

# Application: Southside Academy Charter School

Jessie Montoya - jmontoya@nhaschools.com  
2020-2021 Annual Report

## Entry 1 School Info and Cover Page

**Completed** Jul 30 2021

### 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 2020-2021 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, 2021)** 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 421800860845

**a1. Popular School Name**

(No response)

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

SYRACUSE CITY SD

**d. DATE OF INITIAL CHARTER**

1/2002

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2002

**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	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.
KDE 2	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.
KDE 3	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.

KDE 4	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.
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 MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

690

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

654

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

**l1. 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	Sarah Ermatinger

## FACILITIES INFORMATION

### m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

	No, just one site.
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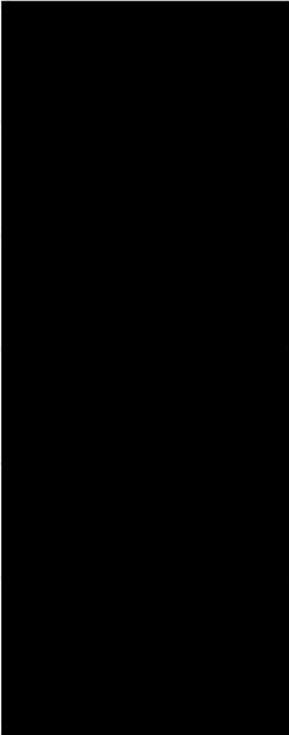
### School Site 1 (Primary)

**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	Work Phone	Alternate Phone	Email Address
School Leader	Tammy Curry	315-476-3019		<a href="mailto:44.tcurry@nhaschools.com">44.tcurry@nhaschools.com</a>
Operational Leader	Nick Sheltroun	616-430-0976		<a href="mailto:nsheltroun@nhaschools.com">nsheltroun@nhaschools.com</a>
Compliance Contact	Julie Meller	616-954-3081		<a href="mailto:jmeller@nhaschools.com">jmeller@nhaschools.com</a>
Complaint Contact	Julie Meller	616-954-3081		<a href="mailto:jmeller@nhaschools.com">jmeller@nhaschools.com</a>
DASA Coordinator	Tammy Curry	315-476-3019		<a href="mailto:44.tcurry@nhaschools.com">44.tcurry@nhaschools.com</a>
Phone Contact for After Hours Emergencies	Tammy Curry	315-476-3019		<a href="mailto:44.tcurry@nhaschools.com">44.tcurry@nhaschools.com</a>

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

Private Space

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**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.**

**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 Fire Inspection 2020.pdf](#)

**Filename:** Southside Fire Inspection 2020.pdf **Size:** 211.5 kB

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2020-2021 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 2020-2021 FY?**

(No response)

## ATTESTATIONS

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Sarah Ermatinger
Position	Board Relations Coordinator
Phone/Extension	616-464-2222
Email	<a href="mailto:sermatinger@nhaschools.com">sermatinger@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**

Tammy Pugh

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

Carol Hill

**Date**

Jul 30 2021

**Thank you.**



**Entry 3 Progress Toward Goals**

**Completed** Oct 29 2021

# Instructions

## Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or 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”. **Deadline is November 1, 2021.**

**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

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2020-2021 school year, any academic 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”.**

### 2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met or Unable to	If not met, describe efforts
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		Toward Attainment of Goal	Assess	the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Goal 1: According to the ESEA Accountability Designation, the school will be designated as Good Standing.	State Assessment	Met	
Academic Goal 2	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	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	State Assessment	Not Met	To improve, we will continue to implement our systematic intervention program that is designed to stimulate early action that helps prevent academic failure and maximize the

	to the next.			effectiveness of grade-level instruction.
Academic Goal 4	Goal 4: At a minimum, 60% of total tested 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.	State Assessment	Unable to Assess	N/A
Academic Goal 5	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	Unable to Assess	N/A
Academic Goal 6	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	Unable to Assess	N/A
	Goal 7: The			

Academic Goal 7	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	Unable to Assess	N/A
Academic Goal 8	Goal 8: The percent of students who score proficiently on 3-8 state assessments for all subgroups (ELL, SWD, Economically Disadvantaged), by grade level, will meet (or exceed) the District Proficiency Rate.	State Assessment	Unable to Assess	N/A
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

No

**4. ORGANIZATION GOALS**

**For the 2020-2021 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”.**

## 2020-2021 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	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	
Org Goal 2	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	
	Goal 3: The Board of Trustees provides competent stewardship and oversight of the school while			

Org Goal 3	maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational viability, Board effectiveness and faithfulness to the terms of its charter.	Annual Board Self-Evaluation	Met	
Org Goal 4	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	
Org Goal 5	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	
	Goal 6: The school is meeting or making annual			

Org Goal 6	<p>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 has made extensive good faith efforts to attract, recruit, and retain such students.</p>	Annual assessment of enrollment and retention targets.	Met	
Org Goal 7	<p>Goal 7: The schools reported enrollment will be at least 85% of its contracted enrollment.</p>	Student Enrollment & Retention Counts	Met	
Org Goal 8	<p>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.</p>	Student Enrollment & Retention Counts	Unable to Assess	<p>N/A</p> <p>Southside Enrollment: FRL - 94%, EL - 92%, SWD - 92%</p>

Org Goal 9	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	N/A  92% of the students enrolled on the last day returned for the following school year
Org Goal 10	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 than the district of location.	Student Enrollment & Retention Counts	Unable to Assess	N/A  Southside Retention: FRL - 96.9%, EL - 5.1%, SWD - 11.8%
Org Goal 11	Goal 11: The school complies with applicable laws, regulations, and the provisions of its charter.	The Board monitors these items on a regular basis with the assistance of Board counsel, management partner, and authorizer.	Met	
Org Goal 12				
Org Goal 13				
Org Goal 14				

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Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

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## 2020-2021 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	Goal 1: The school is in sound and stable financial condition as evidenced by performance on key financial indicators.	Annual Audit	Met	
Financial Goal 2	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	
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 Oct 29 2021

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**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, 2021**. 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 protection are turned off.

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

### [Southside Academy Charter Schools FS 6](#)

**Filename:** Southside Academy Charter Schools F mghVdpA.pdf **Size:** 685.8 kB

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

Completed Dec 20 2021

### [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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**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.**

### [SOUTHSIDE ACADEMY CHARTER SCHOOL\\_EXTENSION\\_EXTENSION \(E-FILE\) 2020](#)

**Filename:** SOUTHSIDE ACADEMY CHARTER SCHOOL EX YanSirZ.pdf **Size:** 92.5 kB

### [Southside Academy CS\\_BEDS-421800860845\\_2020-21](#)

**Filename:** Southside Academy CS BEDS 4218008 ZNUox0P.xlsx **Size:** 76.8 kB

## Entry 4c - Additional Financial Documents

Completed Oct 29 2021

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. 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.**

### **Evidence of Escrow Account - Southside**

**Filename:** Evidence of Escrow Account Southside.pdf **Size:** 40.0 kB

### **Southside Academy Charter School**

**Filename:** Southside Academy Charter School.docx **Size:** 17.7 kB

## **Entry 4d - Financial Services Contact Information**

**Completed** Oct 29 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

## **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
	Tammy Pugh	[REDACTED]	[REDACTED]

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Goss	[REDACTED]	[REDACTED]	7

## 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
	National Heritage Academies	Rebecca Joyner	3850 Broadmoor Ave, Suite 201, Grand Rapids, MI 49512	[REDACTED]	[REDACTED]	16

## Entry 5 - Fiscal Year 2021-2022 Budget

Completed Jul 30 2021

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

### [Southside](#)

Filename: Southside.xlsx Size: 37.5 kB

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

Completed Jul 30 2021

## **Required of ALL Charter Schools by August 2**

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

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. Note: Docusign is accepted.

### **1**

**Filename:** 1. Southside Disclosure Forms.pdf **Size:** 484.0 kB

## **Entry 7 BOT Membership Table**

Completed Jul 30 2021

## **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.

### **1. 2020-2021 Board Member Information (Enter info for each BOT member)**

	Trustee	Trustee	Position	Commit	Voting	Number	Start	End	Board
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	Name	Email Address	on the Board	tee Affiliations	Member Per By-Laws (Y/N)	of Terms Served	Date of Current Term (MM/DD /YYYY)	Date of Current Term (MM/DD /YYYY)	Meetings Attended During 2020-2021
1	Carol Hill		Chair	Finance Committee Governance Committee	Yes	7	04/09/2019	06/30/2022	12
2	James Duah-Agyeman		Vice Chair	Personnel Committee	Yes	4	04/13/2021	06/30/2024	10
3	Anthony Ortega		Treasurer	Finance Committee, Governance Committee	Yes	3	07/01/2020	06/30/2023	12
4	Regina McArthur		Secretary	Finance Committee, Governance Committee	Yes	2	04/13/2021	06/30/2024	12
5	Marissa Willingham		Trustee/Member	N/A	Yes	1	12/08/2020	06/30/2023	6
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, 2021	5
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

**3. Number of Board meetings held during 2020-2021**

13

**4. Number of Board meetings scheduled for 2021-2022**

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Jul 30 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

### **[Southside Board Meeting Minutes](#)**

**Filename:** Southside Board Meeting Minutes.pdf **Size:** 594.0 kB

## Entry 9 Enrollment & Retention

Completed Jul 30 2021

### **[Instructions for submitting Enrollment and Retention Efforts](#)**

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

## Entry 9 Enrollment and Retention of Special Populations

### **[Instructions for Reporting Enrollment and Retention Strategies](#)**

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

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### **Recruitment/Attraction Efforts Toward Meeting Targets**

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	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	<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). Currently, the school is meeting the enrollment targets for students who are eligible for FRL.</p> <p>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. For the 2020-21 recruitment season, initial recruitment activities were guided by COVID-19 restrictions. Many of the school's normal activities and events were modified to provide information virtually or through the mail.</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). The on-site admissions representative was directly responsible for overseeing and executing marketing and outreach efforts, and for keeping a log in NHA's</p>	

Economically Disadvantaged

CRM system of all activities with community groups seen as likely assets in this process. The Admissions Representative collaborated with, and received 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.

Additional Recruitment Efforts included:

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.

- 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 efficacy of our special population recruitment and enrollment efforts by carefully tracking student enrollment numbers.

Southside understands the need to meet the enrollment and retention targets for the student subgroups identified by SUNY Trustees, including English Language Learners (ELL). While progress has been made, we are not yet meeting our enrollment targets for ELL students. In addition to the general recruitment efforts, we have made efforts to specifically attract and recruit ELL students as outlined below.

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 & Relocation Guide. In these publications we specifically mentioned that the school provides services to students for

For the recruitment season, initial activities were guided by the school's ability to interact with parents due to COVID restrictions. Many in-person activities were canceled or

## English Language Learners

whom English is their second language.

