewer meetings during 2021-2022**

1

**Thank you.**

## Entry 8 Board Meeting Minutes

Completed - Aug 1 2022

### Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

### Southside Minutes 2021-2022

Filename: Southside\_Minutes\_2021-2022.pdf Size: 870.0 kB

## Entry 9 Enrollment & Retention

Completed - Aug 1 2022

### Instructions for submitting Enrollment and Retention Efforts

#### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2022-2023.

## Entry 9 Enrollment and Retention of Special Populations

---

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>Southside Academy Charter School understands the need to meet the enrollment and retention targets for the student subgroups identified by SUNY Trustees, including students who are eligible to participate in the free or reduced-price lunch program (FRL). We have taken significant steps to increase our enrollment and retention efforts for all students, and specifically for students who are eligible for the FRL program and students with disabilities.</p> <p>Southside has maintained high enrollment and a health average waiting list of over 200 applicants. During the current charter term, Southside's recruitment and retention efforts has increased in all special populations.</p> <p>Southside had an Admissions Representative who was tasked with building relationships with support organizations to gain familiarity with the services they provide. The school can also provide assistance with resources to reduce barriers for attendance (i.e., uniforms and school supplies). The on-site admissions representative was directly responsible for overseeing and executing marketing and outreach efforts, and for keeping a log in NHA's CRM system of all activities with community groups seen as likely assets in this process. The Admissions Representative collaborated with, and received</p>	<p>With COVID-19 restrictions eased, the school will be expanding its community outreach accordingly. However, online meetings that were implemented during the pandemic improved access to information for all families. Therefore, the school will continue to offer informational sessions online and grow our library of informational videos available on our YouTube channel. The school will resume additional in-person engagement with the community as allowable.</p>

support from, a team of admissions and marketing professionals at NHA's Service Center. Together they provided a multi-departmental approach to recruitment and on-boarding new students that included traditional and digital advertising, social media, lead management, recruitment events, and comprehensive communications outreach to new families.

Digital marketing efforts included Facebook, Great Schools, and Google AdWords. There was increased virtual outreach to parents with events such as Facebook Live presentations, virtual principal coffees, activities, and demonstrations shared with parents electronically. The school also provided regular opportunities for parents to meet with school leadership and teachers to see the school including open houses, tours, meetings, and activities. The school held regular open house days weekly to provide all interested families an opportunity to visit the school and learn of the programs available. These were promoted throughout the community and a link to schedule tours is posted on the school's website.

Current families remain the strongest advocates of our programs. We have hosted events for the families we already serve to spread the word about Southside and the support we offer.

Additional Recruitment Efforts included:

- Coordinating recruitment activities with other's that target special

populations (ie, provide special education materials in various languages, provide translators at information meetings that discuss services and enrollment on-boarding)

- Enlisting the help of current families to reach additional families by providing planning meetings, materials for distribution
- Regular communications with the school's leadership to share feedback from incoming parents
- Holding meetings and/or workshops specific to school programs and on parenting topics of interest to our families
- Continuing to participate in a wide variety of community events
- Providing assistance with resources such as uniforms to remove barriers to school attendance
- Work with local and community leaders who are also working with families throughout the community
- Continuing to research using internet, libraries, and community boards opportunities to reach a broader population
- Providing an on-line tour scheduling program to provide greater convenience to visit the school

All special population students (FRL, EL, and SWD) were made aware of our school's programs through open meetings during the year. The school's parent meetings clearly indicated that the school offered a free and appropriate education (FAPE) to all students in the Least Restrictive Environment.

We will continue to monitor the

	<p>efficacy of our special population recruitment and enrollment efforts by carefully tracking student enrollment numbers.</p>	
<p>English Language Learners</p>	<p>Southside understands the need to meet the enrollment and retention targets for the student subgroups identified by SUNY Trustees, including English Language Learners (ELL). In addition to the general recruitment efforts, we have made efforts to specifically attract and recruit ELL students as outlined below.</p> <p>Fliers were distributed in Italian, Spanish, Arabic, and English to families throughout the community. Distribution sites included daycare centers, grocery stores, community centers, and churches. These fliers informed families of the school's Open House days and times. Advertisements and notifications have been placed in the following publications: CNY Latino, American Oggi, and Onondaga County Area Resource &amp; Relocation Guide. In these publications we specifically mentioned that the school provides services to students for whom English is their second language.</p> <p>In 2021-22, we resumed enrollment events such as information meetings, open houses, and registration events that included Spanish-speaking staff to create a welcoming environment and help families more easily to learn about our school. At these enrollment information meetings for parents interested in Southside and provide student applications in Arabic, Bengali, Chinese, English, Haitian</p>	<p>We will continue the aforementioned efforts and also implement an updated comprehensive marketing plan specifically designed for outreach to the ELL and refugee communities. This marketing plan will be directed by a Senior Admissions Representative in the market. The marketing plan will include additional outreach and activities to/with community partners who serve ELL families, as well as additional marketing materials made available in multiple languages. In addition, the plan will include offering space in our schools for organizations to bring services to families in the neighborhood and inviting leaders from the community to school events and meetings.</p> <p>Our website and online Parent Portal are now supported by Google Translate. This new feature allows families to interact with the sites in their native language. We also provide student forms that are accessible in languages supported by Google Translate, and we have added a language line option that provides families with translation services to support families with verbal communication.</p> <p>We have added an ELL teacher position, for a total of two ELL teachers, to provide ELL services in all grade levels.</p> <p>The school will continue to monitor the efficacy of our special</p>

Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu. At these meetings, we share information on the ELL program and its ability to meet the needs of ELL students. We also provide ELL families with specific English language development strategies to help children succeed in school. Regular tour times are offered each week to encourage families to visit the school and learn first-hand about the programs offered. Our school registrar is available to assist Spanish-speaking families as they tour the school. These tours are promoted throughout the community through grassroots marketing. Families may also request a school tour through the school's website or take a virtual tour through our Facebook page.

Southside's staff participate in professional development programs to give them tools that can be implemented in the classroom to better meet the needs of ELL students. General education teachers have received the opportunity to become trained in the sheltered instruction observation protocol (SIOP) model.

Our admission representative partners with area civic groups, such as Refugee and Immigrant Self-Empowerment (RISE), to inform families these groups serve about opportunities at Southside and to explore ways for Southside and these groups to collaborate in serving Southside students. We have added other community partners in the current charter term, including Family Resource Center

population recruitment and enrollment efforts by carefully tracking student enrollment numbers.

	<p>and Spanish League, Northside Learning Center, faith-based organizations, and Head Start locations.</p> <p>The school's admissions and enrollment policy contains an enrollment preference for ELL students to help increase enrollment.</p> <p>The school's Admissions Representative maintains a Parent Ambassador group to facilitate discussion with current ELL families. These efforts include:</p> <ul style="list-style-type: none"> <li>o Community mapping.</li> <li>o Community outreach to friends, neighbors, and families.</li> <li>o Introductions to key community organizations, faith-based groups, cultural centers, and businesses.</li> <li>o Help with informational meetings and distribution of marketing materials in the community.</li> <li>o Input for outreach to families new to the country.</li> </ul>	
<p>Students with Disabilities</p>	<p>Southside understands the need to meet the enrollment and retention targets for the student subgroups identified by SUNY Trustees, including Students with Disabilities (SWD). We have made efforts to specifically attract and recruit SWD as outlined below.</p> <p>Brochures that describe our special education programming have been distributed throughout the community. We have targeted daycare centers, grocery stores, community centers, and churches to invite families to attend Enrollment Information Meetings. Enrollment</p>	<p>In addition to continuing the efforts listed above, the school is working to implement new recruitment efforts for the upcoming school year. With COVID-19 restrictions eased, the school will be expanding its community outreach accordingly. The school plans to host information meetings to inform parents on provided services for SWD students. The school also aims to expand outreach to community partners to offer resources to their families either at our school or at other locations within the community.</p> <p>The schools' admissions</p>

applications were also distributed at local events. To reach the families of special needs students, we utilize many networks that already exist in the community, such as Family Resource Center, Little Grasshoppers Autism centers, area physicians, Head Start centers, and the Huntington Family Center. Our admissions representative continually builds relationships with support organizations to learn about their services. We do this so we can recommend these groups' support services to families of accepted or interested students. We also wish to familiarize these organizations with our school and special education program so that they can recommend Southside to the families they serve. We know that most families hear about our school by word of mouth, and we believe that a relationship with these organizations increases informal communications about Southside and referrals.

Advertisements on Facebook informed people that the school offered services for special needs families. School enrollment information and admissions materials specific to Special Education programs were provided in various languages. We participate in expos and fairs targeted to families of special needs students.

All special population students (FRL, ELL, and SWD) are made aware of our school's programs through open meetings during the year. The school's parent meetings clearly indicate that we offer a free and appropriate education (FAPE) to all

representative will continue to build relationships with support organizations to gain familiarity with the services they provide. This will help us recommend their support services to the families of accepted or interested students. It will also familiarize these organizations with our school and special education program so that they can recommend our school to the families they serve. We know that most families hear about our school by word-of-mouth, and we believe that a relationship with these organizations lays the groundwork for informal communications and referrals. In addition, we will continue to work with these organizations to distribute information about our school, our special education program, and our enrollment procedures.

our students in the least restrictive environment. Furthermore, the school has an established relationship with the Committee for Special Education (CSE) for children under its purview and has made materials and applications to the school available for distribution to interested parents. We invite parents to meet with the school's special education team and the CSE to develop an individual education plan (IEP) for the child or to work within the parameters of the plan already in place from the child's previous school.

We will continue to monitor the efficacy of our special population recruitment and enrollment efforts by carefully tracking student enrollment numbers.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>We believe several core elements of our school culture serve as a retention strategy for special student populations. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives.</p> <ul style="list-style-type: none"> <li>• Culture and climate: Our school climate and culture focus purposefully on caring for each student as a family cares for its children. Our school-wide behavior and classroom management practices, Behave with Care, help attract and retain special needs students. Behave with Care is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships. Next year, we will continue to foster relationship-building through a program called Capturing Kids' Hearts. All staff will attend training on this program and will receive updates throughout the year to foster a consistent building-wide effort.</li> <li>• Parent involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement and communication strategies, including: <ul style="list-style-type: none"> <li>• Newsletters: School leaders distribute regular newsletters to parents with important information on school-wide performance,</li> </ul> </li> </ul>	<p>The school will continue to utilize the aforementioned retention efforts in the upcoming school year. The school is using a new tool to help predict students that are most likely to leave the school. We use the list produced by this tool to do outreach to families at risk of leaving the school. During these calls, we discuss the family's satisfaction with the school and whether the family will be returning to the school or not. If parents are not sure if they will be returning, we ask them what we can do better to solidify their decision to stay. If parents are unsatisfied with the school, we try to work through the issues that are causing them to want to leave the school.</p> <p>We are currently trying to find a partner to provide mental health counseling to our students during the school day. Heggerity will be used for increased reading intervention. We are going to have an ISS room to decrease the amount of out of school suspensions. Staff will also be going through Capturing Kids Hearts for behavior training. We have two ABSS staff members who will be working with students as well as an academic specialist, to increase character development and a culture that is a safe space for growing and learning.</p> <p>Our school leadership team, with the support of our admissions</p>

initiatives, and programs. Ms. Pugh also sends parents a monthly newsletter highlighting parent involvement opportunities.

- Morning announcement: A daily morning announcement sets a positive tone for the day. It includes reminders about what is happening in the day, shoutouts to staff and students to acknowledge achievements, and a positive thought for the day.

- Social media: Our school's website gives parents quick and easy access to general information on the school as well as specific information about their children. In addition, we make cautious, appropriate use of Facebook and other social media to form connections among school leaders and parents. Parents with no access to the internet can use a school computer to access the internet.

- Classroom communication: Teachers frequently send home communications to inform parents about everything from weekly schedules to students' educational goals. Teachers also share regular progress reports – via letter, the school's online gradebook system, phone calls, and/or in-person meetings. These communications focus on each student's academic progress and performance.

- Conferences: The school conducts parent-teacher conferences twice each year. These conferences ensure that parents have opportunities to engage and interact with classroom teachers and discuss the progress of their child. Each year, we conduct a family orientation at the end of the summer so new and enrolled families can

representative, shoulders responsibility for carefully tracking student enrollment numbers to ensure the ongoing efficacy of our recruitment, enrollment, and retention of special-needs students. We will continue to monitor the efficacy of our recruitment and retention efforts by carefully tracking these numbers. Using NHA's robust data warehouse, we collect detailed information on trends in at-risk student populations. We adjust the marketing strategy as needed to ensure that parents of these children know that Southside is dedicated to serving their children's needs.

meet their child's teacher and classmates, and other school staff. We believe these early contacts help establish and sustain a healthy rapport with parents.

