

Application: Southside Academy Charter School

Jessie Montoya - jmontoya@nhaschools.com
2022-2023 Annual Report

Summary

ID: 0000000148

Last submitted: Nov 1 2023 02:22 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Jul 31 2023

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 the [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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

SOUTHSIDE ACADEMY CHARTER SCHOOL 800000040667

a1. Popular School Name

Southside

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

SYRACUSE CITY SD

e. Date of Approved Initial Charter

Jan 1 2002

f. Date School First Opened for Instruction

Sep 3 2002

g. Approved School Mission and Key Design Elements

(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.

Key Design Elements

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.

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.

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.

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.

h. School Website Address

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

i. Total Approved Charter Enrollment for 2022-2023 School Year

690

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

690

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5
6
7
8

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

Yes

I1. Charter Management Organization Name

National Heritage Academies

I2. Charter Management Organization Email Address

info@nhaschools.com

I3. Charter Management Organization Email Phone Number

877-223-6402

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

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 previous year (K-5, 6-9, etc.)	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	K-8	N/A

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Tammy Pugh	Principal	315-476-3019	██████████	44.tpugh@nhaschools.com
Operational Leader	Ron Large	Director of School Quality	616-222-1700	██████████	rlarge@nhaschools.com
Compliance Contact	Julie Meller	Manager of Compliance	616-954-3081	██████████	jmeller@nhaschools.com
Complaint Contact	Julie Meller	Manager of Compliance	616-954-3081	██████████	jmeller@nhaschools.com
DASA Coordinator	Tammy Pugh	Principal	315-476-3019	██████████	44.tpugh@nhaschools.com
Phone Contact for After Hours Emergencies	Tammy Pugh	Principal	315-476-3019	██████████	44.tpugh@nhaschools.com

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

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

This is required, marked optional for administrative purposes.

[Southside.pdf](#)

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

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

None

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

ATTESTATIONS

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

Name	Liz Russo
Position	Board Relations Coordinator
Phone/Extension	616-929-1282
Email	lrusso@nhaschools.com

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

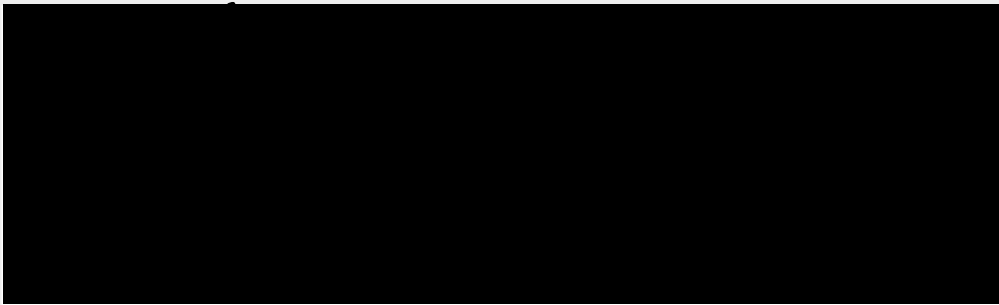
As outlined in ENTRY 10:

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.

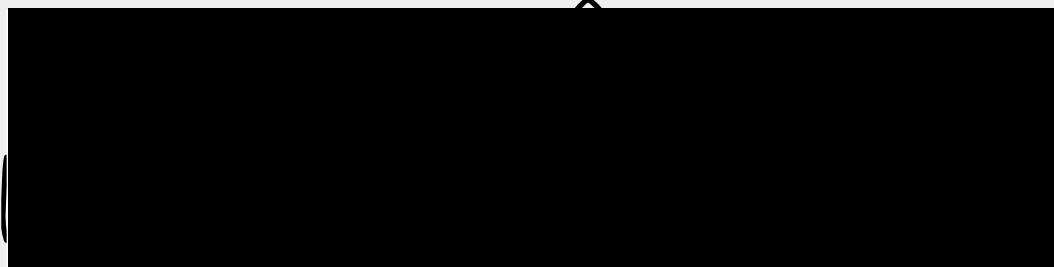
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. A small portion of a handwritten mark is visible at the bottom center of the redacted area.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. A small portion of a handwritten mark is visible at the bottom left of the redacted area.