Multiple Enrollment Information Meetings were hosted for all parents interested in the school to provide information regarding the EL program and its ability to meet the needs of EL students. Student applications were also provided in several languages including Arabic, Bengali, Chinese, English, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu.

The school also developed effective relationships with civic organizations, Head Starts, and CAOs to provide resources for the families it serves. The school has developed partnerships with various community organizations who often have a department that focuses on immigrant and refugee issues and services. During the pandemic, the school worked with community partners who serve ELL populations to support their changing outreach. The school also facilitated virtual conferences and meetings with staff and leadership.

The school's Admissions Representative established a Parent Ambassador group to facilitate discussion with current ELL families. These efforts include:

- o Community mapping.
- o Community outreach to friends, neighbors, and families.
- o Introductions to key community

adjusted to be held virtually. 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.

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.

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

organizations, faith-based groups, cultural centers, and businesses.

- o Help with informational meetings and distribution of marketing materials in the community.

- o Input for outreach to families new to the country.

Additional recruitment efforts included:

- o ELL Specific Meetings

- o Developing partnerships with organizations and faith-based groups that provide services to refugee groups

- o Providing school information materials in languages specific to the community (Urdo, Hatian-Creole, Spanish, and Pashto).

- o Facilitating virtual conferences and meetings with school's special ed staff and leadership.

- o Continuing to work with local leaders to provide information and accessibility to the school and staff.

Southside understands the need to meet the enrollment and retention targets for the student subgroups identified by SUNY Trustees, including Students with Disabilities (SWD). While progress has been made, we are not yet meeting our enrollment targets for SWD students. We have made efforts to specifically attract and recruit SWD as outlined below.

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 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.

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.

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 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

The schools' admissions 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

Students with Disabilities

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.

Additional recruitment efforts included:

- o Enlist the help of current families to reach additional families of students with disabilities by providing planning meetings, materials for distribution
- o Regular communications with school's special education staff to share feedback from incoming parents
- o Work with special ed team to hold meetings specific to school programs offered to SWD population.
- o Coordinate 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)
- o Continue to participate in community events designed to reach special populations
- o Work with local leaders who are also working with organizations to serve special needs families
- o Continue to research using internet, libraries, and community boards opportunities to reach a broader population

with these organizations to distribute information about our school, our special education program, and our enrollment procedures.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<p>We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for special population students. 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: 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.</li> <li>• Parent involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement strategies, including:               <ul style="list-style-type: none"> <li>o Newsletters: We distribute regular newsletters from the principal and teachers to parents. Newsletters include</li> </ul> </li> </ul>	

Economically Disadvantaged

important information regarding school-wide performance, initiatives, and programs.

o Social media: We have an excellent website, which gives parents quick and easy access to general information on the school. In addition, we make cautious, appropriate use of Facebook and other social media sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet access available at the school.

o Classroom communication: Teachers frequently send home communications for parents so that they know about everything from weekly schedules to educational goals for students. Teachers also share information via daily take-home folders and provide regular progress reports by letter, online communication via the school's gradebook system, phone calls, texts, and/or in-person meetings. These communications focus on each student's academic progress and performance.

o Conferences: Parent-teacher conferences are conducted twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his or her child. As needed, staff may also conduct home visits. Each year, we conduct a family orientation at the end of the summer so new and enrolled families can meet

The school is currently meeting its FRL Retention Target. The school will continue to utilize the aforementioned retention efforts in the upcoming school year.

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

- o The principal conducted weekly virtual meetings for the parents from March 2020 through June of 2021.

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.

To ensure that our families feel connected to the school, we have implemented several parent involvement strategies, including:

- o Newsletters: Regular newsletters from the principal and teachers are distributed to parents. Important information regarding school-wide performance, initiatives, and programs is included in the newsletter.

- o Social media: We have an excellent website, which gives

## English Language Learners

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. Each EL family had one staff member who checked on them weekly throughout the pandemic to ensure they had what they needed.

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 sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet available at the school.

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

o Conferences: Parent-teacher conferences are conducted twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his or her child. As needed, staff may also conduct home visits. Each year, we conduct a family orientation at the end of the summer so new and enrolled families can meet the principal, their child's teacher and classmates, and other school staff. We believe these early contacts help establish and sustain a healthy rapport with

parents.  
o Parent Room: In order to help parents feel at home in the school and to encourage their presence in their child's education, the school building provides a dedicated parent room. This room gives parents a place to gather and build relationships with one another, discuss matters of mutual interest, grow more comfortable with the school, and take some ownership of the school.

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.

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

The school will continue to implement the aforementioned

Students with Disabilities

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 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.

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.

We will continue the aforementioned efforts and also implement the following:

- Parent Input Forms in digital formats so that parents can share their thoughts, celebrations, and concerns with the school prior to IEP meetings
- Parent Post-IEP Survey Forms in digital format so that parents can provide feedback on special education processes and supports so that we are able to utilize that information to improve practices.
- Work with community partners who serve SWD population to support their changing outreach
- Continue to work with local leaders to provide information and accessibility to the school and staff

## Entry 10 - Teacher and Administrator Attrition

Completed Jul 30 2021

## 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 that 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 that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/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.

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## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

---

### **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** Oct 8 2021

### **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, 2021)	0.0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0.0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0.0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	4.0
Total Category A: 5 or 30% whichever is less	4.0

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

	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, 2021)	1.0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0.0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0.0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	2.0
<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, 2021)	4.0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0.0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0.0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1.0
Total Category C: not to exceed 5	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	0

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

	FTE Count
Total Category E	30

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	42



Thank you.

## Entry 12 Organization Chart

Completed Jul 30 2021

### [Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

### [Org Chart - Southside 7](#)

Filename: Org Chart Southside 7.26.21.pdf Size: 153.9 kB

## Entry 13 School Calendar

Completed Jul 30 2021

### [Instructions for submitting School Calendar](#)

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

## **Southside 2021-22 FINAL Calendar rvsd 6**

**Filename:** Southside 2021 22 FINAL Calendar rv VDmNbqN.pdf **Size:** 248.3 kB

### **Entry 14 Links to Critical Documents on School Website**

**Completed** Jul 30 2021

#### **Instructions**

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

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. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

### **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 5: Authorizer-approved DASA policy**

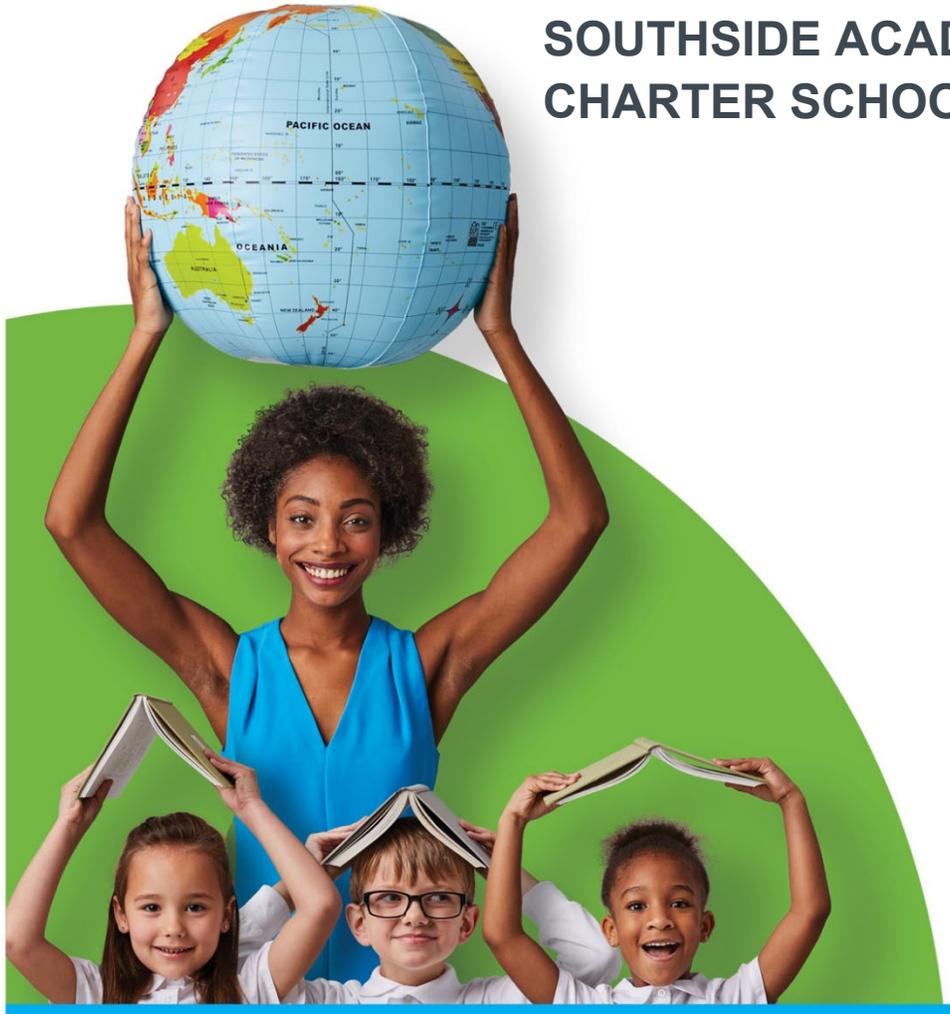
**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://app.sharebase.com/#/folder/1784/share/239-be7VTc0Km0qrSzRFbBqmbGrCZFM">https://app.sharebase.com/#/folder/1784/share/239-be7VTc0Km0qrSzRFbBqmbGrCZFM</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<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>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<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. Link to NYS School Report Card	<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>
4. Lottery Notice announcing date of lottery	<a href="https://www.nhaschools.com/getattachment/a11b0cd5-afe8-4978-816f-4fc7630faee2/southside-academy-charter-school.pdf">https://www.nhaschools.com/getattachment/a11b0cd5-afe8-4978-816f-4fc7630faee2/southside-academy-charter-school.pdf</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/11122862-3143-4872-854f-dbddf817970c/Southside-(NY)-Final-2020-21-8-4-20.pdf">https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/11122862-3143-4872-854f-dbddf817970c/Southside-(NY)-Final-2020-21-8-4-20.pdf</a>
6. District-wide Safety Plan	<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>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 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>
7. Authorizer-Approved FOIL Policy	<a href="https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkDjvEBq">https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkDjvEBq</a>
8. Subject matter list of FOIL records	<a href="https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkDjvEBq">https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkDjvEBq</a>

**Thank you.**



# SOUTHSIDE ACADEMY CHARTER SCHOOL



Financial Statements, Additional  
Information, and Federal Awards  
Supplemental Information as of and for the  
Year Ended June 30, 2021, and  
Independent Auditor's Reports

**NATIONAL  
HERITAGE  
ACADEMIES®**

The logo for National Heritage Academies, featuring a stylized white outline of an open book with pages fanning out, positioned to the right of the text.