- Home visits: As needed, staff members may conduct home visits because we know our families may not be able to come to the school during school hours because of their work or transportation limitations. These connections help Southside staff understand the challenges each family faces that contribute to a student's academics, behavior, and attendance.

- Volunteers: We invite parents to become further involved in the school through volunteer activities. These activities include working in the classroom, field trips, and helping in the office. The parent-teacher organization lapsed its activities during the pandemic, but as social activities have resumed, parents have indicated an interest in reestablishing this organization in the 2022-23 school year.

Southside does offer bussing for students who need it. We make frequent phone calls, at home visits, and options to meet virtually or over the phone. If students were quarantined and did not have internet access, we provided hotspots so they could remain connected to their teachers and school work. We offer free and reduced lunch for our students. We offer a summer program and after school tutoring as well. Uniform shirts and sweatshirts were provided to each student this school year.

To help retain accepted students, and to comply with federal requirements to identify potential ELL students, the school has asked families of ELL students to complete a home language questionnaire. Information from this questionnaire ensures that each child for whom English is a second language is provided the services he or she needs to succeed in school.

School staff have participated in professional development to provide staff members with tools that they can implement in the classroom to better meet the needs of their English learners. Staff is also participating in ongoing coaching provided by an EL Specialist throughout the academic year. Coaching topics focus on evidence-based teaching methods and best practices for making content accessible to English Learners.

We ask families to complete a “home language questionnaire” to identify students who may qualify for ELL services. Information from this survey ensures that each child for whom English is a second language receives the services he/she needs to succeed in school. For currently enrolled families, we provide parent communications in multiple languages via robot calls and letters home.

Our website and online Parent Portal are now supported by Google Translate. This new feature allows families to interact with the sites in their native language. We also provide student forms that are accessible in languages supported

We have a school climate and culture that focus purposefully on caring for each student as a family cares for its children. We believe our school-wide behavior and classroom management practices –which we refer to as Behave with Care – help attract and retain special needs students. Our Behave with Care program is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships.

The school will continue to implement the aforementioned retention strategies throughout the upcoming school year. In addition, the school will begin utilizing a language line to better facilitate communication with our EL families. This language line allows us to access an interpreter for any meeting or phone call with no prior notice. If a parent calls with a question, we can call the language line to have a clear and better conversation. We are working with our current families to help better understand what they need and how we can better support them.

Our website and online Parent Portal are now supported by Google Translate. This new feature allows families to interact with the sites in their native language. We also provide student forms that are accessible in languages supported by Google Translate, and we have added a language line option that provides families with translation services to support families with verbal communication.

	<p>by Google Translate, and we have added a language line option that provides families with translation services to support families with verbal communication.</p> <p>We have opened a 0.5 English Language Learners teacher position to meet the needs of our ELLs population. We are also in frequent communication with our families. We utilize our bilingual staff as appropriate to help communicate with our families as well.</p>	<p>We have added an ELL teacher position, for a total of two ELL teachers, to provide ELL services in all grade levels.</p> <p>We have hired one full time certified ELLs teacher. Our goal is to hire another.5 ELLs teacher. We will continue to use our dual language staff to assist with communication. We will be using Learning Ally for our ELL's population as well for reading materials at home and at school.</p>
<p>Students with Disabilities</p>	<p>A major key to student retention is effective communication and relationship building with all stakeholders. There are multiple points throughout the year that Southside keeps families informed and solicits feedback in order to improve. The dean of special education schedules individual transfer review meetings to take place within 72 hours of enrollment with the parents of every student that enters the school with an IEP. In this meeting, the dean reviews the program mandates, needs, and implementation plan for services. Parents are encouraged to bring input (questions, concerns, etc.) to this meeting to ensure a strong initial connection is made with these families and that their needs are immediately addressed. This connection continues to be built up throughout the year through additional communication measures such as quarterly IEP progress reports. In addition, parents are also invited at least once a year for an IEP review with the full IEP team. They are invited initially with a letter</p>	<p>The school will continue to implement the aforementioned retention strategies throughout the upcoming school year. We are working with our current families to help better understand their needs and how we can better support them.</p> <p>We are providing Integrated Co-Teaching to three grade levels this year and plan to be fully ICT by the 23-24 school year for each grade level. This is going to allow students to have more service time. We have increased the number of Special Education staff to incorporate one at each grade level this year. A 0.5 speech therapist has also been added to address service needs.</p>

about a month before the meeting and then again are called by the special education teacher between a week and a day before as a reminder. Along with the invitation letter, the special education dean also sends a parent input form to help parents prepare for the review meeting and gather information from home. Following the meetings, parents are provided a post-IEP survey so that the deans can gather data to reflect and make improvements utilizing this feedback.

The Students with Disabilities (SWD) population has increased over the past two years at Southside. There have been very few withdrawals for SWD. There is consistent communication with parents and the special education team. This is demonstrated through contact logs. We have had very positive feedback about our programming and the satisfaction of parents in CSE meetings. We increased our overall participation in CSE from 37 percent in 2017 to 83 percent. Parents are actively involved in the process and are supportive of our efforts. Southside has also recognized the need and had many referrals either by parents or by the school School Based Intervention Team (SBIT) to provide the appropriate resources to our scholars. Parents have been eager to get involved with the process and check in on the scholars.

## **Entry 10 – Teacher and Administrator Attrition**

Completed - Aug 1 2022

# Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** 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.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

---

## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

---

### Attestation

#### Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2022

### Instructions

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

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.

## Entry 11 Uncertified Teachers

School Name:

---

# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. 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 line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	2.0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	2.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. Mathematics	2.0
ii. Science	1.0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>3.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
<b>Total Category C: not to exceed 5</b>	<b>0.0</b>

**TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	5.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	5.0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	34.0

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	44.0

Thank you.



**Entry 12 Organization Chart**

Completed - Aug 1 2022

[Instructions](#)

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

### [Southside Org Chart July 2022](#)

Filename: Southside\_Org\_Chart\_July\_2022.pdf Size: 165.5 kB

## Entry 13 School Calendar

Completed - Aug 1 2022

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [Southside 2022-23 FINAL Calendar](#)

Filename: Southside\_2022-23\_FINAL\_Calendar.pdf Size: 252.2 kB

## Entry 14 Links to Critical Documents on School Website

Completed - Aug 1 2022

[Instructions](#)

### Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);<sup>[1]</sup>
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

<sup>[1]</sup> Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

# Form for Entry 14 Links to Critical Documents on School Website

School Name: Southside Academy Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://app.sharebase.com/#/folder/1784/share/239-be7VTc0Km0grSzRFbBqmbGrCZFM">https://app.sharebase.com/#/folder/1784/share/239-be7VTc0Km0grSzRFbBqmbGrCZFM</a>
2. Board meeting notices, agendas and documents	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/board-documents">https://www.nhaschools.com/schools/southside-academy-charter-school/en/board-documents</a>
3. New York State School Report Card	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/School-Operations">https://www.nhaschools.com/schools/southside-academy-charter-school/en/School-Operations</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/953d87fa-9171-47dd-93c4-0dca8b341289/Southside-(NY)-Final-2022-23.pdf">https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/953d87fa-9171-47dd-93c4-0dca8b341289/Southside-(NY)-Final-2022-23.pdf</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/School-Operations">https://www.nhaschools.com/schools/southside-academy-charter-school/en/School-Operations</a>
6. Authorizer-approved FOIL Policy	<a href="https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkDJvEBg_">https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkDJvEBg_</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkDJvEBg_">https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkDJvEBg_</a>

Thank you.



October 28, 2022

To the Board of Trustees  
Southside Academy Charter School

We have audited the financial statements of Southside Academy Charter School (the "School") as of and for the year ended June 30, 2022 and have issued our report thereon dated October 28, 2022. Professional standards require that we provide you with the following information related to our audit.

### **Our Responsibility Under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated March 17, 2022 our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of Southside Academy Charter School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Our audit of Southside Academy Charter School's financial statements has also been conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. Under *Government Auditing Standards*, we are obligated to communicate certain matters that come to our attention related to our audit to those responsible for the governance of Southside Academy Charter School, including compliance with certain provisions of laws, regulations, contracts, and grant agreements; certain instances of error or fraud; illegal acts applicable to government agencies; and significant deficiencies in internal control that we identify during our audit. Toward this end, we issued a separate letter dated October 28, 2022 regarding our consideration of Southside Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on August 9, 2022.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Southside Academy Charter School are described in Note 2 to the financial statements.

As described in Note 2, the School adopted FASB ASU No. 2020-07, *Not-for-Profit Entities (Topic 58): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. This ASU requires contributed nonfinancial assets to be presented as a separate line item in the statement of activities, apart from contributions of cash and other financial assets. It also adds disclosure requirements for contributed nonfinancial assets including qualitative information, such as whether the contribution was monetized or utilized, how it was utilized (if applicable), the School's policy for monetizing vs. utilizing, a description of donor-imposed restrictions, and a description of how the fair value was determined. The new guidance was applied using the retrospective method.

We noted no transactions entered into by Southside Academy Charter School during the year for which there is a lack of authoritative guidance or consensus.

We noted no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

There were no significant balances, amounts, or disclosures in the financial statements based on sensitive management estimates.

The disclosures in the financial statements are neutral, consistent, and clear.

#### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in performing and completing our audit.

#### ***Disagreements with Management***

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

#### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

We did not detect any misstatements as a result of audit procedures.

#### ***Significant Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the organization, and business plans and strategies that may affect the risks of material misstatement, with management each year prior to our retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition of our retention.

As required by 2 CFR Part 200, we have also completed an audit of the federal program administered by the School. The results of that audit are provided to the board of the trustees in our report on compliance with requirements applicable to the major program and on internal control over compliance in accordance with 2 CFR Part 200 dated October 28, 2022.

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated October 28, 2022.

***Management Consultations with Other Independent Accountants***

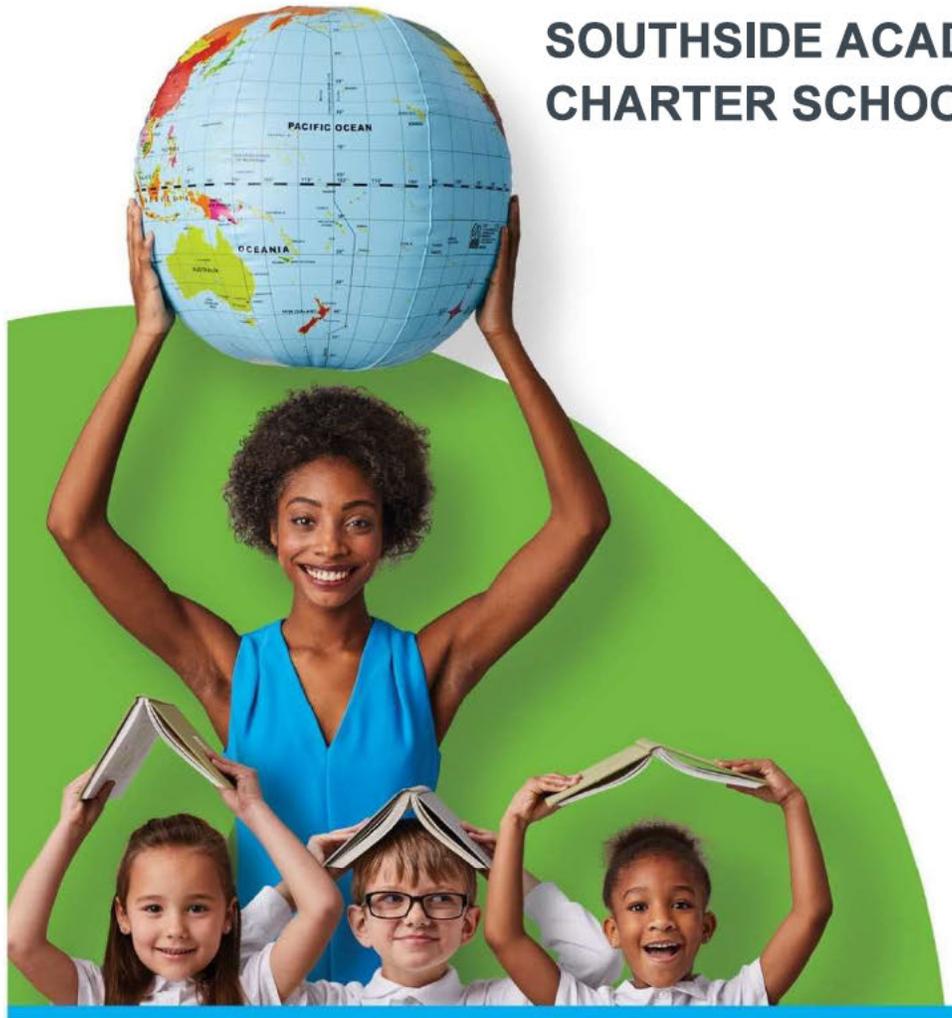
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts.