Date

Jul 31 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: Southside Academy Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<u>https://app.sharebase.com/#/folder/1784/share/239-be7VTc0Km0grSzRFbBgmbGrCZFM</u>
2. Board meeting notices, agendas and documents	<u>https://www.nhaschools.com/schools/southside-academy-charter-school/en/board-documents</u>
3. New York State School Report Card	<u>https://data.nysed.gov/</u>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u>https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/96b3f96d-b045-420f-9b12-c35c8bece663/Southside-(NY)-Final-2023-24.pdf</u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u>https://www.nhaschools.com/schools/southside-academy-charter-school/en/School-Operations</u>
6. Authorizer-approved FOIL Policy	<u>https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkJvEBg_</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://app.sharebase.com/#/folder/1777/share/239-p--gfyxxFtwwltkz5b3ctkJvEBg_</u>

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 1 2023

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Goal 1: According to the ESEA Accountability Designation, the school will be designated as Good Standing.	State Assessment	Met	N/A
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 to the next.	State Assessment	Not Met	<p>ELA: 33%</p> <p>Math: 42%</p> <p>We utilize our curricular tools to help students at all levels and to close achievement gaps in ELA:</p> <ul style="list-style-type: none"> • Reading Mastery • Corrective Reading • Heggerty

				<ul style="list-style-type: none"> • Lexia • Novel studies <p>Additionally, curricular tools to support learning in math include:</p> <ul style="list-style-type: none"> • Dreambox • Bridges • Illustrative Math <p>We will continue to progress monitor students regularly for growth and mastery. We will also use the data from progress monitoring to ensure we provide the necessary intervention.</p>
Academic Goal 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	Not Met	<p>ELL: ELA 31%; Math 35%</p> <p>SWD: ELA 14%; Math 22%</p> <p>ED: ELA 33%; Math 42%</p> <p>Subgroup populations receive increased intervention support. For example, students may be pulled out of the classroom to participate in small group work based on their needs. These services optimize grade-level instruction so that students meet academic goals.</p>

				<p>Additionally, we utilize the curricular tools noted in Goal 3 to help students at all levels and to close achievement gaps.</p> <p>We will continue to progress monitor students regularly for growth and mastery. We will also use the data from progress monitoring to ensure we provide the necessary intervention.</p>
Academic Goal 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
Academic Goal 7	Goal 7: The percent of students who score proficiently on 3-8 state assessments for all students, by grade level, will meet (or	State/Federal Designation	Unable to Assess	N/A

	exceed) the District Proficiency Rate.			
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 2022-2023 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”.

2022-2023 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	N/A
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	N/A
Org Goal 3	Goal 3: The Board of Trustees provides competent stewardship and oversight of the school while maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational	Annual Board Self-Evaluation	Met	N/A

	viability, Board effectiveness and faithfulness to the terms of its charter.			
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	N/A
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	N/A
Org Goal 6	Goal 6: The school is meeting or making annual progress toward meeting the enrollment plan outlined in its charter and its enrollment and retention targets for students with disabilities, English language learners, and students who are eligible applicants for the free and reduced-priced lunch	Annual assessment of enrollment and retention targets.	Met	N/A

	program; or has demonstrated that it has made extensive good faith efforts to attract, recruit, and retain such students.			
Org Goal 7	Goal 7: The school's reported enrollment will be at least 85% of its contracted enrollment.	Student Enrollment & Retention Counts	Not Met	<p>Southside's admissions representative will be responsible for executing the school's enrollment strategies, which will include:</p> <ul style="list-style-type: none"> • Identifying ambassador groups of current families to promote our program. • Hosting enrollment events such as informational meetings, open houses, and registration events. • Conducting outreach to families of English language learners and students with disabilities. • Distributing brochures throughout the community, including at daycare centers.
Org Goal 8	Goal 8: The school's enrollment for SWD, ELL, and Economically Disadvantaged students will be no less than 5% lower than the district of	Student Enrollment & Retention Counts	Unable to Assess	<p>Southside enrollment: SWD 17.6%; ELL 5.8%; Economically Disadvantaged: 95.7%</p>

	location's enrollment for the same subgroups.			
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	Southside retention: 87%
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	Southside retention: SWD 98%; ELL 83%; Economically Disadvantaged: 89%
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				

Org Goal 20				
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5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 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	Not Met	Southside does not typically carry financial assets in excess of 60 days of normal operating expenses. Due to our services agreement with NHA, NHA is required to make contributions to the school if expenditures exceed revenue during the year.
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	N/A
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[Southside Academy Charter School - FS 6](#)

Filename: Southside_Academy_Charter_School_-_5FGhU4b.pdf Size: 1.4 MB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

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

Completed - Nov 1 2023

[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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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.