# SOUTHSIDE ACADEMY CHARTER SCHOOL

## TABLE OF CONTENTS

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	<b>Page</b>
INDEPENDENT AUDITOR'S REPORT	1-2
FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2021:	
Statement of Financial Position	3
Statement of Activities and Change in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6-10
ADDITIONAL INFORMATION —	11
New York Education Department Schedule of Functional Expenses	12
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>	13-14
SUPPLEMENTAL INFORMATION –	15
REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE AS REQUIRED BY THE UNIFORM GUIDANCE	16-17
Schedule of Expenditures of Federal Awards	18
Notes to Schedule of Expenditure of Federal Awards	19
Schedule of Findings and Questioned Costs	20-21
Corrective Action Plan	22

## **Independent Auditor's Report**

To the Board of Trustees  
Southside Academy Charter School

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Southside Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021 and the related statements of activities and change in net assets and cash flows for the year then ended, and the related notes to the financial statements.

#### ***Management's Responsibility for the Financial Statements***

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

#### ***Auditor's Responsibility***

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

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

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

#### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southside Academy Charter School as of June 30, 2021 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board of Trustees  
Southside Academy Charter School

**Other Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Southside Academy Charter School's financial statements. The schedule of expenditures of federal awards, as identified in the table of contents and 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 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.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the 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 is fairly stated in all material respects in relation to the financial statements as a whole.

The supplemental New York 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 20, 2021 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 the Schools' 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 20, 2021

# **SOUTHSIDE ACADEMY CHARTER SCHOOL**

## **STATEMENT OF FINANCIAL POSITION JUNE 30, 2021**

---

### **ASSETS**

#### **CURRENT ASSETS:**

Cash	\$ 1,677
Due from governmental revenue sources	<u>904,970</u>

Total current assets 906,647

#### **NON-CURRENT ASSETS:**

Capital assets, net	8,116
Restricted cash	<u>77,287</u>

Total non-current assets 85,403

**TOTAL** \$ 992,050

### **LIABILITIES AND NET ASSETS**

#### **LIABILITIES:**

Deferred revenue	\$ 42,462
Contracted service fee payable	<u>909,448</u>

Total liabilities 951,910

**NET ASSETS - Net Assets without Donor Restriction** 40,140

**TOTAL** \$ 992,050

See notes to financial statements.

## **SOUTHSIDE ACADEMY CHARTER SCHOOL**

### **STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS YEAR ENDED JUNE 30, 2021**

---

REVENUES, GAINS AND OTHER SUPPORT:

Public School District:

Resident School Enrollment	\$8,743,475
Students with disabilities	332,026

Grants, Contracts, and other:

Federal - Title, IDEA, and ESSER	952,979
Other	2,528
Child Nutrition Program - Federal	127,104
Child Nutrition Program - State	<u>3,036</u>

Total revenues, gains and other support 10,161,148

EXPENSES:

Contracted service fee:

Program Services	7,754,102
Management and General	2,411,498
Depreciation	<u>11,468</u>

Total expenses 10,177,068

CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTION (15,920)

NET ASSETS:

Beginning of year	<u>56,060</u>
End of year	<u>\$ 40,140</u>

See notes to financial statements.

## **SOUTHSIDE ACADEMY CHARTER SCHOOL**

### **STATEMENT OF CASH FLOWS YEAR ENDED JUNE 30, 2021**

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CASH FLOWS PROVIDED BY (USED IN) OPERATING ACTIVITIES	
State aid	\$ 9,133,252
Other state sources	63,926
Federal sources	433,798
Private sources	1,147
Payments for services rendered	<u>(9,631,236)</u>
Net cash and restricted cash provided by operating activities	<u>887</u>
NET INCREASE IN CASH AND RESTRICTED CASH	887
CASH AND RESTRICTED CASH — Beginning of year	<u>78,077</u>
CASH AND RESTRICTED CASH — End of year	<u>\$ 78,964</u>

See notes to financial statements.

# SOUTHSIDE ACADEMY CHARTER SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2021

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### 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. 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, 2021 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, 2021, \$77,287 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, 2021 consists of grant funds received in advance of eligible expenses incurred.

**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. All net assets as of June 30, 2021 are considered to be without 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.

**Recent Accounting Pronouncements** — In February 2016, the Financial Accounting Standards Board (FASB) issued ASU No. 2016-02, *Leases*, which will supersede the current lease requirements in ASC 840. The ASU requires lessees to recognize a right-of-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 affecting the pattern of expense recognition in the Statement of Operations. Currently, leases are classified as either capital or operating, with only capital leases recognized on the balance sheet. The reporting of lease-related expenses in the Statements of Operations and Cash Flows will be general consistent with the current guidance. The new lease guidance will be effective for the School's year ending June 30, 2023 and will be applied using a modified retrospective transition method to the beginning of the earliest period presented. The effect of applying the new lease guidance on the financial statements has not yet been determined, but is expected to have minimal impact on the statement of activities and will include a right-of-use asset and related lease liability when adopted.

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

Receivables as of June 30, 2021 for the School included \$904,970 in federal grants receivable. The School considers all receivables to be fully collectible; accordingly, no allowance for uncollectible amounts is recorded.

### **4. LIQUIDITY**

The School had \$906,647 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consisting of cash of \$1,677 and amounts due from governmental revenue sources of \$904,970 at June 30, 2021. 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 \$1,693,426 at June 30, 2021.

While the School does not currently 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 School if the School's expenditures exceed the school's revenue during the year.

#### 4. 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, 2021:

Program services	
Contracted service fee	\$ 7,754,102
Depreciation	<u>11,468</u>
Total program services	7,765,570
Management and general	
Contracted service fee	<u>2,411,498</u>
Total	<u>\$ 10,177,068</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.

#### 5. 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 2021, and claims did not exceed coverage less retained risk deductible amounts in the past fiscal year.

#### 6. 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>98,139</u>	<u>11,468</u>	<u>-</u>	<u>109,607</u>
Total capital asset activity, net	<u>\$ 19,584</u>	<u>\$ (11,468)</u>	<u>\$ -</u>	<u>\$ 8,116</u>

## 9. OPERATING 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, 2020 through June 30, 2021. 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 subsequently renewed the sublease with NHA for the period of July 1, 2021 through June 30, 2022 at the same rental rate.

## 10. SUBSEQUENT EVENTS

Events or transactions for the year ended June 30, 2021 have been evaluated through October 20, 2021, 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**

**SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2021**

		2021							
		Program Services				Supporting Services			
		Regular	Special	Other	Total	Management			Total
No. of	Positions	Education	Education	Education		Fund-raising	and General	Total	
Personnel Services Costs									
	Administrative Staff Personnel	-							
	Instructional Personnel	-							
	Non-Instructional Personnel	-							
	Total Salaries and Staff	-							
	Fringe Benefits & Payroll Taxes								
	Retirement								
	Management Company Fees								
	Legal Service								
	Accounting / Audit Services								
	Other Purchased / Professional / Consulting Services								
	Building and Land Rent / Lease								
	Repairs & Maintenance								
	Insurance								
	Utilities								
	Supplies / Materials								
	Equipment / Furnishings								
	Staff Development								
	Marketing / Recruitment								
	Technology								
	Food Service								
	Student Services								
	Office Expense								
	Depreciation								
	Other								
	Total Expenses								

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 the 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 June 30, 2021 and the related statements of activities and change 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 20, 2021.

**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 opinion 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.

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

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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion.

The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, which is described in the accompanying schedule of findings and questioned costs as Finding 2021-001.

To Management and the Board of Trustees  
Southside Academy Charter School

### **The School's Response to the Finding**

The School's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on it.

### **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 Morax, PC". The signature is written in a cursive style with a large initial 'P'.

October 20, 2021

## **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**

We have audited Southside Academy Charter School's (the "School") compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on its major federal program for the year ended June 30, 2021. Southside Academy Charter School's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal program.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Southside Academy Charter School's major federal programs based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; 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"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Southside Academy Charter School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Southside Academy Charter School's compliance.

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

In our opinion, Southside Academy Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2021.

To the Board of Trustees  
Southside Academy Charter School

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

Management of Southside Academy Charter School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southside Academy Charter School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's 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 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.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.



October 20, 2021

# SOUTHSIDE ACADEMY CHARTER SCHOOL

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2021

Program Title/Project Number/Subrecipient Name	Grant/Project Number	CFDA Number	Expenditures	Current Year Cash Transferred to Subrecipient
Clusters:				
Child Nutrition Cluster - U.S. Department of Agriculture - Passed through the New York State Department of Education:				
Cash Assistance:				
National School Lunch Program 2020-21	211960	10.555	\$ 64,581	\$ -
National School Seamless Summer Program 2020-21	NA	10.555	25,198	-
National School Lunch Program Subtotal		10.555	89,779	-
National School Breakfast Program 2020-21	211970	10.553	37,325	-
Total Child Nutrition Cluster			127,104	-
Special Education Cluster - U.S. Department of Education - Passed through the Syracuse City School District:				
IDEA Flowthrough:				
IDEA Flowthrough 2021	210450	84.027	101,434	-
IDEA Preschool Incentive:				
IDEA Preschool 2021	210460	84.173	6,356	-
Total Special Education Cluster			107,790	-
Other federal awards:				
Passed through the New York State Department of Education:				
Title I Part A:				
Title I Part A 1920	0021204182	84.010	15,269	-
Title I Part A 2021	0021214182	84.010	293,872	-
Total Title I Part A		84.010	309,141	-
Title II Part A - Improving Teacher Quality:				
Title II Part A 1920	0147204182	84.367	2,255	-
Title II Part A 2021	0147214182	84.367	32,012	-
Total Title II Part A		84.367	34,267	-
Title IV - SSAE:				
Title IV 2021	0204214182	84.424	27,000	-
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	270,122	-
COVID-19 ESSER Formula Fund II	589121482	84.425D	201,150	-
COVID-19 ESSER Formula Fund III ARP		84.425U	3,509	-
Total Education Stabilization Fund Program		84.425	474,781	-
Total noncluster programs passed through the New York State Department of Education			845,189	-
Total federal awards			<u>\$ 1,080,083</u>	<u>\$ -</u>

# **SOUTHSIDE ACADEMY CHARTER SCHOOL**

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## **Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2021**

### **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 "School") under programs of the federal government for the year ended June 30, 2021. 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 School, it is not intended to and does not present the financial position, changes in net position, or cash flows of the School.

### **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. 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.

Pass-through entity identifying numbers are presented where available.