To our knowledge, there were no such consultations with other accountants.

This information is intended solely for the use of the board of trustees and management of Southside Academy Charter School and is not intended to be and should not be used by anyone other than these specified parties.

*Plante Morse, PC*

# **SOUTHSIDE ACADEMY CHARTER SCHOOL**



**Financial Statements, Additional  
Information, and Federal Awards  
Supplemental Information as of and for the  
Year Ended June 30, 2022, and  
Independent Auditor's Reports**

**NATIONAL  
HERITAGE  
ACADEMIES®**

The logo for National Heritage Academies, featuring a stylized white outline of an open book.

# SOUTHSIDE ACADEMY CHARTER SCHOOL

## TABLE OF CONTENTS

---

	<b>Page</b>
INDEPENDENT AUDITOR'S REPORT	1-3
FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2022:	
Statement of Financial Position	4
Statement of Activities and Change in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7-11
ADDITIONAL INFORMATION —	12
Schedule of Functional Expenses	13
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	14-15
SUPPLEMENTAL INFORMATION –	16
REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE AS REQUIRED BY THE UNIFORM GUIDANCE	17-19
Schedule of Expenditures of Federal Awards	20
Notes to Schedule of Expenditure of Federal Awards	21
Schedule of Findings and Questioned Costs	22

## **Independent Auditor's Report**

To the Board of Trustees  
Southside Academy Charter School

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of Southside Academy Charter School (the "School") as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the School's financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2022 and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the School and to meet our ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for 12 months beyond the financial statements date, including any currently known information that may raise substantial doubt shortly thereafter.

To the Board of Trustees  
Southside Academy Charter School

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Supplemental Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Southside Academy Charter School's basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"), and supplemental New York State Education Department schedule of functional expenses, as identified in the table of contents, are presented for the purpose of additional analysis and are not a required part of the financial statements.

To the Board of Trustees  
Southside Academy Charter School

The schedule of expenditures of federal awards and supplemental New York State Education Department schedule of functional expenses are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

The supplemental New York State Education Department schedule of functional expenses has not been subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2022 on our consideration of Southside Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 Southside Academy Charter 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 Southside Academy Charter School's internal control over financial reporting and compliance.



October 28, 2022

# **SOUTHSIDE ACADEMY CHARTER SCHOOL**

## **STATEMENT OF FINANCIAL POSITION YEAR ENDED JUNE 30, 2022**

---

### **ASSETS**

#### **CURRENT ASSETS:**

Cash	\$ 2,968
Due from governmental revenue sources	<u>5,170,176</u>

Total current assets 5,173,144

NON-CURRENT ASSETS - Restricted cash 77,310

TOTAL \$ 5,250,454

### **LIABILITIES AND NET ASSETS**

#### **LIABILITIES:**

Deferred revenue	\$ 6,864
Accounts payable	2,149
Contracted service fee payable	<u>5,036,441</u>

Total liabilities 5,045,454

NET ASSETS - Net Assets without Donor Restriction 205,000

TOTAL \$ 5,250,454

See notes to financial statements

## **SOUTHSIDE ACADEMY CHARTER SCHOOL**

### **STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS YEAR ENDED JUNE 30, 2022**

---

#### REVENUES, GAINS AND OTHER SUPPORT:

##### Public School District

Resident Student Enrollment	\$ 8,706,912
Students with Disabilities	411,519

##### Grants, Contracts, and other:

Federal - Title, IDEA, and ESSER	971,519
Other	18,278
Child Nutrition Program - Federal	547,729
Child Nutrition Program - State	<u>12,785</u>

Total revenues, gains and other support 10,668,742

#### EXPENSES:

##### Contracted service fee:

Program Services	8,346,965
Management and General	2,148,786
Board funds	15
Depreciation	<u>8,116</u>

Total Expenses 10,503,882

CHANGE IN NET ASSETS 164,860

#### NET ASSETS:

Beginning of year	<u>40,140</u>
End of year	<u>\$ 205,000</u>

See notes to financial statements.

## **SOUTHSIDE ACADEMY CHARTER SCHOOL**

### **STATEMENT OF CASH FLOWS YEAR ENDED JUNE 30, 2022**

---

CASH FLOWS PROVIDED BY (USED IN) OPERATING ACTIVITIES	
State aid	\$ 4,424,027
Other state sources	(105,939)
Federal sources	2,028,831
Private sources	21,019
Payments for services rendered	<u>(6,366,624)</u>
Net cash and restricted cash provided by operating activities	<u>1,314</u>
NET INCREASE IN CASH AND RESTRICTED CASH	1,314
CASH AND RESTRICTED CASH — Beginning of year	<u>78,964</u>
CASH AND RESTRICTED CASH — End of year	<u>\$ 80,278</u>

See notes to financial statements.

# SOUTHSIDE ACADEMY CHARTER SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2022

---

### 1. NATURE OF OPERATIONS

Southside Academy Charter School (the "School") is a public charter school as defined by Article 56 of the New York State Education Law which provides education based on rigorous teaching methods, parental involvement, student responsibility, and basic moral values. The School operates under a charter approved by the New York City Department of Education, which is responsible for oversight of the School's operations. The charter expires June 30, 2023 and is subject to renewal. Management believes the charter will be renewed in the ordinary course of business. The School provides education, at no cost to the parent, to students in kindergarten through the eighth grade. Enrollment is open to all appropriately aged children without regard to gender, ethnic background, disability, and/or religious affiliation. The School is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3).

The School's primary source of revenue is provided by the State of New York and consists of an amount per student multiplied by weighted average student counts.

The Board of Trustees of the School has entered into a management agreement (the "agreement") with National Heritage Academies, Inc. (NHA) which requires NHA to provide administration, strategic planning and all labor, materials, equipment, and supervision necessary for the provision of educational services to students. As part of the consideration received under the agreement, NHA also provides the facility in which the School operates. The agreement will continue until termination or expiration of the charter, unless at least 90 days written notice of intent to terminate or renegotiate is given by either the School or NHA.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Basis of Accounting** — The financial statements of the School are prepared on the accrual basis of accounting in accordance with generally accepted accounting principles accepted in the United States of America for not-for-profit organizations.

**Estimates** — The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and 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.

**Cash** — Cash as of June 30, 2022 represents bank deposits which are covered by federal depository insurance.

**Restricted Cash** — Under the requirements of NYSED, the School has agreed to establish a reserve cash account and maintain a minimum balance of \$75,000. At June 30, 2022, \$77,310 of cash is restricted for that purpose. In the event of dissolution of the School, the reserve cash account would be used to pay for legal and audit expenses associated with the dissolution.

**Deferred Revenue** — Deferred revenue as of June 30, 2022 consists of funds received for services which have not yet been performed.

**Contracted Service Fee Payable** — Contracted service fee payable represents a timing difference between funds received from governmental sources and amounts payable to NHA in accordance with the services agreement.

**Capital Assets** — Capital assets, which include other equipment, are reported at historical cost. Capital assets are defined by the School as assets with an initial individual cost of more than \$2,000 and an estimated useful life in excess of one year.

Other equipment is depreciated using the straight-line method over useful lives of 3-10 years.

**The Financial Statements** – The financial statements are presented as follows:

Net assets and changes therein are classified and reported as follows:

- *Net Assets without Donor Restriction* - Net assets which are not subject to donor imposed or governmental stipulations.
- *Net Assets with Donor Restrictions* – Net assets subject to stipulations imposed by donors and grantors. As of June 30, 2022, no net assets are considered to be with donor restrictions.

Revenues and contributions are reported as follows:

- Revenues, gains and other support are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed or governmental restrictions. Expenses are reported as decreases in net assets without donor restrictions. Other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or governmental restriction. Expiration of temporary restrictions on net assets (i.e., the donor-stipulated purposes has been fulfilled and/or the stipulated time has elapsed) are reported as reclassifications between the applicable classes of net assets.
- Revenue is recorded when earned, regardless of the timing of related cash flows. Grants are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**Income Taxes** — The School operates as a nonprofit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The School has received notification from the Internal Revenue Service (IRS) that they are considered exempt from Federal income tax under Section 501(c)(3) of the internal revenue code. Accordingly, no provision for federal income taxes has been made.

**Contribution of Nonfinancial Assets** – Included as revenue, gains, and other support in the Statement of Activities are contributions of nonfinancial assets also known as gifts in-kind. Contributed professional services are recognized if the services received a) create or enhance non-financial assets or b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. These services are recognized as program revenue and expense and are valued at the estimated fair market value for the services as provided by the donor.

**Adoption of a New Accounting Pronouncement** — In September 2020, the FASB issued ASU 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. This standard requires contributed nonfinancial assets be presented as a separate line item in the statement of activities, apart from contributions of cash and other financial assets. It also adds disclosure requirements for contributed nonfinancial assets including qualitative information such as whether the contribution was monetized or utilized, how it was utilized (if applicable), the Academy's policy for monetizing vs. utilizing, a description of donor-imposed restrictions, and a description of how the fair value was determined. This standard was adopted for the year ended June 30, 2022.

**Adoption of a New Accounting Pronouncement** – As of July 1, 2021, the School adopted the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2016-02, *Leases*. The ASU requires leases to recognize a right-to-use asset and related lease liability for all leases, with a limited exception for short-term leases. Leases will be classified as either finance or operating, with the classification affect the pattern of expense recognition in the statement of financial position. The School elected to adopt the ASU using the modified retrospective method as of July 1, 2021. The impact of the adoption was not significant as the facility sublease agreement with NHA is consider short-term as disclosed in Note 9.

### **3. DUE FROM GOVERNMENTAL SOURCES**

Receivables as of June 30, 2022 for the School included \$4,671,525 in state aid receivable, \$103,264 in other state receivable, and \$395,387 in federal grants receivable. The School considers all receivables to be fully collectible; accordingly, no allowance for uncollectible amount is recorded.

### **4. LIQUIDITY**

The School had \$5,173,144 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consisting of cash of \$2,968 and amounts due from governmental revenue sources of \$5,170,176 at June 30, 2022. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date.

The School has a goal to maintain financial assets, which consist of cash and short-term receivables on hand to meet 60 days of normal operating expenses, which are, on average, approximately \$1,749,294 at June 30, 2022.

While the School does not typically carry financial assets in excess of 60 days of normal operating expenses, due to their management agreement with NHA, NHA is required make

contributions to the Academy if the Academy's expenditures exceed the school's revenue during the year.

## 5. Functional Expenses

The School provides educational services to its students. Expenses related to providing these services are as follows for the year ended June 30, 2022:

Program Services	
Contracted service fee	\$ 8,346,980
Depreciation	<u>8,116</u>
Total program services	8,355,096
Management and general contracted service fee	<u>2,148,786</u>
Total	<u>\$ 10,503,882</u>

The costs of providing the program and support services are allocated on an actual basis, when possible. Certain expenses attributable to more than one function and require an allocation on a reasonable basis that is consistently applied. Management and general expenses consist of expenditures incurred by the School based on their usage of management company services. Usage of management company services are calculated on a variety of different allocation methods based on various cost centers.

## 6. RISK MANAGEMENT

The School is exposed to various risks of loss related to general liability. Commercial insurance policies to cover certain risks of loss have been obtained. There have been no significant reductions in insurance coverage during fiscal year 2022, and claims did not exceed coverage less retained risk deductible amounts in the past fiscal year.

## 7. CONTINGENCIES

The School has received proceeds from several federal and state grants. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant monies to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant monies.

## 8. CAPITAL ASSETS

Capital asset activity of the school was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Equipment	\$ 117,723	\$ -	\$ -	\$ 117,723
Less accumulated depreciation — equipment	<u>109,607</u>	<u>8,116</u>	<u>-</u>	<u>117,723</u>
Total capital asset activity (net)	<u>\$ 8,116</u>	<u>\$ (8,116)</u>	<u>\$ -</u>	<u>\$ -</u>

## 9. LEASE

The School has entered into a sublease agreement with NHA for a facility to house the School. The lease term is from July 1, 2021 through June 30, 2022. Annual rental payments required by the lease were \$823,260 payable in twelve monthly payments of \$68,605. This lease is automatically renewed on a year-to-year basis unless a notice of non-renewal is provided by either the School or NHA.