[NYSED 23-24 Audited Financial Report Template - Southside](#)

Filename: NYSED_23-24_Audited_Financial_Rep_HH7VcJO.xlsx Size: 88.6 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. 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. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

[Southside - Full 4c Additional Financial Documents Submission](#)

Filename: Southside_-_Full_4c_Additional_Fin_xTCEh4Y.pdf Size: 416.4 kB

Entry 4d - Financial Contact Information

Completed - Nov 1 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Michael Nagy	mnagy@nhaschools.com	616-929-1183

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Corey VanDyke	Corey.VanDyke@plautemoran.com	269-567-4648	15

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
	N/A	N/A	N/A		000-000-0000	0

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

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

[NYSED 23-24 Budget Template - Southside](#)

Filename: NYSED_23-24_Budget_Template_-_Southside.xlsx Size: 44.3 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Carol Hill 2023](#)

Filename: Carol_Hill_2023.pdf Size: 157.8 kB

[Regina McArthur 2023](#)

Filename: Regina_McArthur_2023.pdf Size: 207.8 kB

[Marissa Willingham 2023](#)

Filename: Marissa_Willingham_2023.pdf Size: 436.5 kB

[Anthony Ortega 2023](#)

Filename: Anthony_Ortega_2023.pdf Size: 566.2 kB

[James Duah-Agyeman 2023](#)

Filename: James_Duah-Agyeman_2023.pdf Size: 535.6 kB

Entry 7 BOT Membership Table

Completed - Jul 31 2023

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.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Carol Hill	[REDACTED]	Chair	Finance &G overnance	Yes	8	4/5/2022	6/30/2025	11
2	James Duah-Agyeman	[REDACTED]	Vice Chair	Personnel	Yes	4	4/13/2021	6/30/2024	9
3	Regina McArthur	[REDACTED]	Secretary	Finance &G overnance	Yes	2	4/13/2021	6/30/2024	5 or less
4	Anthony Ortega	[REDACTED]	Treasurer	Finance &G overnance	Yes	4	4/11/2023	6/30/2026	11
5	Marissa Willingham	[REDACTED]	Trustee/Member	N/A	Yes	2	4/11/2023	6/30/2026	12
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, 2023	5
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

5

Total number of Voting Members added during the 2022-2023 school year:

5

Total number of Voting Members who departed during the 2022-2023 school year:

5

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

5

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

1

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

Southside Signed Minutes 02-14-23

Filename: Southside_Signed_Minutes_02-14-23.pdf Size: 220.7 kB

Southside Signed Minutes 1-10-23

Filename: Southside_Signed_Minutes_1-10-23.pdf Size: 213.6 kB

Southside Signed Minutes 3-28-23

Filename: Southside_Signed_Minutes_3-28-23.pdf Size: 182.1 kB

Southside Signed Minutes 6-13-23

Filename: Southside_Signed_Minutes_6-13-23.pdf Size: 208.4 kB

Southside Signed Minutes 5-9-23

Filename: Southside_Signed_Minutes_5-9-23.pdf Size: 210.0 kB

Southside Signed Minutes 7-12-22

Filename: Southside_Signed_Minutes_7-12-22.pdf Size: 237.2 kB

Southside Signed Minutes 4-11-23

Filename: Southside_Signed_Minutes_4-11-23.pdf Size: 250.9 kB

Southside Signed Minutes 11-8-22

Filename: Southside_Signed_Minutes_11-8-22.pdf Size: 213.2 kB

Southside Signed Minutes 8-9-22

Filename: Southside_Signed_Minutes_8-9-22.pdf Size: 212.0 kB

Southside Signed Minutes 10-11-22

Filename: Southside_Signed_Minutes_10-11-22.pdf Size: 213.1 kB

Southside Signed Minutes 9-13-22

Filename: Southside_Signed_Minutes_9-13-22.pdf Size: 220.7 kB

Southside Signed Minutes 12-13-22

Filename: Southside_Signed_Minutes_12-13-22.pdf Size: 210.3 kB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>Southside Academy Charter School understands the need to meet the enrollment and retention targets for the student subgroups identified by SUNY Trustees, including students who are eligible to participate in the free or reduced-price lunch program (FRL). We have taken significant steps to increase our enrollment and retention efforts for all students, and specifically for students who are eligible for the FRL program and students with disabilities.</p> <p>Southside had an Admissions Representative who was tasked with building relationships with support organizations to gain familiarity with the services they provide. The school can also provide assistance with resources to reduce barriers for attendance (i.e., uniforms and school supplies). The on-site admissions representative was directly responsible for overseeing and executing marketing and outreach efforts, and for keeping a log in NHA's CRM system of all activities with community groups seen as likely assets in this process. The Admissions Representative collaborated with, and received 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,</p>	<p>With COVID-19 restrictions eased, the school will be expanding its community outreach accordingly. However, online meetings that were implemented during the pandemic improved access to information for all families. Therefore, the school will continue to offer informational sessions online and grow our library of informational videos available on our YouTube channel. The school will resume additional in-person engagement with the community as allowable.</p>