The School 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, 2021**

**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     X  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ Yes     X  None reported

Noncompliance material to financial statements noted?  X  Yes    \_\_\_\_\_

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified? \_\_\_\_\_ Yes     X  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ Yes     X  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     X  No

Identification of major programs:

CFDA Number	Name of Federal Program or Cluster	Opinion
84.425D, 84.425U	Education Stabilization Program	Unmodified

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

Auditee qualified as low-risk auditee?  X  Yes    \_\_\_\_\_ No

# SOUTHSIDE ACADEMY CHARTER SCHOOL

## Schedule of Findings and Questioned Costs Year Ended June 30, 2021

### Section II - Financial Statement Audit Findings

Reference Number	Finding	
2021-001	Finding Type:	Material noncompliance with laws and regulations
	Criteria -	Section 4 of the NY Charter School Audit Guide states that "To test the calculation of the core pupil aid received, the auditor should first verify the rate used in the calculation. To recalculate the core aid in total, the auditor should multiply the rate by the number of full-time equivalents as determined on the FTE reconciliation form or equivalent by the district and compare to the total core pupil aid for the fiscal year being audited."
	Condition -	The School was found to have used incorrect District Rates used in calculating State Aid Revenue received for the New York City Schools.
	Context -	Section 4 of the NY Charter School Audit Guide requires the auditor to verify the District Rates used in the calculation of total State Aid Revenue. Upon review of the State Aid Revenue calculation by the auditor, it was identified that the incorrect rates were used.
	Cause -	The School did not properly pull the District Rates for its calculation of State Aid Revenue, and the proper controls were not in place to identify the error.
	Effect -	As a result of the improper District Rates used, the School recorded the improper revenue amount as of year-end, which was subsequently corrected.
	Recommendation -	The School should work closely with the State of New York to ensure that the proper district rate is used to calculate State Aid Revenue.
	Views of Responsible Officials and Planned Corrective Actions -	The School will now ensure that the correct District Rate is being used for each School.

### Section III - Federal Program Audit Findings

Reference Number	Finding	Questioned Costs
Current Year	None	



**Southside Academy Charter School**

**Fiscal Year Ended June 30, 2021**

**Corrective Action Plan**

**Finding Number:** 2021-001

**Condition:** The School was found to have used incorrect District Rates used in calculating State Aid Revenue received for the New York City Schools.

**Planned Corrective Action:** The School will now ensure that the correct District Rate is being used for the School.

**Contact person responsible for corrective action:** Janet Thatcher, Audit Manager

**Anticipated Completion Date:** 12/1/2021



Tel: 616-774-7000  
Fax: 616-776-3680

Tel: 269-382-0170  
Fax: 269-345-1666  
[www.bdo.com](http://www.bdo.com)

200 Ottawa Avenue NW, Suite 300  
Grand Rapids, MI 49503

211 East Water Street, Suite 300  
Kalamazoo, MI 49007

Southside Academy Charter School  
Instructions for Filing  
Form 990  
8868 Application for Extension of Time to File  
for the year ended June 30, 2021

We have electronically filed your extension.

There is no tax due with the application.

Do NOT separately file Form 8868 with the Internal Revenue Service. Doing so will delay the processing of your extension.

# Application for Automatic Extension of Time To File an Exempt Organization Return

▶ **File a separate application for each return.**  
▶ **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

OMB No. [REDACTED]

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

<b>Type or print</b>  File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions.  SOUTHSIDE ACADEMY CHARTER SCHOOL	Taxpayer identification number (TIN)  [REDACTED]
	Number, street, and room or suite no. If a P.O. box, see instructions. 2200 ONONDAGA CREEK ROAD	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. SYRACUSE, NY 13207	

Enter the Return Code for the return that this application is for (file a separate application for each return) . . . . .

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

COREY BALKON  
• The books are in the care of ▶ 3850 BROADMOOR SE, SUITE 201 GRAND RAPIDS MI 49512

Telephone No. ▶ [REDACTED] Fax No. ▶ [REDACTED]

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_ . If this is for the whole group, check this box  . If it is for part of the group, check this box  and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until 05/16, 2022, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ▶  calendar year 20\_\_\_\_ or
- ▶  tax year beginning 07/01, 2020, and ending 06/30, 2021.

2 If the tax year entered in line 1 is for less than 12 months, check reason:  Initial return  Final return  Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b> \$	0.
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b> \$	0.
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b> \$	0.

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

# Premium Business Money Market

PNC Bank



For the Period 05/29/2021 to 06/30/2021

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
77,286.09	.70	.00	77,286.79
		Average ledger balance	Average collected balance
		77,286.11	77,286.11

### 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
0.01	33	77,286.11	.70	6.33

### Deposits and Other Additions

Description	Items	Amount
Other Additions	1	.70
Total	1	.70

### Checks and Other Deductions

Description	Items	Amount
Total	0	.00

### Daily Balance

Date	Ledger balance	Date	Ledger balance
05/29	77,286.09	06/30	77,286.79

### Activity Detail

#### Deposits and Other Additions

#### Other Additions

Date posted	Amount	Transaction description	Reference number
06/30	.70	Interest Payment	[REDACTED]

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

Anthony Ortega

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Southside Academy Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer – Current

Trustee

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?  
 **Yes**  **No**

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

\_\_\_ **Yes** \_X\_ **No**

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

6. 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** \_X\_ **No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

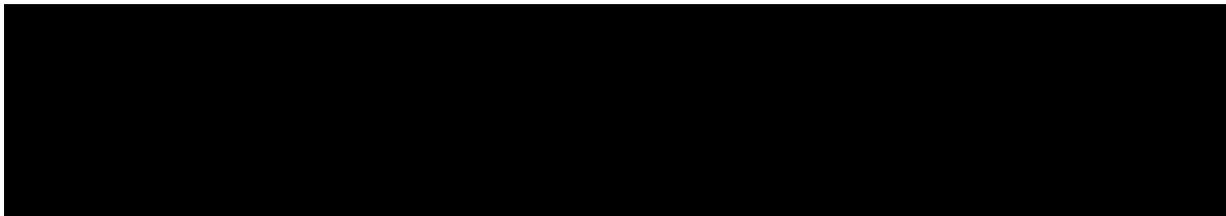
<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
<p><b>NONE</b>  <i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><b>NONE</b></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				


5-5-21  
 \_\_\_\_\_  
 Signature Date

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





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

Carol Hill

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Southside Academy Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

President – Current

Vice President

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?  
 **Yes**  **No**

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

\_\_\_ **Yes** \_X\_ **No**

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

6. 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** \_X\_ **No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
<p><b>NONE</b>  <i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

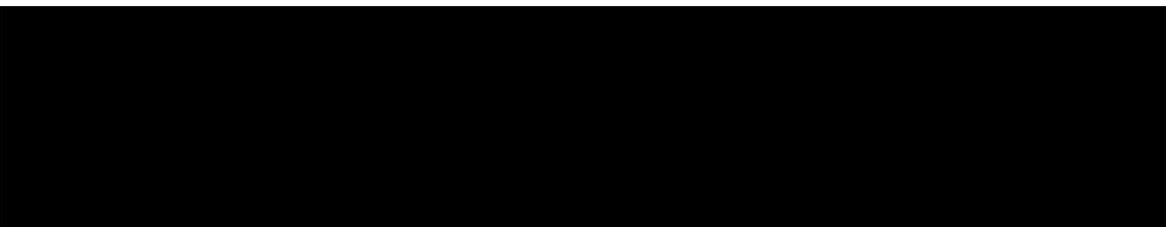
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><b>NONE</b></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

*Carol Hill*  
 \_\_\_\_\_  
 Signature

4-28-21  
 \_\_\_\_\_  
 Date

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





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

James Duah-Agyeman

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Southside Academy Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Vice President – Current

Secretary

Trustee

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?  
 **Yes**  **No**

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

\_\_\_ **Yes** \_X\_ **No**

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

6. 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** \_X\_ **No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

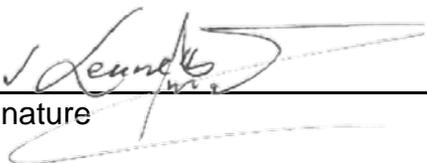
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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*Please write “None” if applicable. Do not leave this space blank.*

NONE			
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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><b>NONE</b></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

  
 Signature

5-4-21  
 Date

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



<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

Marissa L. Willingham

---

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

Southside Academy Charter School

---

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

Not applicable

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

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

**Yes**  **No**

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

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

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

None	None	None	None
------	------	------	------

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

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

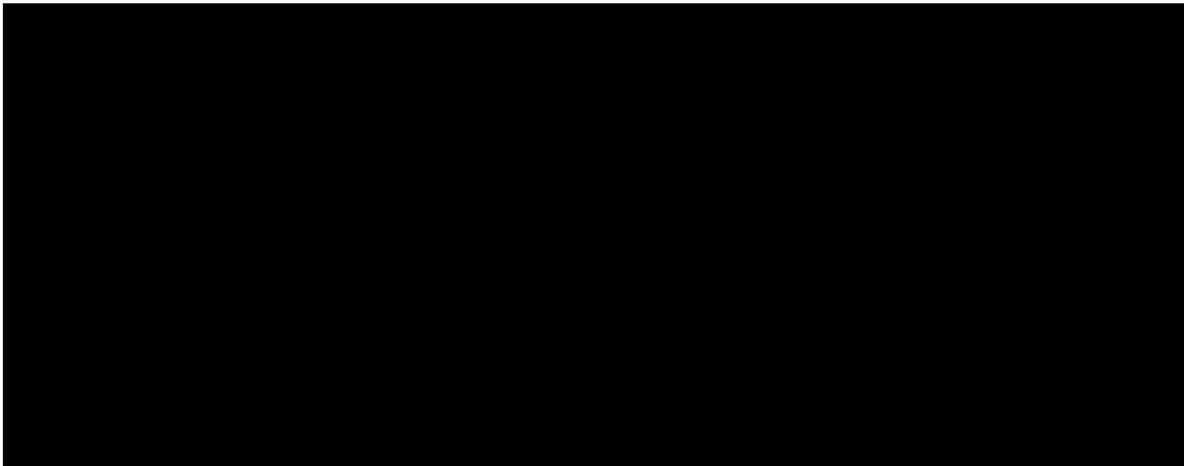
*Marissa L. Willingham*

5-4-21

Signature

Date

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



**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

Regina McArthur

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Southside Academy Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Parent representative

Secretary – Current

Trustee

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?  
 **Yes**  **No**

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**Yes**  **No**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

\_\_\_ **Yes** \_X\_ **No**

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

6. 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** \_X\_ **No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>
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*Please write “None” if applicable. Do not leave this space blank.*

NONE			
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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

  
 \_\_\_\_\_  
 Signature

4-28-2021  
 \_\_\_\_\_  
 Date

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



**AT ZOOM MEETING:**

HTTPS://US02WEB.ZOOM.US/J/85442695868?PWD=CKG5YK9OAMNYNJLPCLJAYJBJYW  
HKDZ09

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Curry – Interim Principal
2. Ron Large – DSQ
3. Jace Hatfield – NHA
4. Melissa Jones Clarke – NHA
5. Andrew Gayle – NHA

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

**1. CALL TO ORDER**

Carol Hill called the meeting to order at 5:08 p.m.