The School is not a party to any leasing arrangements that meet the criteria for recognition of lease assets or liabilities under FASB ASU No. 2016-02, *Leases* based on the noncancellable period being less than twelve months and applicability of the short-term lease exception for the facility lease agreement.

## 10. SUBSEQUENT EVENTS

Events or transactions for the year ended June 30, 2022, have been evaluated through October 28, 2022, the date the financial statements were available to be issued. The financial statements and the notes thereto do not reflect events or transactions after this date.

\* \* \* \* \*

## **ADDITIONAL INFORMATION**

**SOUTHSIDE ACADEMY CHARTER SCHOOL**

**NEW YORK STATE EDUCATION DEPARTMENT SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2022**

	Program Services				Supporting Services		
	Regular Education	Special Education	Other Education	Total	Fund-raising	Management and General	Total
Personnel Services Costs							
Administrative Staff Personnel	\$ 761,702	\$ 8,640	\$ -	\$ 770,342	\$ -	\$ -	\$ 770,342
Instructional Personnel	3,058,963	523,671	-	3,582,634	-	-	3,582,634
Non-Instructional Personnel	101,873	106,815	-	208,688	-	-	208,688
Total Salaries and Staff	3,922,538	639,126	-	4,561,664	-	-	4,561,664
Fringe Benefits & Payroll Taxes	750,050	140,710	-	890,760	-	-	890,760
Retirement	78,797	12,123	-	90,920	-	-	90,920
Legal Service	17,428	-	-	17,428	-	-	17,428
Accounting / Audit Services	12,336	-	-	12,336	-	-	12,336
Other Purchased / Professional / Consulting Services	62,337	17,280	-	79,617	-	199,921	279,538
Building and Land Rent / Lease	855,688	224,045	-	1,079,733	-	740,250	1,819,983
Repairs & Maintenance	255,231	66,827	-	322,058	-	45,155	367,213
Insurance	21,419	5,608	-	27,027	-	-	27,027
Utilities	110,497	28,931	-	139,428	-	-	139,428
Supplies / Materials	347,625	598	-	348,223	-	-	348,223
Equipment / Furnishings	115,692	30,292	-	145,984	-	-	145,984
Staff Development	38,947	549	-	39,496	-	-	39,496
Marketing / Recruitment	30,695	-	-	30,695	-	410,934	441,629
Technology	69,514	33,583	-	103,097	-	368,425	471,522
Food Service	367,896	-	-	367,896	-	-	367,896
Student Services	37,618	-	-	37,618	-	376,431	414,049
Office Expense	53,000	-	-	53,000	-	7,670	60,670
Depreciation	8,116	-	-	8,116	-	-	8,116
Total Expenses	\$ 7,155,424	\$ 1,199,672	\$ -	\$ 8,355,096	\$ -	\$ 2,148,786	\$ 10,503,882



Report on Internal Control Over Financial Reporting and on Compliance  
and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*

**Independent Auditor's Report**

To Management and the Board of Trustees  
Southside Academy 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 Southside Academy Charter School (the "School"), which comprise the statement of financial position as of and for the year then ended June 30, 2022 and the related statements of activities and changes in net assets and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 28, 2022.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Southside Academy Charter School's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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 internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Southside Academy Charter 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 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*.

To Management and the Board of Trustees  
Southside Academy Charter School

**Purpose of This Report**

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 communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Plante Morson, PC". The signature is written in a cursive style with a large initial 'P'.

October 28, 2022

## **SUPPLEMENTAL INFORMATION**

Report on Compliance for Each Major Federal Program and  
Report on Internal Control Over Compliance Required by the Uniform Guidance

**Independent Auditor's Report**

To the Board of Trustees  
Southside Academy Charter School

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Southside Academy Charter School's (the "School") compliance with the types of compliance requirements identified as subject to audit in the Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on the School's major federal program for the year ended June 30, 2022. The School's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the major federal program for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"). Our responsibilities under those standards and the Uniform Guidance are further described in the *Auditor's Responsibilities for the Audit of Compliance* section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal program.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

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

To the Board of Trustees  
Southside Academy Charter School

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Alante Moron, PC". The signature is written in a cursive style with a large initial 'A'.

October 28, 2022

# SOUTHSIDE ACADEMY CHARTER SCHOOL

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2022

Program Title/Project Number/Subrecipient Name	Grant/Project Number	ALN Number	Expenditures	Current Year Cash Transferred to Subrecipient
<b>Clusters:</b>				
Child Nutrition Cluster - U.S. Department of Agriculture - Passed through the New York State Department of Education:				
Cash Assistance:				
National School Lunch Program 2021 - 2022	211960	10,555	-	-
National School Seamless Summer Program 2021 - 2022	NA	10,555	394,581	-
National School Lunch Program Subtotal		10,555	394,581	-
National School Breakfast Program 2020 - 2021	211970	10,553	-	-
National School Breakfast Program 2021 - 2022	NA	10,553	153,148	-
National School Breakfast Program Subtotal		10,553	153,148	-
<b>Total Child Nutrition Cluster</b>			<b>547,729</b>	<b>-</b>
Special Education Cluster - U.S. Department of Education - Passed through the Syracuse City School District:				
IDEA Flowthrough:				
IDEA Flowthrough 2021 - 2022	210450	84.027	118,330	-
<b>Total Special Education Cluster</b>			<b>118,330</b>	<b>-</b>
Other federal awards:				
Passed through the New York State Department of Education:				
Title I Part A:				
Title I Part A 2020 - 2021	0021214182	84,010	63,877	-
Title I Part A 2021 - 2022	0021224182	84,010	224,156	-
<b>Total Title I Part A</b>		<b>84,010</b>	<b>288,033</b>	<b>-</b>
Title II Part A - Improving Teacher Quality:				
Title II Part A 2020 - 2021	0147214182	84,367	255	-
Title II Part A 2021 - 2022	0147224182	84,367	24,383	-
<b>Total Title II Part A</b>		<b>84,367</b>	<b>24,638</b>	<b>-</b>
Title IV - SSAE:				
Title IV 2020 - 2021	0204214182	84,424	-	-
Title IV 2021 - 2022	0204224182	84,424	19,499	-
<b>Total Title IV - SSAE</b>		<b>84,424</b>	<b>19,499</b>	<b>-</b>
Education Stabilization Fund Program - U.S. Department of Education Passed through New York State Department of Education				
COVID-19 ESSER Formula Fund I	589021482	84.425D	23,191	-
COVID-19 ESSER Formula Fund II	589121482	84.425D	289,678	-
COVID-19 ESSER Formula Fund III ARP	5880214182	84.425U	207,549	-
<b>Total Education Stabilization Fund Program</b>		<b>84,425</b>	<b>520,418</b>	<b>-</b>
Pandemic EBT Local Level Costs 2021 - 2022	210980	10,649	601	-
<b>Total noncluster programs passed through the New York State Department of Education</b>			<b>853,189</b>	<b>-</b>
<b>Total federal awards</b>			<b>\$ 1,519,248</b>	<b>\$ -</b>

# **SOUTHSIDE ACADEMY CHARTER SCHOOL**

---

## **Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2022**

### **Note 1 - Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of Southside Academy Charter School (the "Academy") under programs of the federal government for the year ended June 30, 2022. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of the Academy, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Academy.

### **Note 2 - Summary of Significant Accounting Policies**

Expenditures reported in the Schedule are reported on the same basis of accounting as the basic financial statements. Such expenditures are recognized following the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

The Academy has elected not to use the 10 percent de minimis indirect cost rate to recover indirect costs as allowed under the Uniform Guidance.

### **Note 3 - Grant Auditor Report**

Management has utilized the Federal/State Grant Payments – End of Year Report as published by the New York State Education Department in preparing the schedule of expenditures of federal awards. Unreconciled differences, if any, have been disclosed to the auditor.

### **Note 4 - Noncash Assistance**

The value of the noncash assistance received was determined in accordance with the provisions of the Uniform Guidance and is included in the schedule of expenditures of federal awards.

**SOUTHSIDE ACADEMY CHARTER SCHOOL**

**Schedule of Findings and Questioned Costs  
Year Ended June 30, 2022**

**Section I - Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses?  Yes  None reported

Noncompliance material to financial statements noted?  Yes  None reported

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses?  Yes  None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?  Yes  No

Identification of major programs:

CFDA Number	Name of Federal Program or Cluster	Opinion
84.425	Education Stabilization Fund	Unmodified

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee?  Yes  No

**Section II - Financial Statement Audit Findings**

**Current Year**    None

**Section III - Federal Program Audit Findings**

**Current Year**    None

## **Southside Academy Charter School**

### **Entry 4c – Additional Financial Documents**

1. Advisory and/or Management Letter
  - a. No Management Letter
2. Federal Single Audit
  - a. The Federal Single Audit is included in the Audit Report
3. CSP Agreed-Upon Procedure Report
  - a. Not applicable
4. Evidence of Required Escrow Account for each school
  - a. Attached
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations
  - a. Not applicable

October 28, 2022

To the Board of Trustees  
Southside Academy Charter School

We have audited the financial statements of Southside Academy Charter School (the "School") as of and for the year ended June 30, 2022 and have issued our report thereon dated October 28, 2022. Professional standards require that we provide you with the following information related to our audit.

### **Our Responsibility Under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated March 17, 2022 our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of Southside Academy Charter School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Our audit of Southside Academy Charter School's financial statements has also been conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. Under *Government Auditing Standards*, we are obligated to communicate certain matters that come to our attention related to our audit to those responsible for the governance of Southside Academy Charter School, including compliance with certain provisions of laws, regulations, contracts, and grant agreements; certain instances of error or fraud; illegal acts applicable to government agencies; and significant deficiencies in internal control that we identify during our audit. Toward this end, we issued a separate letter dated October 28, 2022 regarding our consideration of Southside Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on August 9, 2022.

### **Significant Audit Findings**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Southside Academy Charter School are described in Note 2 to the financial statements.

As described in Note 2, the School adopted FASB ASU No. 2020-07, *Not-for-Profit Entities (Topic 58): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. This ASU requires contributed nonfinancial assets to be presented as a separate line item in the statement of activities, apart from contributions of cash and other financial assets. It also adds disclosure requirements for contributed nonfinancial assets including qualitative information, such as whether the contribution was monetized or utilized, how it was utilized (if applicable), the School's policy for monetizing vs. utilizing, a description of donor-imposed restrictions, and a description of how the fair value was determined. The new guidance was applied using the retrospective method.

We noted no transactions entered into by Southside Academy Charter School during the year for which there is a lack of authoritative guidance or consensus.

We noted no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

There were no significant balances, amounts, or disclosures in the financial statements based on sensitive management estimates.

The disclosures in the financial statements are neutral, consistent, and clear.

#### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in performing and completing our audit.

#### ***Disagreements with Management***

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

#### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

We did not detect any misstatements as a result of audit procedures.

#### ***Significant Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the organization, and business plans and strategies that may affect the risks of material misstatement, with management each year prior to our retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition of our retention.

As required by 2 CFR Part 200, we have also completed an audit of the federal program administered by the School. The results of that audit are provided to the board of the trustees in our report on compliance with requirements applicable to the major program and on internal control over compliance in accordance with 2 CFR Part 200 dated October 28, 2022.

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated October 28, 2022.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts.

To our knowledge, there were no such consultations with other accountants.

This information is intended solely for the use of the board of trustees and management of Southside Academy Charter School and is not intended to be and should not be used by anyone other than these specified parties.