recruitment events, and comprehensive communications outreach to new families.

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

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

Additional Recruitment Efforts included:

- Coordinating recruitment activities with other's that target special populations (i.e., 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.

	<ul style="list-style-type: none"> • 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. • Providing free KinderCamp so that incoming kindergarten students are prepared for the upcoming school year. <p>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.</p> <p>We will continue to monitor the efficacy of our special population recruitment and enrollment efforts by carefully tracking student enrollment numbers.</p>	
English Language Learners	Southside understands the need to meet the enrollment and retention targets for the student subgroups identified by SUNY Trustees,	We will continue the aforementioned efforts and also implement an updated comprehensive marketing plan specifically designed for

including English Language Learners (ELL). In addition to the general recruitment efforts, we have made efforts to specifically attract and recruit ELL students as outlined below.

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 whom English is their second language.

In 2022-23, we were able to hold in-person enrollment events such as information meetings, open houses, and registration events that included Spanish-speaking staff to create a welcoming environment and help families more easily to learn about our school. At these enrollment information meetings for parents interested in Southside and provide student applications in Arabic, Bengali, Chinese, English, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu. At these meetings, we share information on the ELL program and its ability to meet the needs of ELL students. We also provide ELL families with specific English language development strategies to help children succeed in school.

outreach to the ELL and refugee communities. 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.

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

We have added an ELL teacher position, for a total of two ELL teachers, to provide ELL services in all grade levels.

The school will continue to monitor the efficacy of our special population recruitment and enrollment efforts by carefully tracking student enrollment numbers. In addition, the school and its support team are developing systems to help families who don't speak English navigate the enrollment and onboarding process more smoothly.

Regular tour times are offered each week to encourage families to visit the school and learn first-hand about the programs offered. Our school registrar is available to assist Spanish-speaking families as they tour the school. These tours are promoted throughout the community through grassroots marketing. Families may also request a school tour through the school's website or take a virtual tour through our Facebook page.

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

Our admission representative partners with area civic groups, such as Hispanic United, Westside Learning Center, and Refugee and Immigrant Self-Empowerment (RISE), to inform families these groups serve about opportunities at Southside and to explore ways for Southside and these groups to collaborate in serving Southside students. We have added other community partners in the current charter term, including Family Resource Center and Spanish League, Northside Learning Center, faith-based organizations, and Head Start locations.

The school's admissions and enrollment policy contains an enrollment preference for ELL

	<p>students to help increase enrollment.</p> <p>The school's Admissions Representative has utilized a Parent Ambassador group to facilitate discussion with current ELL families. These efforts include:</p> <ul style="list-style-type: none"> • Community mapping. • Community outreach to friends, neighbors, and families. • Introductions to key community organizations, faith-based groups, cultural centers, and businesses. • Help with informational meetings and distribution of marketing materials in the community. • Input for outreach to families new to the country. 	
Students with Disabilities	<p>Southside understands the need to meet the enrollment and retention targets for the student subgroups identified by SUNY Trustees, including Students with Disabilities (SWD). We have made efforts to specifically attract and recruit SWD as outlined below.</p> <p>Brochures that describe our special education programming have been distributed throughout the community. We have targeted daycare centers, grocery stores, community centers, and churches to invite families to attend Enrollment Information Meetings. Enrollment applications were also distributed at local events. To reach the families of special needs students, we utilize many networks that already exist in the community, such as Family Resource Center, Little Grasshoppers Autism centers, area physicians, Head Start centers, and</p>	<p>In addition to continuing the efforts listed above, the school is working to implement new recruitment efforts for the upcoming school year. The school plans to host information meetings to inform parents on provided services for SWD students. The school also aims to expand outreach to community partners to offer resources to their families either at our school or at other locations within the community.</p> <p>The schools' admissions 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</p>

the Huntington Family Center. Our admissions representative continually builds relationships with support organizations to learn about their services. We do this so we can recommend these groups' support services to families of accepted or interested students. We also wish to familiarize these organizations with our school and special education program so that they can recommend Southside to the families they serve. We know that most families hear about our school by word of mouth, and we believe that a relationship with these organizations increases informal communications about Southside and referrals.