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

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

#### 4. MANAGEMENT REPORTS

##### a. Principal Report

Tammy Curry presented the Principal Report.

Highlights included:

- Parents of students in Kindergarten, fifth, and eighth grades were pleased that students were recognized as part of the car parade moving-up ceremonies.
- New staff members are being on-boarded virtually.
- NHA's Leadership Summit for school leaders is taking place July 13-16, 2020.
- Remote Summer School starts July 14, 2020 and will consist of one coordinator and four teachers.
- Parents received a letter regarding proposed instructional options for the 2020-2021 school year. For those families that have concerns regarding a return to school, a virtual instruction option will be offered. Parents were also asked to complete a survey to provide their thoughts on academic instruction for the upcoming school year.
- Consideration is being given to staff who have health concerns as school reopening plans are developed.
- Ron Large indicated the search to identify a principal candidate is in the final stages.

##### 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

Carol Hill presented the Finance Committee Report. Due to the COVID-19 school closure, there were savings in some budget categories. The Committee requested information regarding any savings associated with food service due to the school closure.

##### b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board will meet with a prospective Board candidate to discuss the school and the responsibilities of a Board member. There is also continued outreach by the Board to identify other potential candidates.

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:

- Rebecca Rothstein as a Kindergarten Teacher
- Natasha Malik as a Substitute Teacher
- Bernard Osei as a Substitute Teacher
- Michael Lambert as a Substitute Teacher
- Jaymi Kent as a Substitute Teacher
- Edmond Tailor as a Substitute Teacher
- Charmaine Tyler as a Substitute Teacher
- Gwendolyn Graham as a Substitute Teacher
- Kevin Robinson as a Substitute Teacher
- Ann Gardner as a Substitute Teacher
- Parris Adair as a Substitute Teacher
- Sheena Dixon as a Substitute Teacher
- Kristin Gibson as a Substitute Teacher
- Antonio Diaz as a Substitute Teacher
- Yetunde Dozier as a Seventh-Grade Math Teacher
- George Kilpatrick as a Substitute Office Administrator
- Carol Fatti as a Special Education Teacher
- Leon Truong as a Seventh-Grade Math Teacher
- Katrina Fetterolf as an English Language Learner Teacher
- Jay Cohen as a Physical Education Teacher
- David Cook as a Special Education teacher
- Mike Amani as a Special Education Paraprofessional
- Michael Henry as an Achievement Behavior Support Specialist
- Alexis Breland as a Teacher in Residence

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment – The Board will meet with a prospective Board candidate to discuss the school and the responsibilities of a Board member. There is also continued outreach by the Board to identify other potential candidates.
- b. Auditor Planning Communication – The Board reviewed the Auditor Planning Communication related to the annual financial audit and discussed how the findings of the Office of the New York State Comptroller should be reflected in the annual financial audit.

7. ACTION ITEMS

- a. Approval of the June 9, 2020 Board Meeting Minutes  
A motion was made by Regina McArthur and seconded by James Duah-Agyeman to approve the June 9, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the June 30, 2020 Board Meeting Minutes  
A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the June 30, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.
- c. 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.
- d. Approval of the District-Wide Plan  
A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to approve the District-Wide Plan as submitted. The motion was approved unanimously.
- e. Designation of the Chief Emergency Officer  
A motion was made by Anthony Ortega and seconded by Regina McArthur to designate School Principal as the Chief Emergency Officer. The motion was approved unanimously.

8. NEW BUSINESS

The Board discussed the suspension of the in-person meeting requirement of Open Meetings Law and the impact on the August Board meeting.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

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

**NEXT MEETING:**  
**Tuesday, July 21, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

*Carl Hill*

**AT ZOOM MEETING:**

HTTPS://US02WEB.ZOOM.US/J/89136921958?PWD=BFBOVEHIBK9SCDVCKTYVUDOMK  
HHZZ09

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President		X	June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Ron Large – DSQ
2. Andrew Gayle – NHA
3. Marissa Willingham – Board Candidate

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

**1. CALL TO ORDER**

James Duah-Agyeman called the meeting to order at 5:04 p.m.

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

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

4. DISCUSSION ITEMS

- a. New Board Member Recruitment – The Board discussed the Board member vacancy with Marissa Willingham. A description of the school as well as the responsibilities of a Board member were discussed. Marissa Willingham would be interested in strengthening the relationship between the school and her employer, Syracuse University, while also supporting various school events.

5. EXECUTIVE SESSION

A motion was made by Anthony Ortega and seconded by Regina McArthur to enter executive session in order to discuss the appointment of a particular person.

The motion was approved in a roll call vote.

Anthony Ortega voted yes  
James Duah-Agyeman voted yes  
Regina McArthur voted yes

EXECUTIVE SESSION

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

The motion was approved in a roll call vote.

Anthony Ortega voted yes  
James Duah-Agyeman voted yes  
Regina McArthur voted yes

6. ACTION ITEMS

- a. Approval of the Personnel Hire  
Tabled.

7. PUBLIC COMMENT

None was given.

8. ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

**NEXT MEETING:**  
**Tuesday, August 11, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

*Carl Hill*

**AT ZOOM MEETING:**

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NM1ZZ09

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Curry – Interim Principal
2. Shannon Gallo – Dean
3. Nicole Moss – Dean
4. Diane Raley – Dean
5. Andrew Gayle – NHA

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

**1. CALL TO ORDER**

Carol Hill called the meeting to order at 2:03 pm.

**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. DISCUSSION ITEM

- a. 2020-2021 Reopening Plan – The Board reviewed the 2020-2021 School reopening Plan. The plan describes four possible learning environments that may be necessary throughout the 2020-2021 school year. The four plans consist of in-person, remote/virtual, hybrid, and completely virtual learning opportunities. The fully virtual option will be offered to parents who do not feel comfortable or safe returning their students to a traditional or hybrid learning environment due to the nature of the COVID-19 pandemic.

5. ACTION ITEMS

- a. Approval of the Personnel Hire

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

- Tammy Pugh as a Principal

The motion was approved unanimously.

- b. Approval of the 2020-2021 Reopening Plan

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the 2020-2021 Reopening Plan as submitted and to authorize NHA and the principal to make any additional changes to the Plan as required by the Authorizer. The motion was approved unanimously.

6. NEW BUSINESS

None was presented.

7. PUBLIC COMMENT

None was given.

8. ADJOURNMENT

The meeting was adjourned at 2:33 p.m.

**NEXT MEETING:**  
**Tuesday, August 11, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** Carl Hill

**AT ZOOM MEETING:**

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5UT09

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Tammy Curry – Dean
3. Lauryn LaBorde – Syracuse City School District
4. Andrew Gayle – NHA

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

**1. CALL TO ORDER**

Carol Hill called the meeting to order at 5:15 p.m.

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

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

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Curry presented the Principal Report.

Highlights included:

- Social distancing stickers have arrived. Four staff members have committed to placing them around the school.
- The Leadership team set up three model classrooms. The video will be shared with the staff and parents.
- A survey was sent via school messenger to parents regarding hybrid and fully virtual instructional models.
- The Leadership team and the office staff are making calls to families who have yet to respond to the survey.
- The Reopening Plan was uploaded to the school website in addition to sending a link to the plan via school messenger.
- Virtual parent meetings will be set up for August 18, 2020 and August 20, 2020.
- On August 20, 2020, a virtual staff meeting will be held.
- A Virtual Open House will be held on September 23, 2020 at 6 p.m.
- Board members plan to attend the staff and parent meetings.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The 2019-2020 COVID-19 Parent Survey Results were reviewed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

No new information was reported.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. Copies of the Board member brochure have been shared with prospective Board members. A current candidate is completing the required documents and procedures for Board membership.

c. Personnel Committee Report

No new information was reported.

6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment were discussed. Copies of the Board member brochure have been shared with prospective Board members. A current candidate is completing the required documents and procedures for Board membership.
- b. The 2019-2020 Annual Report was submitted by August 1, 2020. The second component will be submitted by November 1, 2020.
- c. The 2019-2020 Board Satisfaction Survey Summary was reviewed. The Survey is designed to receive feedback from NHA's partner Board members. Generally, Board members identified academic performance, parental involvement, and school events as areas in which they would like to see improvement or receive additional information.

7. ACTION ITEMS

- a. Approval of the July 14, 2020 Board Meeting Minutes  
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the July 14, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the July 21, 2020 Board Meeting Minutes  
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the July 21, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.
- c. Approval of the 2021 Children's Internet Protection Act (CIPA) Form 479  
A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the 2021 Children's Internet Protection Act (CIPA) Form 479 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 5:43 p.m.

**NEXT MEETING:**  
**Tuesday, September 15, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

*Carl Hill*

AT ZOOM MEETING:

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XVUT09

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. John Kelepurovski – Board Legal Counsel
3. Lauryn LaBorde – Syracuse City School District

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:35 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

Amendment:

- Approval of the Selection of Marissa Willingham as a Member of the Board of Trustees

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- Chromebook distribution occurred on September 11 and 12, 2020. At least 20 staff members attended each day to support a distribution. Hundreds of Chromebooks and supplies were distributed during this two-day period. Teachers put together materials to assist families in troubleshooting technological issues. During the Chromebook distribution, staff members assisted families in logging on to computers to ensure students were ready on the first day of school.
- Parent information meetings will be held on September 30, 2020.
- There were 567 total students in attendance on the second day of school.

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 Board completed and submitted the audit questionnaire as part of the annual financial audit process.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board is prepared to select Marissa Willingham to the Board pending approval from the New York State Education Department. The Board continues to identify other Board member candidates.

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 James Duah-Agyeman to approve the Personnel Hires of:

- Maura Conlon as a Teacher
- Layshawn Williams as a Paraprofessional

The motion was approved unanimously.

## 6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment – The Board will continue its efforts to identify at least two additional Board members.
- b. Board Housekeeping – As the new school year begins, the Board reviewed information regarding Board member meeting attendance, Board meeting preparation, scheduling Board meetings, and Board responsibilities.
- c. Conflict of Interest Disclosure Statement – The Board reviewed the Code of Ethics and Conflict of Interest Policies. Each Board member will sign the Conflict of Interest Disclosure Statement.
- d. Fourth Quarter Financial Statements – The Board reviewed the Fourth Quarter Financial Statements for the 12 months ending June 30, 2020.