*Plante Morse, PC*

# Premium Business Money Market

PNC Bank



For the Period 06/01/2022 to 06/30/2022

Primary Account Number: [REDACTED]

Page 1 of 1

Number of enclosures: 0

SOUTHSIDE ACADEMY CHARTER SCHOOL  
RESERVE ACCOUNT  
3850 BROADMOOR AVE SE STE 201  
GRAND RAPIDS MI 49512-3975

For 24-hour banking sign on to  
 PNC Bank Online Banking on pnc.com  
FREE Online Bill Pay

For customer service call 1-800-669-1518  
PNC accepts Telecommunications Relay Service (TRS)  
calls.  
Para servicio en español, 1-877-BUS-BNKG

**Moving?** Please contact your local branch

Write to: Customer Service  
PO Box 609

Pittsburgh, PA 15230-9738

Visit us at PNC.com/treasury

## Premium Business Money Market Summary

Southside Academy Charter School  
Reserve Account

Account number: [REDACTED]

### Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
77,295.84	14.29	.00	77,310.13
		Average ledger balance	Average collected balance
		77,296.31	77,296.31

### Interest Summary

Annual Percentage Yield Earned (APYE)	Number of days in interest period	Average collected balance for APYE	Interest paid this period	Interest paid year-to-date
0.23	30	77,296.31	14.29	19.44

### Deposits and Other Additions

Description	Items	Amount
Other Additions	1	14.29
Total	1	14.29

### Checks and Other Deductions

Description	Items	Amount
Total	0	.00

### Daily Balance

Date	Ledger balance	Date	Ledger balance
06/01	77,295.84	06/30	77,310.13

### Activity Detail

#### Deposits and Other Additions

#### Other Additions

Date posted	Amount	Transaction description	Reference number
06/30	14.29	Interest Payment	[REDACTED]

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Carol Hill

---

**Name of Charter School Education Corporation:**

Southside Academy Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

President (current), Vice President

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

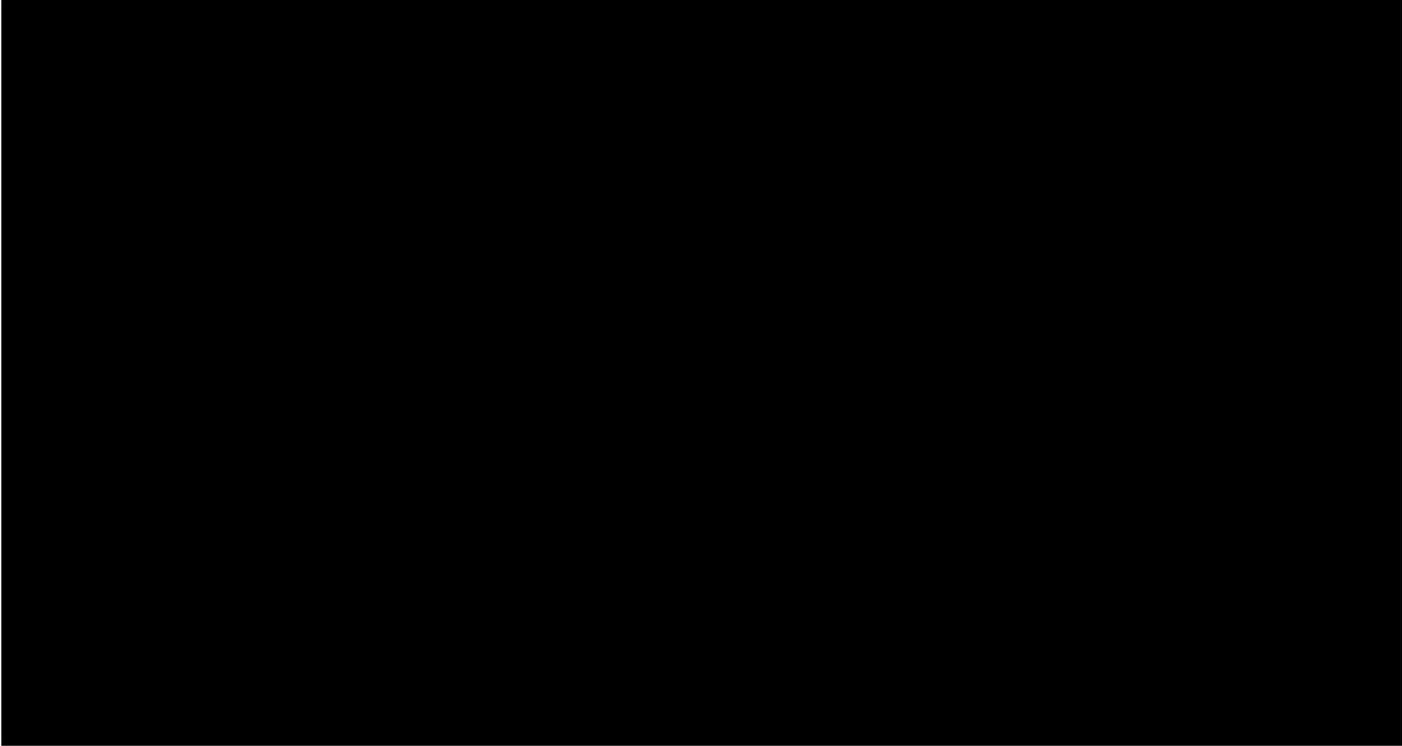
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

**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

*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. The personal contact information provided below will be redacted.*



*Carol Hill*

5/19/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Marissa L. Willingham

---

**Name of Charter School Education Corporation:**

Southside Academy Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

**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

*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. The personal contact information provided below will be redacted.*



*Marissa L. Willingham*

5/19/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

James Duah-Agyeman

---

**Name of Charter School Education Corporation:**

Southside Academy Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice President (current), Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

**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

*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. The personal contact information provided below will be redacted.*



	5/19/2022
<b>Signature</b>	<b>Date</b>

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Regina McArthur

---

**Name of Charter School Education Corporation:**

Southside Academy Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

**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

*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. The personal contact information provided below will be redacted.*



  
\_\_\_\_\_  
**Signature**

5/19/2022

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Anthony Ortega

---

**Name of Charter School Education Corporation:**

Southside Academy Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

**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

*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. The personal contact information provided below will be redacted.*



5/19/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

AT SOUTHSIDE ACADEMY CHARTER SCHOOL  
2200 ONONDAGA CREEK BLVD, SYRACUSE, NY 13207

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:30 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the agenda as submitted. The motion was approved unanimously.

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report. During the summer school program, 165 students participated with an attendance rate of 88 percent. Students complete 90 minutes of math and 90 minutes of ELA each day. They also participated in fitness and art programs, a live petting zoo, and African dancing and drumming.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Parent Satisfaction Survey Results were reviewed.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the Auditor Planning Communication.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. NHA is changing its fee structure from a "sweep" to a fixed percentage and how it finances facilities to utilize tax-exempt capital. School operating under the new model will benefit from: long-term leases based on independent appraisals, the elimination of sales taxes and property taxes, and greater transparency of school costs. The school will work with their Board Legal Counsel to review and consider the proposed changes. These changes will require Board and authorizer approval.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

i. Approval of the Personnel Hires

A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the Personnel Hires of:

- Wyatt Vander Bunt as a Substitute Teacher
- Willie Mack as a Paraprofessional
- Shera LaManna as a Second-Grade Teacher
- Rebecca Mauro as a Third-Grade Teacher
- Mikayla LaForte as a Teacher in Residence
- Joy Gary as a Substitute Teacher
- Jillian Wajtan as a Sixth-Grade Teacher
- Abigail Izzo as a Special Education Teacher

- Natalie Woodworth as a Paraprofessional
- James Tierney as a Teacher in Residence
- Matt Greathouse as a Instructional Coach
- Julia Polk as a Paraprofessional
- Diane Ralyea as a Kindergarten through Second-Grade Dean

The motion was approved unanimously.

## 6. DISCUSSION ITEMS

- a. The Board Self-Evaluation and Evaluation of NHA was tabled. The Board will conduct its Self-Evaluation and Evaluation of NHA as part of its September 2021 Board meeting.
- b. The Auditor Planning Communication was reviewed.
- c. The ARP-ESSER Safe Return to School Plan was discussed. The school's draft ARP-ESSER Safe Return to School Plan was posted on the school's website, reviewed by the Board, and made available for public comment and input. The public was given the opportunity to provide comments during the Public Comment on Agenda Items section of the agenda. No public comment was given. The plan will be finalized, and a final version will be re-posted to the school's website.
- d. The Wellness Policy Triennial Assessment was discussed. The Food and Nutrition Service published a final rule in the Federal Register, 81 FR 50151, on July 29, 2016, to expand local school wellness policy requirements consistent with requirements set forth in section 204 of the Healthy, Hunger-Free Kids Act of 2010. This final rule requires that all LEAs assess its wellness policy at least once every three years. The Board reviewed the following: a Summary of the Final Rule, a Triennial Assessment Report covering school years 2018-2019, 2019-2020, and 2020-2021, and the Board's Wellness Policy.
- e. The 2020-2021 Annual Report was discussed. The first component of the New York State required 2020-2021 Annual Report was submitted by the August 1, 2021 deadline.
- f. The 2021 NHA Board Symposium was discussed. NHA's tenth Board Symposium will be held Tuesday, October 26, 2021 at the Inn at St. John's in Plymouth, Michigan. Registration for the Symposium will begin mid-August and will close September 24, 2021.

7. ACTION ITEMS

- a. Approval of the June 8, 2021 Board Meeting Minutes  
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the June 8, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the Emergency Response Plan  
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the Emergency Response Plan as presented. The motion was approved unanimously.
- c. Approval of the District-Wide Plan  
A motion was made by Regina McArthur and seconded by James Duah-Agyeman to approve the District-Wide Plan as submitted. The motion was approved unanimously.
- d. Designation of the Chief Emergency Officer  
A motion was made by Regina McArthur and seconded by Marissa Willingham to designate the school principal as the Chief Emergency Officer. The motion was approved unanimously.
- e. Approval of the 2022 Children's Internet Protection Act (CIPA) Form 479  
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2022 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously.
- f. Approval of the 2022-2024 Letter of Agency for E-rate Funding  
A motion was made by Marissa Willingham and seconded by Regina McArthur to approve the 2022-2024 Letter of Agency for E-rate Funding as submitted. The motion was approved unanimously.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:11 p.m.

**NEXT MEETING:**  
**Tuesday, September 14, 2021 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_

*Carl Hill*

AT REMOTE MEETING

<https://us02web.zoom.us/j/81146368682?pwd=Mm5DdFhIb0VxVHZhcFJDdGg4TzlnQT09>  
Meeting ID: 811 4636 8682 Passcode: F84Wmj Or Join by Phone: 1 646 558 8656

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. John Kelepurovski – Board Legal Counsel
3. Jim McCarthy – NHA

All Board members and non-Board members in attendance participated virtually.

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:31 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the agenda as amended. The motion was approved unanimously.

Amendments:

- Table Discussion Item – Board Self-Evaluation and Evaluation of NHA
- Add Action Item – Approval of the Revised Services Agreement
- Add Action Item – Approval of the Revised 2021-2022 Board Meetings Calendar
- Add Agenda Item – Executive Session

The motion was approved unanimously.

4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report. In addition to the submission of the report, there was reference to the impact of busing delays on instruction for late-arriving students and COVID-19 illnesses in the school community.

5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report.

b. Governance Committee Report

No new information was presented.

c. Personnel Committee Report

No new information was presented.

6. DISCUSSION ITEMS

- Board Self-Evaluation and Evaluation of NHA – Tabled.
- The 2021 NHA Board Symposium was discussed.
- Board Housekeeping was discussed. The trustees reviewed suggested 'best practices' that would further enable effective governance of the school.
- Board Packet & Binder Preferences were discussed. All Board members will access the meeting materials from the Board Portal and no members requested a binder to use for the year.
- The Conflict of Interest Disclosure Statements were discussed. The individual members stated that the no known conflicts of interest were present and authorized the use of e-signatures for submitted form.
- The Fourth Quarter Financial Statements were discussed.
- The 2020-2021 Board Satisfaction Survey Summary was discussed.
- NHA Refinance Documents were provided. The discussion took place in Executive Session.

7. ACTION ITEMS

a. Approval of the August 10, 2021 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the August 10, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the Revised Services Agreement

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the Revised Services Agreement between Southside Academy Charter School and National Heritage Academies. The motion was approved unanimously.

c. Approval of the Revised 2021-2022 Board Meetings Calendar

A motion was made by Marissa Willingham and seconded by Regina McArthur to approve the Revised 2021-2022 Board meetings calendar as submitted. The motion was approved unanimously.

8. EXECUTIVE SESSION

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to enter into Executive Session to discuss the details of a specific contract. Board Legal Counsel, John Kelepurovski was invited into Executive Session with the Board.

The motion was approved in a roll call vote.

Carol Hill voted yes

James Duah-Agyeman voted yes

Anthony Ortega voted yes

Regina McArthur voted yes

Marissa Willingham voted yes

EXECUTIVE SESSION

A motion was made by Regina McArthur and seconded by James Duah-Agyeman to re-enter open session.

The motion was approved in a roll call vote.

Carol Hill voted yes

James Duah-Agyeman voted yes

Anthony Ortega voted yes

Regina McArthur voted yes

Marissa Willingham voted yes

9. NEW BUSINESS

None was presented.

10. PUBLIC COMMENT

None was given.

11. ADJOURNMENT

The meeting was adjourned at 6:32 p.m.