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

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

families they serve. We know that most families hear about our school by word-of-mouth, and we believe that a relationship with these organizations lays the groundwork for informal communications and referrals. In addition, we will continue to work with these organizations to distribute information about our school, our special education program, and our enrollment procedures.

interested parents. We invite parents to meet with the school's special education team and the CSE to develop an individual education plan (IEP) for the child or to work within the parameters of the plan already in place from the child's previous school.

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

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>We believe several core elements of our school culture serve as a retention strategy for special student populations. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives.</p> <ul style="list-style-type: none"> • Culture and climate: Our school climate and culture focus purposefully on caring for each student as a family cares for its children. Our school-wide behavior and classroom management practices, Behave with Care, help attract and retain special needs students. Behave with Care is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships. Next year, we will continue to foster relationship-building through a program called Capturing Kids' Hearts. All staff will attend training on this program and will receive updates throughout the year to foster a consistent building-wide effort. • Parent involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement and communication strategies, including: • Newsletters: School leaders distribute regular newsletters to parents with important information 	<p>The school will continue to utilize the aforementioned retention efforts in the upcoming school year. The school is using a new tool to help predict students that are most likely to leave the school. We use the list produced by this tool to do outreach to families at risk of leaving the school. During these calls, we discuss the family's satisfaction with the school and whether the family will be returning to the school or not. If parents are not sure if they will be returning, we ask them what we can do better to solidify their decision to stay. If parents are unsatisfied with the school, we try to work through the issues that are causing them to want to leave the school.</p> <p>We are currently trying to find a partner to provide mental health counseling to our students during the school day. Heggerity will be used for increased reading intervention. We are going to have an ISS room to decrease the amount of out of school suspensions. Staff will also be going through Capturing Kids Hearts for behavior training. We have two ABSS staff members who will be working with students as well as an academic specialist, to increase character development and a culture that is a safe space for growing and learning.</p> <p>Our school leadership team, with the support of our admissions</p>

on school-wide performance, initiatives, and programs. Ms. Pugh also sends parents a monthly newsletter highlighting parent involvement opportunities.

- **Morning announcement:** A daily morning announcement sets a positive tone for the day. It includes reminders about what is happening in the day, shoutouts to staff and students to acknowledge achievements, and a positive thought for the day.
- **Social media:** Our school's website gives parents quick and easy access to general information on the school as well as specific information about their children. In addition, we make cautious, appropriate use of Facebook and other social media to form connections among school leaders and parents. Parents with no access to the internet can use a school computer to access the internet.
- **Classroom communication:** Teachers frequently send home communications to inform parents about everything from weekly schedules to students' educational goals. Teachers also share regular progress reports – via letter, the school's online gradebook system, phone calls, and/or in-person meetings. These communications focus on each student's academic progress and performance.
- **Conferences:** The school conducts parent-teacher conferences twice each year. These conferences ensure that parents have opportunities to engage and interact with classroom teachers and discuss the progress of their child. Each year, we conduct a family orientation at the end of the summer