## 7. ACTION ITEMS

- a. Approval of the July 29, 2020 Board Meeting Minutes  
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the July 29, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the August 11, 2020 Board Meeting Minutes  
A motion was made by Regina McArthur and seconded by James Duah-Agyeman to approve the August 11, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.
- c. Ratification of the Revised 2020-2021 School Calendar  
A motion was made by Regina McArthur and seconded by Anthony Ortega to ratify the Revised 2020-2021 School Calendar as submitted. The motion was approved unanimously.
- d. Approval of the Selection of Marissa Willingham as a Member of the Board of Trustees  
The Southside Academy Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Marissa Willingham as a member to its Board of Trustees, with a term expiring on June 30, 2023, pending approval by NYSED. The resolution approving Marissa Willingham is adopted upon NYSED's approval. A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the selection of Marissa Willingham 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 6:07 p.m.

**NEXT MEETING:**  
**Tuesday, November 10, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

*Carol Hill*

**AT REMOTE MEETING**

<https://meet.google.com/rsk-yeej-nmy>  
Or dial: 1 760-695-6366 PIN: 120 133 181#

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President		X	June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Nicole Moss – Dean
2. Lauryn LaBorde – Syracuse City School District
3. Jonathan Arneberg – NHA
4. Andrew Gayle – NHA

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

**1. CALL TO ORDER**

Carol Hill called the meeting to order at 5:13 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. BOARD ORGANIZATIONAL MATTERS

a. Appointment of Marissa Willingham

A motion was made by Regina McArthur and seconded by Anthony Ortega to Appoint Marissa Willingham to Serve a Three-year Term on the Southside Academy Charter School Board of Trustees to Expire in June of 2023. The motion was approved unanimously.

#### 5. MANAGEMENT REPORTS

a. Principal Report

Nicole Moss presented the Principal Report.

Highlights included:

- Approximately 94% of all in-person and virtual students were benchmarked using the AIMSWEB assessment. Information from this assessment allows staff to set goals for students.
- Students with Disabilities showed minimal learning loss since fall 2019 based on results of the NWEA/AIMSWEB assessments.
- To address student attendance and completion of schoolwork, a team of staff members are doing check-ins with students to complete assignments when they are not in the building.

i. 2019-2020 Charter Contract Goals Progress Report

Andrew Gayle presented the 2019-2020 Charter Contract Goals Progress Report.

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

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

iii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Demographics were reviewed.
2. Enrollment and Attendance were reviewed.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

#### 6. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed Monthly Financials, First Quarter Financial Statements, and 2019-2020 Audit Report.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. Carol Hill attended the New York State Charter Association's conference and shared presentation handouts with the Board by email.

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 Regina McArthur to approve the Personnel Hires of:

- Jilian Wojtlan as a Sixth Grade Teacher
- Natassia Clarke as an Interventionist

The motion was approved unanimously.

## 7. DISCUSSION ITEMS

- a. ESSER Funds Overview was discussed. The Coronavirus Aid, Relief, and Economic Security (CARES) Act is the economic stimulus bill that was passed in March 2020 in response to the economic impact of the COVID-19 pandemic. As part of this legislation, federal funds are being awarded to schools. This grant money is called Elementary and Secondary School Emergency Relief (ESSER) funds. The Board reviewed an overview of the general plan of how these funds will be spent. A summary of actual spending will be provided to the Board when the grant is complete.
- b. The 2020-2021 Amended Budget Timing was discussed. The Board reviewed the information regarding the timing of the 2020-2021 Amended Budget. Due to the uncertainties surrounding funds and school learning models, the Board is willing to receive the 2020-2021 Amended Budget during the December or January Board meeting.
- c. The 2019-2020 Audit Report was reviewed. The financial statements presented fairly in all material aspects. The school's financial position and the results of its operations and cash flows were in accordance with accounting principles generally accepted in the United States of America. Finally, the terms of internal controls, no deficiencies were identified that were considered to be material weaknesses.
- d. Annual Board Development and Evaluation were reviewed.
- e. The First Quarter Financial Statements were reviewed.

8. ACTION ITEMS

a. Approval of the September 15, 2020 Board Meeting Minutes

A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the September 15, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

9. NEW BUSINESS

The Board discussed moving the start time of future Board meetings to 5:30 p.m.

10. PUBLIC COMMENT

None was given.

11. ADJOURNMENT

The meeting was adjourned at 6 p.m.

**NEXT MEETING:**

**Tuesday, December 8, 2020 at 5:30 p.m.**

**OFFICER OF THE BOARD**

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

*Carl Hill*

AT REMOTE MEETING

<https://us02web.zoom.us/j/83545509574?pwd=N3pnMnMvR0l0d2lwSk9TNU13WnRmQT09>  
Meeting ID: 835 4550 9574 Passcode: p4ZnA9 Or Join by Phone: 1 646 558 8656 Meeting ID:  
835 4550 9574 Passcode: 744754

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Lauryn LaBorde – Syracuse City School District
3. Andrew Gayle – 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 Regina McArthur 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:

- The school has transitioned to fully remote instruction until January 11, 2021.
- Interim assessments are being administered virtually.
- The school is working with Onondaga County to provide testing to students when in-person instruction resumes.
- To improve student attendance, staff have conducted home visits, distributed hotspots, and repaired computers.
- The Board discussed NHA's proposed recommendation to have students in grades K-5 resume in-person instruction while students in grades 6-8 would adopt hybrid learning after January 11, 2021. The Board supports the recommendation and the school's plan to purchase the necessary materials to prepare for the return of students.

#### i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency and Growth 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 monthly financials and the 2020-2021 Amended Budget.

#### b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board continues its search to identify additional Board members. The Board also discussed the skill set that it would want in prospective 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 James Duah-Agyeman to approve the Personnel Hire of:

- Nafisa Ibrahim as a Paraprofessional

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Fall Employee Engagement Survey Summary – The Board reviewed the COVID-19 Fall 2020 Engagement Survey Summary.

7. ACTION ITEMS

a. Approval of the November 10, 2020 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the November 10, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the 2020-2021 Amended Budget

After due consideration and discussion, a motion was made by Regina McArthur and seconded by Anthony Ortega to approve the 2020-2021 Amended Budget as submitted. The motion was approved unanimously.

c. Approval of the Revised 2020-2021 Board Calendar

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the Revised 2020-2021 Board Calendar 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 6:28 p.m.

**NEXT MEETING:**  
**Tuesday, January 12, 2021 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** Carl Hill

AT REMOTE MEETING

<https://us02web.zoom.us/j/83545509574?pwd=N3pnMnMvR0l0d2lwSk9TNU13WnRmQT09>  
Meeting ID: 835 4550 9574 Passcode: p4ZnA9 Or Join by Phone: 1 646 558 8656 Meeting ID:  
835 4550 9574 Passcode: 744754

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President		X	June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary		X	June 30, 2021
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Lauryn LaBorde – Syracuse City School District
3. Andrew Gayle – NHA

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:33 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:

- Students will return to the building on January 19, 2021. Students in grades K-5 will receive daily in-person instruction while students in grades 6-8 will receive hybrid instruction.
- The results of the recent interim assessments show areas for improvement in both math and English language arts.
- When students return to school, Onondaga County will provide COVID-19 testing to students and staff.
- Teachers have been notified that vaccines will be offered at the New York State Fairgrounds for those who are immunocompromised.

b. Monthly Financial Statements

The Monthly Financial Statements were 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 New York State Education department is offering a townhall for Board members. Information regarding the townhall was shared with the Board members. Dr. Lester W. Young, Jr. was elected chancellor of the New York State Board of Regents.

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:

- Miranda Lynn Parkis as a Special Education Teacher

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Board Self-Evaluation and Evaluation of NHA – The Board discussed the importance of conducting a Board Self-Evaluation and Evaluation of NHA. The Board plans to complete the evaluations in June 2021.
- b. Board Terms and Resignations – Board members reviewed information regarding the importance of providing timely notification if their Board membership changes so the Board can be proactive in identifying prospective candidates. The Board continues its efforts to identify prospective Board members.

7. ACTION ITEMS

- a. Approval of the December 8, 2020 Board Meeting Minutes  
A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the December 8, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Appointment of the 2020-2021 Audit Firm  
A motion was made by Anthony Ortega and seconded by Marissa Willingham to appoint Plante Moran as the 2020-2021 Audit Firm. The motion was approved unanimously.
- c. Approval of the 2021-2022 Offered Seats Schedule  
A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the 2021-2022 Offered Seats Schedule as submitted. The motion was approved unanimously.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

Ruby Bridges, a civil rights icon, activist, author, and speaker, will serve as keynote speaker for the 36<sup>th</sup> annual Rev. Dr. Martin Luther King Jr. Celebration at Syracuse University. The event will take place online on Sunday, January 31, 2021 at 7 p.m.

10. ADJOURNMENT

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

**NEXT MEETING:  
Tuesday, February 9, 2021 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**                     *Carl Hill*

AT REMOTE MEETING

<https://us02web.zoom.us/j/83545509574?pwd=N3pnMnMvR0l0d2lwSk9TNU13WnRmQT09>  
"Meeting ID: 835 4550 9574 Passcode: p4ZnA9 Or Join by Phone: 1 646 558 8656 Meeting ID: 835 4550 9574 Passcode: 744754"

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Lauryn LaBorde – Syracuse City School District
3. Andrew Gayle – NHA

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:33 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by Regina McArthur 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:

- Due to recent transitions, the school's leadership is focused on filling several staff vacancies.
- Students and staff are preparing for the upcoming 2 ELA assessment.
- If state standardized testing is not offered, the school will offer internal assessments during the standardized testing timeframe to gauge the academic performance of students.
- Emily Cole, Deputy Regional Director for U.S. Senator Charles Schumer, conducted a virtual visit at the school and answered student questions.
- The school staff are working to improve student attendance.

#### 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 New York State Education Department's Charter School Office will conduct a virtual visit at the school as part of a check-in during the current pandemic instructional period.

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 Hires of:

- Jacob Welsh as a Science Teacher
- Joseph Gardner as a Long-Term Substitute
- Mukoma Mukoma as a Bus Liaison
- Alan Pascale as an ELA Teacher
- Maya Waters as an Interventionist

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The 2021 National Charter Schools Conference was discussed. The Board reviewed information regarding the 2021 National Charter Schools Conference which will be held virtually from June 20-23, 2021. Attendees can participate in live and on-demand sessions.
- b. The Second Quarter Financial Statements were reviewed.

7. ACTION ITEMS

- a. Approval of the January 12, 2021 Board Meeting Minutes  
A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the January 12, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

The Board and Tammy Pugh discussed the emotional well-being of staff and ways in which to recognize their efforts.

10. ADJOURNMENT

The meeting was adjourned at 5:56 p.m.