**NEXT MEETING:**  
**Tuesday, October 12, 2021 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_

*Carl Hill*

**AT REMOTE MEETING**

<https://us02web.zoom.us/j/81146368682?pwd=Mm5DdFhIb0VxVHZhcFJDdGg4TzlnQT09>  
Meeting ID: 811 4636 8682 Passcode: F84Wmj Or Join by Phone: 1 646 558 8656

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary		X	June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. John Kelepurovski – Board Legal Counsel
3. Andrew Gayle – NHA
4. Ron Large – DSQ

All Board members and non-Board members in attendance participated virtually.

**1. CALL TO ORDER**

Carol Hill called the meeting to order at 5:36 p.m.

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

A motion was made by James Duah-Agyeman and seconded by James Duah-Agyeman to approve the agenda as amended. The motion was approved unanimously.

Amendment:

- Add Agenda Item – Executive Session

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- A summary was provided of the Unfinished Learning Plan. This plan aims to address learning loss resulting from the COVID-19 pandemic.
- The impact of the bus driver shortage was discussed.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

c. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the financial statements for July 2021 and August 2021.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board will have discussions with its Board Legal Counsel regarding the proposed sale of building by NHA. The Board continues to seek additional Board members.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

i. Approval of the Personnel Hire

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the Personnel Hire of:

- Matthew Greathouse as a Dean

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Board Self-Evaluation and Evaluation of NHA – Tabled.

Dr. Ron Large joined the meeting to summarize the evaluation of the principal. The Board will continue its discussion of the self-evaluation and evaluation of NHA during the November Board meeting.

- b. The 2021-2022 Amended Budget Timing was discussed. Amended Budgets are typically included on November Board meeting agendas. NHA is planning to present the 2021-2022 Amended Budget at the January Board meeting. By postponing, NHA anticipates being able to provide the Board with a more accurate budget reflective of all ESSER initiatives and inclusive of investment planning occurring during November.
- c. The Facility Refinance was discussed. John Kelepurovski provided an update.

7. ACTION ITEMS

- a. Approval of the September 14, 2021 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the September 14, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

None was given.

10. EXECUTIVE SESSION

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to enter into Executive Session to discuss the details of a personnel matter involving the evaluation of a school administrator. John Kelepurovski and Ron Large were invited into Executive Session with the Board.

The motion was approved in a roll call vote.

Carol Hill voted yes  
James Duah-Agyeman voted yes  
Anthony Ortega voted yes  
Marissa Willingham voted yes

EXECUTIVE SESSION

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to re-enter open session.

The motion was approved in a roll call vote.

Carol Hill voted yes  
James Duah-Agyeman voted yes  
Anthony Ortega voted yes  
Marissa Willingham voted yes

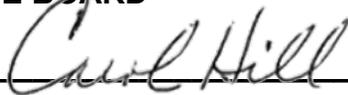
11. ADJOURNMENT

The meeting was adjourned at 6:57 p.m.

**NEXT MEETING:  
Tuesday, November 9, 2021 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_



AT REMOTE MEETING

<https://us02web.zoom.us/j/81146368682?pwd=Mm5DdFhl>  
Meeting ID: 811 4636 8682 Passcode: F84Wmj Or Join by Phone: 1 646 558 8656

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 24, 2024
Marissa Willingham   Trustee		X	June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Andrew Gayle – NHA
3. John Kelepurovski – Board Legal Counsel

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:32 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to approve the agenda as submitted. The motion was approved unanimously.

#### 4. MANAGEMENT REPORTS

##### a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- The Fall Festival was a great success with over 450 people in attendance.
- The school is seeking to fill several vacant positions.
- Parent Teacher Conferences will be held November 22-23, 2021.
- An overview of the NWEA assessment was provided. There was an increase in student growth.
- It is anticipated there will be 150 students participating in the 2022 summer school program.

##### i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency Counts and Percents were reviewed.
2. District and State Historical Comparisons were reviewed.
3. Demographics were reviewed.
4. Enrollment and Attendance were reviewed.

##### ii. Special Populations Enrollment and Retention (Re-enrollment) Efforts

Andrew Gayle presented the Special Populations Enrollment and Retention (Re-enrollment) Efforts.

##### iii. 2020-2021 Charter Contract Goals Progress Report

Andrew Gayle presented the 2020-2021 Charter Contract Goals Progress Report.

##### iv. ESSER Funds Planning

Tammy Pugh discussed the use of ESSER Funds for initiatives such as summer school, tutoring, teacher retention, student attendance, and social-emotional professional development. Funds may also be used to support the Academic Behavior Specialist position.

##### b. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

#### 5. COMMITTEE REPORTS

##### a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the First Quarter Financial Statements and the 2020-2021 Audit Report.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. A referral was recently shared for a prospective Board candidate. The Board continues to identify potential candidates from its network.

c. Personnel Committee Report

No new information was presented.

6. DISCUSSION ITEMS

- a. The Board Self-Evaluation and Evaluation of NHA were discussed. The Board is in the process of completing the evaluations and will send its individual evaluations to Carol Hill.
- b. The First Quarter Financial Statements were reviewed.
- c. The 2020-2021 Audit Report was reviewed. No significant deficiencies or material weaknesses were identified. A clean unmodified opinion was issued.
- d. The Annual Board Development and Evaluation were discussed. The Board reviewed information regarding the importance of professional development, Board Self-Evaluation, Evaluation of NHA, and Evaluation of the Principal.
- e. The Sale of School Facilities was discussed. There are ongoing discussions with NHA and review of documents regarding the proposed Sale of School Facilities.

7. ACTION ITEMS

a. Approval of the October 12, 2021 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the October 12, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

8. NEW BUSINESS

The Board discussed the possibility of a holiday meal for staff as a recognition of their work throughout the year.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:04 p.m.

**NEXT MEETING:  
Tuesday, December 14, 2021 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** *Carl Hill*

**AT REMOTE MEETING**

Zoom:

https://us02web.zoom.us/j/81146368682?pwd=Mm5DdFhIb0VxVHZhcFJDdGg4TzlnQT09

Meeting ID: 811 4636 8682 Passcode: F84Wmj Or Join by Phone: 1 646 558 8656

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary		X	June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal

2. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:36 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the agenda as submitted. The motion was approved unanimously.

4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- A vaccination clinic for students will be held January 14 and February 4.
- Parent-Teacher Conferences were held November 22 and 23. Conferences were offered virtually, over the phone, and in-person.
- i. School Performance Report Dashboard Suite  
The School Performance Report Dashboard Suite was presented.
  1. Proficiency and Growth – The Board reviewed the Fall 2021 NWEA MAP assessment results.
- ii. Retention Update  
Tammy Pugh provided a Retention Update to the Board. Parents of students at risk of retention participated in meetings with classroom teachers and deans, who shared retention criteria and student status as it relates to promotion/retention.
- b. Monthly Financial Statements  
The Monthly Financial Statements were presented and discussed.
- c. ESSER Funds Report  
The ESSER Funds Report was presented and discussed.

5. COMMITTEE REPORTS

- a. Finance Committee Report  
Anthony Ortega presented the Finance Committee Report. The committee reviewed the Financial Statements for the four months ending October 31, 2021.
- b. Governance Committee Report  
Carol Hill presented the Governance Committee Report. Board members continue to identify prospective candidates to serve on the Board.
- c. Personnel Committee Report  
Carol Hill presented the Personnel Committee Report.
  - i. Approval of the Personnel Hires  
A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the Personnel Hires of:
    - Colleen Gooch as an Academic Specialist.
    - Joshua Swanson as a Teacher in Residence.
    - Aaron Joshua as an Academic Behavior Support Specialist.

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Sale of School Facilities – Discussions between NHA and the Southside Board of Directors are ongoing regarding the Sale of School Facilities.
- b. ARP-ESSER Safe Return to School Plan Fall 2021 Update – The school's draft ARP-ESSER Safe Return to School Plan was posted on the school's website, reviewed by the Board, and made available for public comment and input. The public was given the opportunity to provide comments during the Public Comment on Agenda Items section of the agenda. No public comment was given. The plan will be finalized and a final version will be re-posted to the school's website.
- c. Fall Employee Engagement Survey Summary – The Board reviewed the Fall 2021 Engagement Survey Summary.

7. ACTION ITEMS

- a. Approval of the November 9, 2021 Board Meeting Minutes  
A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to approve the November 9, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

8. NEW BUSINESS

A holiday lunch will be provided to members of the Southside staff.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

**NEXT MEETING:**  
**Tuesday, January 11, 2022 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**



---

AT SOUTHSIDE ACADEMY CHARTER SCHOOL  
2200 ONONDAGA CREEK BLVD, SYRACUSE, NY 13207

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer		X	June 30, 2023
Regina McArthur   Secretary	X		June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Kevin Speer – Syracuse City School District
3. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:37 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to approve the agenda as submitted. The motion was approved unanimously.

#### 4. MANAGEMENT REPORTS

##### a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- A vaccine clinic will be held at Southside with the first dose administered on January 14, 2022 and the second dose on February 4, 2022.
- NWEA assessments will be administered in Math on January 20, 2022 and in ELA on January 27, 2022.
- Remote instruction was offered to all students recently due to a large number of COVID-19 cases.

##### i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The District and State Historical Comparisons of state assessment results were reviewed by the Board.

##### b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

##### c. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

#### 5. COMMITTEE REPORTS

##### a. Finance Committee Report

No new information was presented.

##### b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board will identify recent graduates of the Gifford Foundation to determine if they are interested in serving as Southside Board members.

##### c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

##### i. Approval of the Personnel Hires

A motion was made by Regina McArthur and seconded by James Duah-Agyeman to approve the Personnel Hire of:

- Jaymi L. Kent as a Paraprofessional
- Donna A. Gibson as an ELA Teacher

The motion was approved unanimously.

## 6. DISCUSSION ITEMS

- a. The Proposed Sale of School Facilities was discussed.
- b. The Personal Profile Update Form, which contains the preferred contact information for Board members, was discussed.
- c. The Board Member Snapshot Form was discussed. The form allows for Board members' information to be consistent with the Partner Services database.
- d. Board Terms and Resignations were discussed.
- e. The Board Self-Evaluation and Evaluation of NHA will be completed at an upcoming meeting.

## 7. ACTION ITEMS

- a. Approval of the December 14, 2021 Board Meeting Minutes  
A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the December 14, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the 2021-2022 Amended Budget  
Tabled.
- c. Approval of the 2022-2023 Offered Seats Schedule  
A motion was made by Regina McArthur and seconded by Marissa Willingham to approve the 2022-2023 Offered Seats Schedule as submitted. The motion was approved unanimously.
- d. Appointment of the 2021-2022 Audit Firm  
Tabled.

## 8. NEW BUSINESS

The Board discussed whether remote Board meetings will continue in the future.

9. PUBLIC COMMENT

Kevin Speer described his role as a management analyst with Syracuse City School District.

10. ADJOURNMENT

The meeting was adjourned at 6:07 p.m.

**NEXT MEETING:**  
**Tuesday, February 8, 2022 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**  \_\_\_\_\_

AT REMOTE MEETING

<https://us02web.zoom.us/j/81146368682?pwd=Mm5DdFhIb0VxVHZhcFJDdGg4TzlnQT09>

Meeting ID: 811 4636 8682 Passcode: F84Wmj

Or Dial: 1-646-558-8656 Meeting ID: 811 4636 8682 Passcode: 405948

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Kevin Speer – Syracuse City School District
3. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:32 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the agenda as submitted. The motion was approved unanimously.

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- Students have demonstrated a growth in performance based on recent interim assessment data.
- Southside hosted a COVID-19 Vaccination Clinic on January 14, 2022, and an additional clinic will take place on February 11, 2022.
- There has been a decrease in the number of positive COVID-19 cases.
- Board member Marissa Willingham provided an opportunity for the Southside Step Team to perform for the Rev. Dr. Martin Luther King Jr. celebration at Syracuse University. The students were highlighted as one of the performers at the event.

b. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The committee reviewed the second quarter financial statements.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board continues to use its personal and professional networks to identify prospective Board members.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

i. Approval of the Personnel Hires

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the Personnel Hires of:

- Jayme L. Kent as a Paraprofessional
- Whitney Nelson as a Recess Aide
- Siera Durham as a Technology Instructor
- Margo Pastemak as a Paraprofessional

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The Proposed Sale of School Facilities was discussed.
- b. The 2022 NHA Board Symposium will be held in Dearborn, MI on October 25, 2022.
- c. The 2022 National Charter Schools Conference was discussed. The conference will be held in Washington D.C. on June 19-22, 2022.
- d. The Second Quarter Financial Statements for the six months ending December 30, 2021 were reviewed.