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

**OFFICER OF THE BOARD**

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

*Carl Hill*

AT REMOTE MEETING

<https://us02web.zoom.us/j/83545509574?pwd=N3pnMnMvR0l0d2lwSk9TNU13WnRmQT09>  
Meeting ID: 835 4550 9574 Passcode: p4ZnA9 Or Join by Phone: 1 646 558 8656 Meeting ID:  
835 4550 9574 Passcode: 744754

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2023
Regina McArthur   Secretary	X		June 30, 2021
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Pugh – Principal
2. Lauryn LaBorde – Syracuse City School District
3. Andrew Gayle – NHA

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

1. CALL TO ORDER

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

2. ROLL CALL

Roll call was held.

### 3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by Regina McArthur 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 State Education Department's Charter School Office will conduct a virtual mid-charter term site visit. The visit will take place in March, April, or May.
- Based on recent interim testing there was growth of more than 10% in ELA proficiency.
- The school is conducting a survey to gauge parent interest in having students in all grades return for socially distanced, daily in-person instruction beginning April 23, 2021. A virtual option will still be offered for those families who would prefer to receive remote instruction.
- The school is currently seeking to fill five Teacher in Residence vacancies.

#### i. Retention Update

Tammy Pugh provided a Retention Update to the Board. Teachers have held conversations with the families of students who are at risk of retention. Additional parent/teacher conferences will be held to discuss retention.

#### ii. 2021-2022 Academic School Improvement Plan Goals

Tammy Pugh presented the 2021-2022 Academic School Improvement Plan goals. The plan will focus on curriculum, professional development, and a review of data analysis.

#### iii. Wellness Policy Review

Tammy Pugh presented and discussed the Wellness Policy process, goals and objectives, and feedback gathered. "Brain Breaks" are used during class to promote physical activity. The school will also host a healthy snack day to promote healthy meal choices.

#### 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 Financial Statements for the seven months ending January 31, 2021 and IRS Form 990 for the period July 2019 – June 2020.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report.

- i. State Ed's Site Visit March 3, 2021 – The State Education Department's Charter School Office conducted a virtual check-in with Carol Hill and Tammy Pugh. The Charter School Office will conduct a virtual mid-charter term site visit. The visit will take place in March, April, or May.

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 Marissa Willingham to approve the Personnel Hires of:

- Chance Phillips as a Teacher in Residence
- Danielle Wells as an Intern Dean
- Elizabeth King as a Teach Force Teacher
- Karen Marie Van Wyk as a Long-term Substitute
- Lily Hamill as a Teacher in Residence

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Form 990 – The Board reviewed the IRS Form 990 for the period July 2019 – June 2020.
- b. Administrative Professionals Week – Administrative Professional Week will be celebrated April 19-23, 2021. This provides an opportunity to recognize Office Administrators and Registrars.
- c. Teacher Appreciation Week – Teacher Appreciation Week will be celebrated May 3-7, 2021. This provides an opportunity to celebrate staff members and their impact on the lives of the children.

7. ACTION ITEMS

a. Approval of the February 9, 2021 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the February 9, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the District-Wide Plan Supplement

A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the District-Wide Plan Supplement to Address Protocols for Responding to a Declared State Disaster Emergency Involving a Communicable Disease as submitted. The motion was approved unanimously.

8. NEW BUSINESS

The Board reviewed information regarding the 2021 National Charter Schools Conference which will be held virtually from June 20-23, 2021. Attendees can participate in live and on-demand sessions.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

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

**NEXT MEETING:**  
**Tuesday, April 13, 2021 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** Carl Hill

AT REMOTE MEETING

<https://us02web.zoom.us/j/83545509574?pwd=N3pnMnMvR0l0d2lwSk9TNU13WnRmQT09>  
Meeting ID: 835 4550 9574 Passcode: p4ZnA9 Or by Phone: 1 646 558 8656 Meeting ID: 835 4550 9574 Passcode: 744754

**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 30, 2024
Marissa Willingham   Trustee	X		June 30, 2023

**NON-BOARD MEMBERS ATTENDING:**

1. Nicole Moss – Dean
2. Lauryn LaBorde – Syracuse City School District
3. Andrew Gayle – NHA

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:32 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 Regina McArthur to approve the agenda as submitted. The motion was approved unanimously.

#### 4. MANAGEMENT REPORTS

a. Principal Report

Nicole Moss presented the Principal Report.

Highlights included:

- Parent/Teacher Conferences were held in-person and virtually. Three teachers in kindergarten through second grade were able to reach 100% participation. Other teachers were at 85-90% participation. Staff will continue to work on reaching all families.
- A kindergarten transition meeting with local daycare and head start programs was held on March 11, 2021.
- A Family Focus Group was held March 18, 2021 to answer questions for new families considering enrollment.
- Virtual Recognition Assemblies were held for all grades.
- Staff members conducted an analysis of the Interim 2 results. There were two professional development trainings on deep data analysis. During these trainings teachers met with ELA and math curriculum and instruction specialists to analyze data, infer misconceptions, and pre-plan procedural and conceptual action steps in reteaching.
- School leadership is looking to provide a greater focus on the feedback provided to staff in preparing their lessons. Deans will be focusing their feedback on the lesson plans of 1-2 main areas for a six-week span.
- Kindergarten through second grade teachers have upcoming professional development in the areas of ELA, math, and science.
- The following tests will be administered: New York State ELA Testing in grades 3-8 will be held April 19-20, 2021, and New York State Math Testing in grades 3-8 will be held May 4-5, 2021.

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 monthly financial statements for the eight months ending February 28, 2021. Anthony Ortega notified the Board of the passing of Jeff Ratuszny, NHA's Director of Financial Operations.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report.

i. Mid-term Site Visit

The New York State Education Department's Charter School office will conduct a mid-term site visit of the school before the end of the current school year. All necessary documents in preparation for the mid-term site visit have been submitted.

c. Personnel Committee Report

No new information was presented.

6. DISCUSSION ITEMS

- a. The Proposed 2021-2022 Board Calendar was reviewed.
- b. The Disclosure of Financial Interest Forms were reviewed. The Disclosure of Financial Interest Form is required as part of the submission of the school's Annual Report.
- c. The 2020-2021 Board Satisfaction Survey was reviewed. Information from the survey is used to strengthen how the Board and NHA work together.

7. ACTION ITEMS

a. Approval of the March 9, 2021 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the March 9, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Reappointment of James Duah-Agyeman to Serve an Additional Board Term of Three Years to Expire in June of 2024

A motion was made by Anthony Ortega and seconded by Regina McArthur to Reappoint James Duah-Agyeman to Serve an Additional Three-year Term on the Southside Academy Charter School Board of Directors to Expire in June of 2024. The motion was approved unanimously.

c. Reappointment of Regina McArthur to Serve an Additional Board Term of Three Years to Expire in June of 2024

A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to Reappoint Regina McArthur to Serve an Additional Three-year Term on the Southside Academy Charter School Board of Directors to Expire in June of 2024. The motion was approved unanimously.

d. Approval of the 2021-2022 Student Code of Conduct

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2021-2022 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.

8. NEW BUSINESS

Gerald Seals shared information regarding a free tele-dentistry program for kindergarten through eighth grade in which students are examined and referrals are made for additional care, when necessary. The Board will review a proposal of the program for possible use at the school.

Syracuse Mayor Ben Walsh virtually read a book to students and described his role as Mayor.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:19 p.m.

**NEXT MEETING:**  
**Tuesday, May 11, 2021 at 5:30 p.m.**

**OFFICER OF THE BOARD**

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

*Carol Hill*

**AT REMOTE MEETING**

<https://us02web.zoom.us/j/83545509574?pwd=N3pnMnMvR0l0d2lwSk9TNU13WnRmQT09>  
 Meeting ID: 835 4550 9574 Passcode: p4ZnA9 Or by Phone: 1 646 558 8656 Meeting ID: 835 4550 9574 Passcode: 744754

**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. Nick Murphy – Syracuse City School District
4. Andrew Gayle – NHA

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

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

A motion was made by Anthony Ortega and seconded by Regina McArthur 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:

- Approximately 170 students have signed up to attend the school's summer program.
- Kindergarten and eighth grade moving up ceremonies will be held outdoors on June 23, 2021.
- Students took the second interim assessment, and a third interim assessment will be offered towards the end of the year.
- In preparation for the upcoming school year, teachers received professional development in Bridges and Number corners.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Interim Assessment Report was reviewed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the Third Quarter Financial Statements and the 2021-2022 Initial Budget Proposal.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The New York State Education Department's Charter Schools Office will conduct a virtual site visit at the school on June 9, 2021.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

i. Approval of the Personnel Hire

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

- Kelly Martin as a Teacher in Residence

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The Third Quarter Financial Statements for the nine months ending March 31, 2021 were reviewed.
- b. The Dignity for All Students Act (DASA) Update was discussed. The Board reviewed information regarding New York's Dignity for All Students Act (DASA). 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, a school bus and/or at a school function.

7. ANNUAL MEETING ACTION ITEMS

- a. Approval of the Election of Officers  
A motion was made by Anthony Ortega and seconded by Regina McArthur 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 Regina McArthur 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 Marissa Willingham and seconded by Regina McArthur to appoint the NHA Director of Construction 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 Regina McArthur and seconded by Marissa Willingham 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  
A motion was made by Anthony Ortega and seconded by Regina McArthur to appoint the School Principal as the Whistleblower Compliance Officer. The motion was approved unanimously.

8. ACTION ITEMS

a. Approval of the April 13, 2021 Board Meeting Minutes

A motion was made by Regina McArthur and seconded by Marissa Willingham to approve the April 13, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the 2021-2022 School Calendar

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2021-2022 School Calendar as submitted. The motion was approved unanimously.

c. Approval of the 2021-2022 Board Calendar

A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the 2021-2022 Board Calendar as submitted. The motion was approved unanimously.

d. Approval of the 2021-2022 Initial Budget Proposal

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

9. NEW BUSINESS

A meeting will be scheduled with Gerald Seals, Tammy Pugh, and John Kelepurovski to discuss a free tele-dentistry program for kindergarten through eighth grade students.

10. PUBLIC COMMENT

None was given.

11. ADJOURNMENT

The meeting was adjourned at 6:16 p.m.

**NEXT MEETING:**

**Tuesday, June 8, 2021 at 5:30 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**                     *Carol Hill*

AT REMOTE MEETING

<https://us02web.zoom.us/j/83545509574?pwd=N3pnMnMvR0l0d2lwSk9TNU13WnRmQT09>  
Meeting ID: 835 4550 9574 Passcode: p4ZnA9 Or by Phone: 1 646 558 8656 Meeting ID: 835 4550 9574 Passcode: 744754

**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. Nick Murphy – Syracuse City School District
3. Kellie Hoerner – NHA
4. Andrew Gayle – NHA

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:33 p.m.

2. ROLL CALL

Roll call was held.

### 3. APPROVAL OF THE AGENDA

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

Amendments:

- Add Action Item: Approval of the Revised 2021-2022 School Calendar
- Reapproval of the Proposed Revision to the Charter Application

### 4. MANAGEMENT REPORTS

#### a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- The State Education Department will conduct a virtual midterm charter visit at the school on June 16, 2021.
- There will be in-person graduation ceremonies for kindergarten and eighth grade students on June 23, 2021.
- Several candidates were interviewed for positions at the school.
- A third math Interim Assessment will be offered to students in grades three through eighth.

#### i. Whistleblower Report

Tammy Pugh presented the Whistleblower Report.

#### 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 financial statements for the ten months ending April 30, 2021.

#### b. Governance Committee Report

Carol Hill presented the Governance Committee Report. As part of the State Education Department's virtual midterm charter visit, there will be a discussion with the Board. Several Board members plan to attend the 2021 virtual National Charter Schools Conference.

#### 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 Regina McArthur to approve the Personnel Hire of:

- Molly Ganley as a Teacher

The motion was approved unanimously.

6. DISCUSSION ITEMS

- Board Self-Evaluation and Evaluation of NHA was discussed. As part of a possible retreat in July 2021, the Board will conduct a Self-Evaluation and Evaluation of NHA.
- The Spring Employee Engagement Survey Summary was reviewed.

7. ACTION ITEMS

a. Approval of the May 11, 2021 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the May 11, 2021 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the Revised 2021-2022 School Calendar

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

c. Reapproval of the Proposed Revision to the Charter Application

A motion was made by Anthony Ortega and seconded by Regina McArthur to reapprove the Proposed Revision to the Charter Application and 2021-2022 School Calendar to reference a summer learning program. The motion was approved unanimously.

8. NEW BUSINESS

Regina McArthur informed the Board that the proposed tele-dentistry program will be placed on hold based on CDC restrictions. Carol Hill has discussed the opportunity to join the school Board with two prospective individuals.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

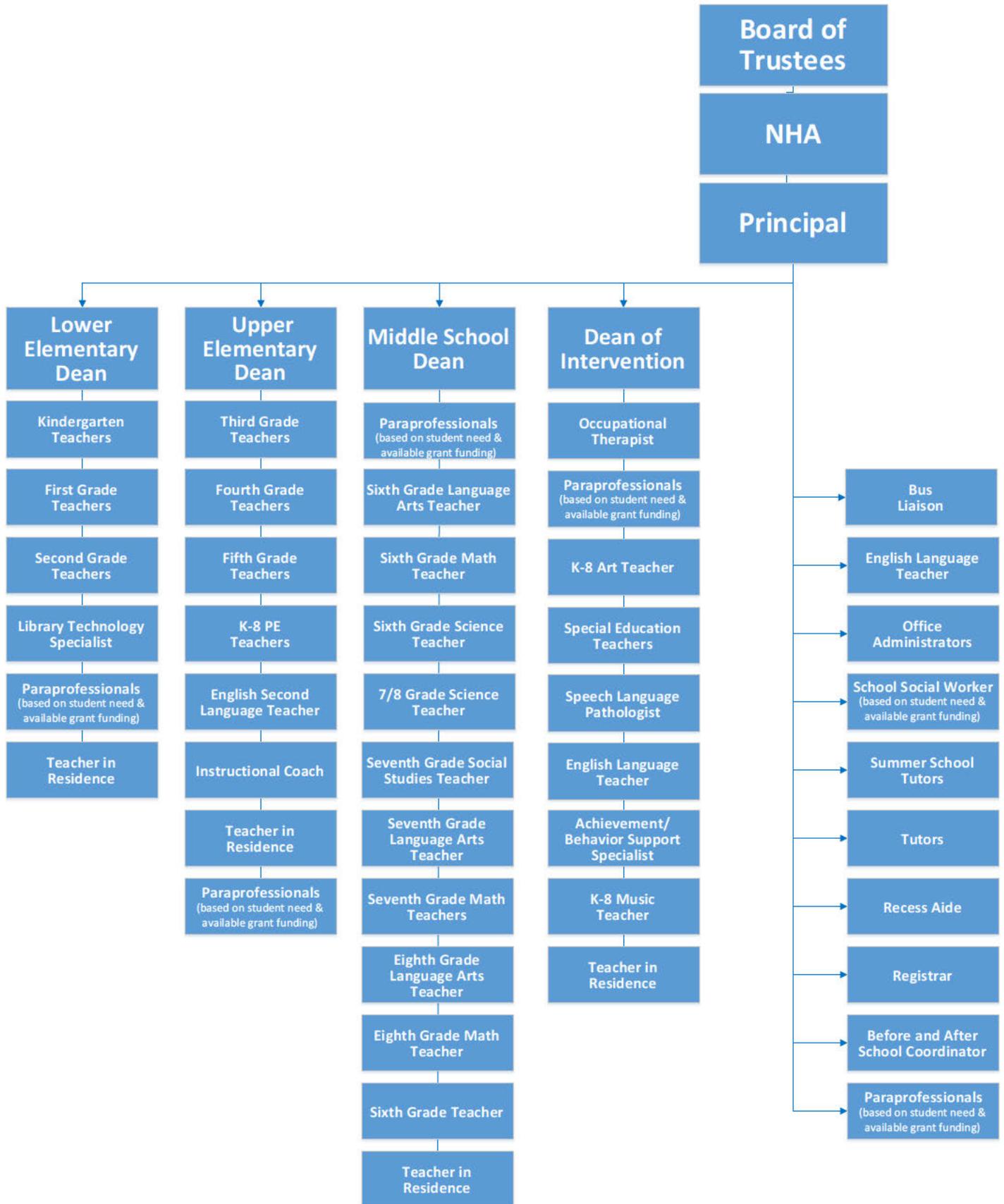
The meeting was adjourned at 6:08 p.m.

**NEXT MEETING:  
Tuesday, July 13, 2021 at 5:30 p.m.**

**OFFICER OF THE BOARD**

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

# Southside Academy Charter School Organizational Chart



# Southside Academy Charter School

## 2021-22 School Year

July/August						
Su	M	T	W	Th	F	Sa
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 19-22 - NHA Leadership Summit  
Summer School 6th-30th, M-Th  
25th-27th Staff PD  
30th-31st Staff 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 Regional PD; 2nd-3rd Staff PD  
6th Labor Day; 7th 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						

11th 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				

2nd Regional PD  
10th End of Q 1; 11th Veteran's Day  
23rd PT Conf.; 24th-26th Thanksgiving Break  
29th 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	

10th Teacher Work Day  
24th-31st 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  
17th MLK Day  
28th End of Q 2

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					

21st-25th Winter Recess  
28th School Resumes

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		

11th Teacher Work Day  
15th-16th Principals Mtg; 18th 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

8th End of Q3  
11th-15th Spring Recess  
18th School Resumes

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				

24th-26th NY 8 Science; 27th PD/Contingency Day  
30th Memorial Day; 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		

1st Contingency Day; 2nd 2-8 NY 8 Science  
13th Regional PD  
20th Juneteenth; 24th 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: 6/8/2021

**Last Update: 6/1/2021**  
 183 School Days  
 8:45am - 3:45pm School Hours  
 8:45am - 11:30pm (half)  
 1130 Instructional Hours

04 November 2020

**Southside Academy Charter School**

An annual fire-safety inspection was conducted at Southside Academy Charter School, located at 2201 Onondaga Creek Blvd. on 4 November 2020. The following items were found to be deficient:

1. It appeared that astragals were missing on all smoke doors located in the hallways.
2. There was improper fire sprinkler coverage in the janitor's office area. A HVAC duct was blocking coverage and an additional head was needed under the ductwork.



Mark J. Savage

Fire Marshal, City of Syracuse



Mark J Savage  
New York State Certified  
Code Enforcement Officer  
NYS #1005-7279B

**Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet**

School Name National Heritage Academy Building Name Southside Academy  
Charter

Item #	Non-Conformance	Date Corrected		Item #	Non-Conformance	Date Corrected		Item #	Non-Conformance	Date Corrected	
08A-2	/			13A-2				19E-1			
08B-2				13B-2				19F-1			
08C-2				14A-2				19G-1			
08D-2				14B-2	X			19H-2			
08E-2				14C-2				20A-1			
09A-2				14D-1				20B-1			
09B-2				14E-1				20C-1			
09C-1				15A-2				21A-3			
09D-1				15B-1				22A-3			
09F-2				15C-2				22B-3			
09G-2			15D-2				22C-3				
10A-2			15E-1				23A-1				
10B-2			16A-2				23B-1				
10C-1			16B-2				23C-1				
10D-1			16C-2				23D-2				
11A-2			17A-3				24A-3				
11B-1			17B-2				25A-3				
11C-2			17C-2								
11D-2			17D-2								
11E-1			17E-1								
12A-1			17F-3								
12B-3			17G-1								
12C-2			17H-2								
12D-2			17I-2								
12E-1			17J-1								
12F-1			17K-1								
12G-1			17L-1								
12H-1			18A-2								
12I-1			18B-2								
12J-1			18C-2								
12K-1			18D-2								
12L-1			19A-3								
12M-1			19B-2								
12N-1			19C-1								
12O-2			19D-1								

**If any additional non-conformances are observed, check item 25A-3 and list the Code section below.**

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**Inspector**  
 The inspector has been provided with a copy of the previous year's school fire safety report:

Yes  No



Mark J Savage  
 New York State Certified  
 Code Enforcement Officer  
 NYS #1005-7279B

*[Signature]*  
 11/4/20

**Part III: Nonpublic School Certifications**

**Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below**

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

For additional information regarding these methods, please refer to: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

The individual noted below inspected this building on 11/4/20 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: MARK J. SAVAGE Title: FIRE MARSHAL

Signature: [Signature] Date: 11/4/20

Inspector's Organization: CITY OF SYRACUSE FIRE DEPARTMENT

Inspector's Telephone #: [Redacted] Inspector's [Redacted]

Inspector's Registry # (assigned by the NYS Department of State) [Redacted]

 Mark J Savage  
New York State Certified  
Code Enforcement Officer  
NYS #1005-7279B

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

2002 ONONDAGA CREEK BLVD CASE 239

GENY AFFORDABLE LAND DEV

Certificate # [Redacted] Permit# [Redacted]

Address [Redacted] Owner [Redacted] 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:

*[Signature]* Director  
*[Signature]* Assistant Director

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

APPROVED FOR CERTIFICATE OF OCCUPANCY

N/A  
 SOCEA *[Signature]* Date *11/17/07* Date  
*Meve Gaults* *11/17/07* Date  
 Dep. Chief *Ken Towles* *11/20/07* Date  
 Elec. Insp. \_\_\_\_\_ Date  
 Elevator Insp. \_\_\_\_\_ Date  
 HVAC Insp. *[Signature]* 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