7. ACTION ITEMS

- a. Approval of the January 11, 2022 Board Meeting Minutes  
A motion was made by Regina McArthur and seconded by Marissa Willingham to approve the January 11, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the 2021-2022 Amended Budget  
After due consideration and discussion, a motion was made by James Duah-Agyeman and seconded by Marissa Willingham to approve the 2021-2022 Amended Budget as submitted. The motion was approved unanimously.
- c. Appointment of the 2021-2022 Audit Firm  
A motion was made by Anthony Ortega and seconded by Regina McArthur to appoint Plante Moran as the 2021-2022 Audit Firm. The motion was approved unanimously.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:07 p.m.

**NEXT MEETING:**  
**Tuesday, March 8, 2022 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**  \_\_\_\_\_

**AT REMOTE MEETING**

<https://us02web.zoom.us/j/83002622047?pwd=Zmp2dUw2cm5JK3R6c1YzY0JyYkwwUT09>  
Meeting ID: 830 0262 2047 Passcode: 159466  
Or Join by Phone: 1-312-626-6799

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Kevin Speer – Syracuse City School District
3. Kadetra Cooper – NHA

**1. CALL TO ORDER**

Carol Hill called the meeting to order at 5:31 p.m.

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

A motion was made by Regina McArthur and seconded by Marissa Willingham to approve the agenda as amended. The motion was approved unanimously.

Amendments:

- Add Executive Session after Public Comment.
- Add New Business item: Approval to Move the April 12, 2022 Board Meeting Date to April 5, 2022.

4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- February 17, 2022: Black History Fashion Show
  - March 1-2, 2022: Math Interim Assessment
  - March 11, 2022: Teacher Workday
  - March 18, 2022: Parent-Teacher Conferences
  - Discussed Lexia, DreamBox, Aimsweb, and Oral Fluency performance data.
  - Haggerty to be implemented in five classrooms.
  - Moral Focus Virtue of the Month is Courage.
  - Staff Update:
    - One ELL opening
    - Three Paraprofessional openings
- i. Wellness Goals and Objectives Review  
Tammy Pugh presented and discussed the Wellness Policy process, goals and objectives, and feedback gathered. March 17, 2022 will be “healthy snack day”.
- ii. 2022-2023 Academic School Improvement Plan Goals  
Tammy Pugh presented the 2022-2023 Academic School Improvement Plan goals.
- iii. Retention Update  
Tammy Pugh provided a Retention Update to the Board. Parents have been notified if their student is facing the possibility of retention. If face-to-face communication was not able to take place, emails were sent. Second meetings will begin in two weeks. If parents do not show up for the second meeting, a home visit will take place.

The Board and school leadership also discussed the following:

- The Lottery will take place on April 4, 2022, and a watch party will be held.
- The location for graduation has not yet been determined. A meeting will be held on March 10, 2022 to discuss this.

## 5. COMMITTEE REPORTS

### a. Finance Committee Report

The Finance Committee Report was not presented as a report was not issued by NHA.

### b. Governance Committee Report

Carol Hill presented the Governance Committee Report. A Board email address has been set up for parents to correspond with the Board. At this time, no emails have been received. The email address is currently being monitored by the Board Representative and Principal. Any communication will be forwarded to the Board President.

The Board inquired about virtual meetings and was informed they are still in compliance meeting virtually due to the State of Emergency not being lifted yet. Follow-up will be provided.

The Board was provided an update on the sale of the school building. At this time, documents are still being finalized with the attorney and financials have not yet been finalized.

### c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report. One candidate was recommended for hire to fill the position of eighth grade ELA teacher.

#### i. Approval of the Personnel Hire

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the Personnel Hire of:

- Donna Gibson as a Teacher.

The motion was approved unanimously.

## 6. DISCUSSION ITEMS

- The Update on Board Financial Reports memo was reviewed by the Board. Due to transitioning to a different business application system, the following reports typically included in the meeting materials will be updated: Board Fund Report, ESSER Fund Report, and Financial Statements.
- The Proposed 2022-2023 Board Calendar was reviewed by the Board. To ensure alignment with the school openings, the school calendar will be cross-referenced with the Board calendar once it becomes available.
- Teacher and Staff Appreciation Week will be held May 2-6, 2022. Tammy Pugh proposed how she would like to celebrate the staff.

- d. Administrative Professionals Week will be held April 25-29, 2022. Tammy Pugh proposed how she would like to celebrate the office staff.
- e. The Board Self-Evaluation and Evaluation of NHA took place in Executive Session.
- f. The 2021-2022 Board Satisfaction Survey will be emailed to the Board with a requested completion date of April 30, 2022.

## 7. ACTION ITEMS

- a. Approval of the February 8, 2022 Board Meeting Minutes  
A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the February 8, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.

## 8. NEW BUSINESS

The Board discussed changing the April 12, 2022 meeting to April 5, 2022.

### Approval to Move the April 12, 2022 Board Meeting Date to April 5, 2022

A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to Move the April 12, 2022 Board Meeting Date to April 5, 2022. The motion was approved unanimously.

## 9. PUBLIC COMMENT

None was given.

## 10. EXECUTIVE SESSION

A motion was made by Anthony Ortega and seconded by Marissa Willingham to enter executive session in order to discuss the Board Self-Evaluation and Evaluation of NHA. The motion was approved in a roll call vote.

Carol Hill voted yes

James Duah-Agyeman voted yes

Anthony Ortega voted yes

Regina McArthur voted yes

Marissa Willingham voted yes

The Board entered into Executive Session at 5:57 p.m.

A motion was made by Regina McArthur and seconded by James Duah-Agyeman to re-enter open session. The motion was approved in a roll call vote.

Carol Hill voted yes  
James Duah-Agyeman voted yes  
Anthony Ortega voted yes  
Regina McArthur voted yes  
Marissa Willingham voted yes

The Board re-entered open session at 6:38 p.m.

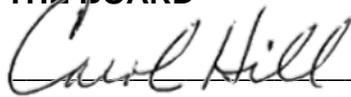
11. ADJOURNMENT

A motion was made by Anthony Ortega and seconded by Regina McArthur to adjourn the meeting. The meeting was adjourned at 6:40 p.m.

**NEXT MEETING:**  
**Tuesday, April 5, 2022 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**

\_\_\_\_\_

AT REMOTE MEETING

<https://us06web.zoom.us/j/84725778947?pwd=Wi9ES2ZTd2VXSkNmbINaOUNzc016Zz09>  
Or Join by Phone: 1-312-626-6799; Meeting ID: 847 2577 8947; Passcode: 441892

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2025
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary		X	June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Kevin Speer – Syracuse City School District
3. Matt Greathouse – Dean
4. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:32 p.m.

2. ROLL CALL

Roll call was held.

### 3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the agenda as amended. The motion was approved unanimously.

Amendments:

- Add: Executive Session

### 4. MANAGEMENT REPORTS

#### a. Principal Report

Tammy Pugh presented the Principal Report.

#### i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Interim Assessment Report was provided by Tammy Pugh.

### 5. COMMITTEE REPORTS

#### a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the Form 990.

#### b. Governance Committee Report

Carol Hill presented the Governance Committee Report. She will be attending the NYSED Charter Renewal Meeting.

#### c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

#### i. Approval of the Personnel Hire

A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to approve the Personnel Hire of:

- Heather Rice as a Special Education Teacher.

The motion was approved unanimously.

## 6. DISCUSSION ITEMS

- a. Arrival and Dismissal Times were discussed. Based on several ongoing issues with bussing this school year, Tammy Pugh is recommending a change to the arrival and dismissal times for the 2022-2023 school year. The current arrival and dismissal times are 8:15 a.m. – 3:45 p.m. The proposed times for the 2022-2023 school year are 7:15 a.m. – 2:15 p.m. As part of the current arrival time, students who arrive on late busses miss approximately 90 hours of instruction per year. Teachers are in support of this change. The proposed change will be shared with families to receive their feedback.
- b. The Form 990 was reviewed by the Board. All non-profit organizations, which have obtained 501(c)(3) tax exemption status from the Internal Revenue Service, are required to file a Form 990 on an annual basis. The Form 990 is an informational return and does not result in any taxes to the non-profit organization.
- c. ARP-ESSER Safe Return to School Plan Spring 2022 Update was provided. The school's draft ARP-ESSER Safe Return to School Plan was posted on the school's website, reviewed by the Board, and made available for public comment and input. The public was given the opportunity to provide comments during the Public Comment on Agenda Items section of the agenda. No public comment was given. The plan will be finalized and a final version will be re-posted to the school's website.

## 7. ACTION ITEMS

- a. Approval of the March 8, 2022 Board Meeting Minutes  
A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the March 8, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the 2022-2023 Board Calendar  
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the 2022-2023 Board Calendar as submitted. The motion was approved unanimously.
- c. Reappointment of Carol Hill to Serve an Additional Board Term of Three Years to Expire in June of 2025  
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to Reappoint Carol Hill to Serve an Additional Three-year Term on the Southside Academy Charter School Board of Directors to Expire in June of 2025. The motion was approved unanimously.

## 8. NEW BUSINESS

Matt Greathouse provided a summary of recent events at Southside, including:

- A visit by Syracuse Mayor Ben Walsh.
- A recent security assessment and installation of a card system.

- Preparations for summer school.

9. PUBLIC COMMENT

The Board discussed the next Board meeting which will be held in-person at Southside Academy Charter School.

10. EXECUTIVE SESSION

A motion was made by Anthony Ortega and seconded by Marissa Willingham to enter closed or executive session in order to discuss a personnel matter.

The motion was approved in a roll call vote.

Carol Hill voted yes  
James Duah-Agyeman voted yes  
Anthony Ortega voted yes  
Marissa Willingham voted yes

A motion was made by Marissa Willingham and seconded by Anthony Ortega to re-enter open session.

The motion was approved in a roll call vote.

Carol Hill voted yes  
James Duah-Agyeman voted yes  
Anthony Ortega voted yes  
Marissa Willingham voted yes

11. ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

**NEXT MEETING:**  
**Tuesday, May 10, 2022 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_

*Carol Hill*

AT REMOTE MEETING

<https://us02web.zoom.us/j/81146368682?pwd=Mm5DdFhIb0VxVHZhcFJDdGg4TzlnQT09>,  
Meeting ID: 811 4636 8682 Passcode: F84Wmj  
Or Join by Phone: 1-646-558-8656, Meeting ID: 811 4636 8682 Passcode: 405948

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2025
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary		X	June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Kevin Speer – Syracuse City School District
3. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:34 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the agenda as submitted. The motion was approved unanimously.

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- New York State Math testing was completed during the month of April.
- Southside had 81% attendance with parents in Committee on Special Education meetings. This is up 37% from last year.
- More than 200 parents have responded to the Parent Survey. This feedback will be helpful in making plans for next school year.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

No new information was provided.

b. Governance Committee Report

No new information was provided.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

Approval of the Personnel Hires

A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to approve the Personnel Hires of:

- Mandy Dicola-Dona as a Teacher in Residence.
- Margo Pasternak as a Teacher in Residence.
- Anari Otis as a Paraprofessional.
- Latisha Jackson as a Paraprofessional.

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The Dignity for All Students Act (DASA) Update was provided. DASA seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, on a school bus, or at a school function. In 2019, DASA was amended to include the CROWN Act. The CROWN Act prohibits racial discrimination based on hair texture and protective hairstyles.
- b. The Disclosure of Financial Interest Form was reviewed. The form is required as part of the school's Annual Report submission, which is due August 1.

7. ANNUAL MEETING ACTION ITEMS

- a. Approval of the Election of Officers  
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the officers as listed below. The motion was approved unanimously.

<u>Name</u>	<u>Position</u>
Carol Hill	President
James Duah-Agyeman	Vice President
Anthony Ortega	Treasurer
Regina McArthur	Secretary

- b. Appointment of the Board Legal Counsel  
A motion was made by Marissa Willingham and seconded by Anthony Ortega to appoint Barclay Damon as the Board Legal Counsel. The motion was approved unanimously.
- c. Appointment of the AHERA Contact  
A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to appoint the NHA Director of Facilities as the AHERA Contact. The motion was approved unanimously.
- d. Appointment of the Title VI, Title IX, and Section 504 Contact  
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to appoint the School Principal as the Title VI, Title IX, and Section 504 Contact. The motion was approved unanimously.
- e. Appointment of the Whistleblower Compliance Officer and Affirmation of the Whistleblower Policy  
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to appoint the School Principal as the Whistleblower Compliance Officer and to affirm the Whistleblower Policy as submitted. The motion was approved unanimously.

8. ACTION ITEMS

a. Approval of the April 5, 2022 Board Meeting Minutes

A motion was made by Marissa Willingham and seconded by James Duah-Agyeman to approve the April 5, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the 2022-2023 Initial Budget Proposal

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the 2021-2022 Initial Budget Proposal as submitted. The motion was approved unanimously.

9. NEW BUSINESS

a. Approval of the Revised 2021-2022 School Calendar

A motion was made by Marissa Willingham and seconded by James Duah-Agyeman to approve the Revised 2021-2022 School Calendar as submitted. The motion was approved unanimously.

10. PUBLIC COMMENT

The Board discussed the next meeting scheduled for Tuesday, June 14, 2022.

11. EXECUTIVE SESSION

A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to enter executive session in order to discuss a personnel matter.

The motion was approved in a roll call vote.

Carol Hill voted yes

Anthony Ortega voted yes

James Duah-Agyeman voted yes

Marissa Willingham voted yes

EXECUTIVE SESSION

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to re-enter open session.

The motion was approved in a roll call vote.

Carol Hill voted yes

AT SOUTHSIDE ACADEMY CHARTER SCHOOL  
2200 ONONDAGA CREEK BLVD, SYRACUSE, NY 13207

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2025
James Duah-Agyeman   Vice President	X		June 30, 2024
Anthony Ortega   Treasurer		X	June 30, 2023
Regina McArthur   Secretary		X	June 24, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Kevin Speer – Syracuse City School District
3. Andrew Gayle – NHA
4. Diane Ralyea – Dean

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:41 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to approve the agenda as submitted. The motion was approved unanimously.

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh and Diane Ralyea presented the Principal Report.

Highlights included:

- Summer school will be held for four weeks, four days per week, for four hours per day. All summer school staff will be Southside employees.
- Students have demonstrated growth based on the recent interim assessments.
- Parent participation in recent CSE meetings has improved to 83 percent in comparison to last year's turnout of 49 percent.
- Based on feedback from ESSER Stakeholder groups, summer learning and tutoring programs were the highest priority initiatives.
- Dean Tammy Curry chaperoned 10 young ladies from Southside as they attended Syracuse University's Sisters Empowering Sisters Conference.

i. Whistleblower Report

Andrew Gayle presented the Whistleblower Report.

ii. Retention Update

Tammy Pugh provided a Retention Update to the Board.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Andrew Gayle presented the Finance Committee Report. The Board reviewed the Third Quarter Financial Statements for the period ending March 31, 2022.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The New York State Education Department's Charter School Office will host a charter renewal webinar on June 21, 2022.

c. Personnel Committee Report

The Personnel Committee Report was not presented, there were no new hires presented for approval.

#### 6. DISCUSSION ITEMS

- a. The Third Quarter Financial Statements for the period ending March 31, 2022 were reviewed.

- b. The Spring Employee Engagement Survey Summary was reviewed.
- c. The 2022-2023 Renewal Overview was provided, detailing the upcoming charter renewal process.

## 7. ACTION ITEMS

- a. Approval of the May 10, 2022 Board Meeting Minutes  
A motion was made by Marissa Willingham and seconded by James Duah-Agyeman to approve the May 10, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the 2022-2023 Student Code of Conduct  
A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to approve the 2022-2023 Student Code of Conduct as presented and to authorize the principal to finalize the Student Code of Conduct with the understanding that any substantial changes shall be presented to the Board for approval. The motion was approved unanimously.
- c. Authorization of the Board President to Approve the 2022-2023 Charter Renewal Application  
A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to authorize the Board President to Approve the 2022-2023 Charter Renewal Application and bring back to the Board for ratification at a future Board meeting. The motion was approved unanimously.
- d. Approval of the Revised Title I Parent and Family Engagement Policy  
A motion was made by Marissa Willingham and seconded by James Duah-Agyeman to approve the Revised Title I Parent and Family Engagement Policy as submitted. The motion was approved unanimously.
- e. Authorization of the Board President to Approve the 2022-2023 School Calendar  
No action was taken.

## 8. NEW BUSINESS

### Approval of the 2022-23 School Calendar

A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to approve the 2022-23 School Calendar as submitted. The motion was approved unanimously.

### Approval of the Revised 2021-22 School Calendar

A motion was made by Marissa Willingham and seconded by James Duah-Agyeman to approve the Revised 2021-22 School Calendar as submitted. The motion was approved unanimously.

9. PUBLIC COMMENT

None was given.

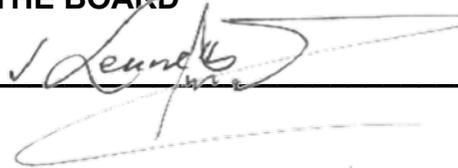
10. ADJOURNMENT

The meeting was adjourned at 6:22 p.m.

**NEXT MEETING:**  
**Tuesday, July 12, 2022 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**



---

Anthony Ortega voted yes  
James Duah-Agyeman voted yes  
Marissa Willingham voted yes

12. ADJOURNMENT

The meeting was adjourned at 6:01 p.m.

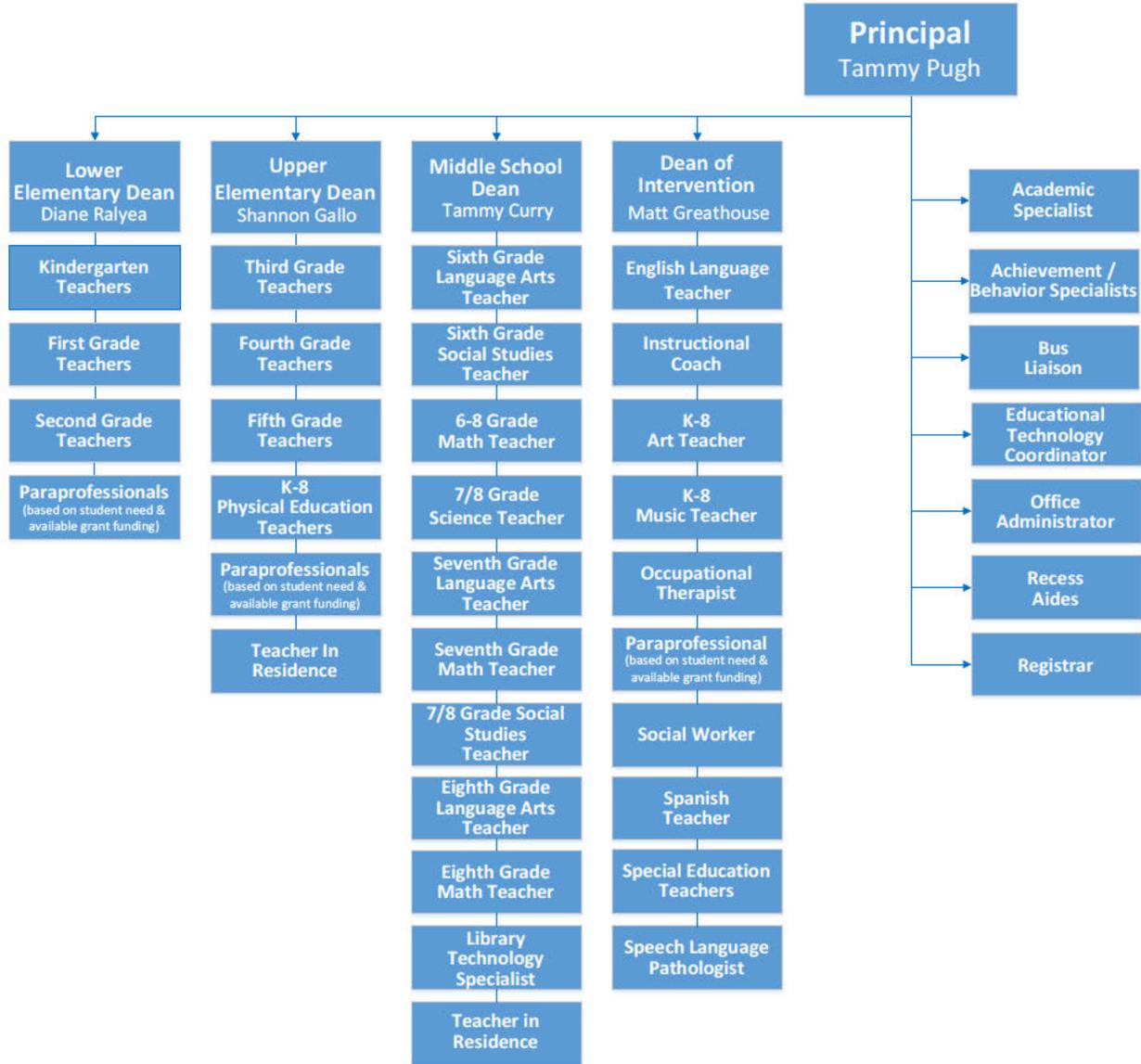
**NEXT MEETING:  
Tuesday, June 14, 2022 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**

  
\_\_\_\_\_

# Southside Academy Charter School Organizational Chart



# Southside Academy Charter School

## 2022-23 School Year

July/August						
Su	M	T	W	Th	F	Sa
24	25	26	27	28	29	30
31	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			

July 18-21 - NHA Leadership Summit  
August 23-25 - New Teacher Summit

29th-30th Staff PD; 31st Regional PD

September						
Su	M	T	W	Th	F	Sa
				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	

1st-2nd Staff PD  
5th Labor Day; 6th First Day of School

October						
Su	M	T	W	Th	F	Sa
						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					

10th Indigenous Peoples' Day

November						
Su	M	T	W	Th	F	Sa
		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			

8th Regional PD; 11th Veterans Day  
16th Teacher Data Day; 17th End of Quarter 1  
21st-22nd PT Conf; 23rd-25th Thanksgiving Recess  
28th School Resumes

December						
Su	M	T	W	Th	F	Sa
				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

6th Staff PD  
26th-Jan 2nd Winter Break

January						
Su	M	T	W	Th	F	Sa
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				

3rd School Resumes  
16th MLK Day  
25th Staff PD

February						
Su	M	T	W	Th	F	Sa
			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				

9th End of Quarter 2  
13th Staff PD  
20th-24th Mid Winter Recess

March						
Su	M	T	W	Th	F	Sa
			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	

23rd PT Conferences

April						
Su	M	T	W	Th	F	Sa
						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						

3rd-7th Spring Break  
10th School Resumes  
19th NYS ELA 3 - 8; 20th NYS ELA 3 - 8  
27th End of Quarter 3

May						
Su	M	T	W	Th	F	Sa
		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		

2nd NYS Math 3 - 8  
15th Staff PD  
14-25th NYS Science Performance 8; 26th Contingency Day  
29th Memorial Day; 30th-31st Contingency Day

June						
Su	M	T	W	Th	F	Sa
				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	

5th NYS Science 8  
12th Regional PD  
19th Juneteenth; 23rd Last Day School, End Q4

July						
Su	M	T	W	Th	F	Sa
						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					

4th of July

Students Do Not Report/ Staff Report All Day  
 Students Report Half Day/ Staff Report All Day  
 Students/ Staff Do Not Report

Board Approved: 6/14/2022

Last Update: 6/14/2022

183 School Days  
7:15am-2:15pm School Hours  
7:15am-10:15am (half)  
1121 Instructional Hours



City of Syracuse  
 Department of Community Development  
 Division of Code Enforcement  
**CERTIFICATE OF OCCUPANCY**

2002 ONONDAGA CREEK BLVD CASE 239 CNY AFFORDABLE LAND DEV

2007-MJB-89 Certificate # 82279 Permit# 1366900101 Property# 5B Construction Classification

The issuance of this document verifies that the owner(s) or his or her authorized representative has submitted an affidavit known as a Certificate of Construction to the Director of Code Enforcement stating to the effect that said building has been built substantially and constructed in accordance with plans and specifications submitted for the above referenced permit and is structurally safe for its proposed occupancy. Furthermore, the document confirms that a final inspection was conducted by this department and the above referenced building was found to be substantially constructed in accordance with applicable codes. Under the provisions of the Syracuse Building Code, Article 1.1.4., this certificate is issued for the occupancy/occupancies listed below:

*Jim Blahman* Director  
*Michaela Bora* Assistant Director

*11-14-07* Date  
*11-14-07* Date

APPROVED FOR CERTIFICATE OF OCCUPANCY

N/A SOCPA Date *11/7/07* Date  
*Meve Gault* Date *11/6/07* Date  
 Dep. Chief *Ken Towsley* Date *11/2/07* Date  
 Elec. Insp. Date  
 Elevator Insp. Date  
*Ser. Valentino* Date  
 HVAC Insp. Date

Floor	Occupancy Class	No. of Units	Occupancy or Use
B/C			
1	E		EDUCATIONAL
2			
3			
4			

TO BE KNOWN IN THE FUTURE AS 2200 ONONDAGA CRK BL