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

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

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

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

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

<p>English Language Learners</p>	<p>We have a school climate and culture that focuses 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 Multilingual Learner (ML) 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.</p> <p>To help retain accepted students, and to comply with federal requirements to identify potential ML students, the school has asked families of ML 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.</p> <p>School staff receive professional development to ensure teachers have the tools to better meet the needs of their Multilingual Learners. Staff also participate in ongoing coaching provided by a dedicated ML Specialist throughout the academic year. Coaching topics focus on evidence-based teaching methods and best practices for making content accessible to Multilingual Learners.</p> <p>To ensure families receive communication in a language they can understand, the school is utilizing a Language Line Teleinterpreter Service. These</p>	<p>In addition to continuing to build upon the current practices of the school, the school plans to implement the following for the 2023-2024 school year:</p> <ul style="list-style-type: none"> • Teaching staff have access to a monthly professional learning series led by the ML Specialist Team to build on best practices of teaching ML students. • The school will be launching Parent Square to help with translating school announcements and messages into parents' home language(s). This will continue to support our effort to better serve Multilingual Learners and their families.
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	<p>language services support our efforts with current families to help us better understand what they need and how we can better serve them.</p> <p>The school works with the ML Parent Ambassador group to develop opportunities for outreach to other ML families. The school's ML Coordinator and trained staff will work with incoming families to help them fully understand the Home Language Questionnaire to complete it more accurately, in compliance with New York State guidance.</p>	
Students with Disabilities	<p>A major key to student retention is effective communication and relationship building with all stakeholders. There are multiple points throughout the year that the school keeps families informed and solicits feedback to improve. The dean of special education schedules individual transfer review meetings to take place within 72 hours of enrollment with the parents of every student that enters the school with an IEP. In this meeting, the dean reviews the program mandates, needs, and implementation plan for services. Parents are encouraged to bring input (questions, concerns, etc.) to this meeting to ensure a strong initial connection is made with these families and that their needs are immediately addressed. This connection continues to be built up throughout the year through additional communication measures such as quarterly IEP progress reports. In addition, parents are also invited at least once a year for an</p>	<p>In addition to continuing to build upon the current practices of the school, the school plans to implement the following for the 2023-2024 school year:</p> <ul style="list-style-type: none"> • The school conducts a compensatory education review each year for any students that have missed services throughout the school year. After a comprehensive data review process, if the student is deemed eligible, compensatory education offers are provided to families. • Brochures detailing services that are offered for students with disabilities are visibly displayed in the main office of our school.

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 on and make improvements utilizing this feedback.

Efforts during the 2022-23 school year include:

- Parent Input Forms are 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 are 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 31 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

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

1. Emergency Conditional Clearances

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

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Jul 31 2023

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 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.

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, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	2
ii. Science	2
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	0
Total Category B: not to exceed 5	4.0

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, 2023)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category C: not to exceed 5	2.0

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

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

	FTE Count
Total	11

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	1

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	35

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	47

Thank you.



Entry 12 Organization Chart

Completed - Jul 31 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[Southside Org Chart 7-17-23 without names for AER](#)

Filename: Southside_Org_Chart_7-17-23_withou_stBPtUT.pdf Size: 116.8 kB

Entry 13 School Calendar

Completed - Jul 31 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

[Southside 2023-24 FINAL Calendar \(1\)](#)

Filename: Southside_2023-24_FINAL_Calendar_1.pdf Size: 550.4 kB

Entry 14 Staff Roster

Completed - Jul 31 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[Southside Faculty and Staff Roster - 7-21-23](#)

Filename: Southside_Faculty_and_Staff_Roste_0oKyC9M.xlsx **Size:** 24.0 kB

Optional Additional Documents to Upload (BOR)

Incomplete

October 12, 2023

To the Board of Trustees
Southside Academy Charter School

We have audited the financial statements of Southside Academy Charter School (the "School") as of and for the year ended June 30, 2023 and have issued our report thereon dated October 12, 2023. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated May 9, 2023, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

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

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

Our audit of the School's financial statements has also been conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. Under *Government Auditing Standards*, we are obligated to communicate certain matters that come to our attention related to our audit to those responsible for the governance of the School, including compliance with certain provisions of laws, regulations, contracts, and grant agreements; certain instances of error or fraud; illegal acts applicable to government agencies; and significant deficiencies in internal control that we identify during our audit. Toward this end, we issued a separate letter dated October 12, 2023 regarding our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements.

Corey VanDyke is the engagement partner for the services specified in this letter and is responsible for supervising Plante Moran, PC's services performed as part of this engagement.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters dated July 25, 2023.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

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

No new accounting policies were adopted, and the application of existing policies was not changed during 2023.

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

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

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

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

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

Difficulties Encountered in Performing the Audit

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

Disagreements with Management

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

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The School was awarded certain grants subject to conditions. Management believes there is significant uncertainty surrounding future use of available federal awards subject to certain conditions. Management concluded to omit the disclosures surrounding conditional contributions based on this uncertainty. Management has determined that the effects of this omitted disclosure are immaterial to the financial statements taken as a whole. We did not detect any other misstatements as a result of audit procedures.

Significant Findings or Issues

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

As required by 2 CFR Part 200, we have also completed an audit of the federal program administered by the School. The results of that audit are provided to the board of the trustees in our report on compliance with requirements applicable to the major program and on internal control over compliance in accordance with 2 CFR Part 200 dated October 12, 2023.

October 12, 2023

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 12, 2023.

Management Consultations with Other Independent Accountants

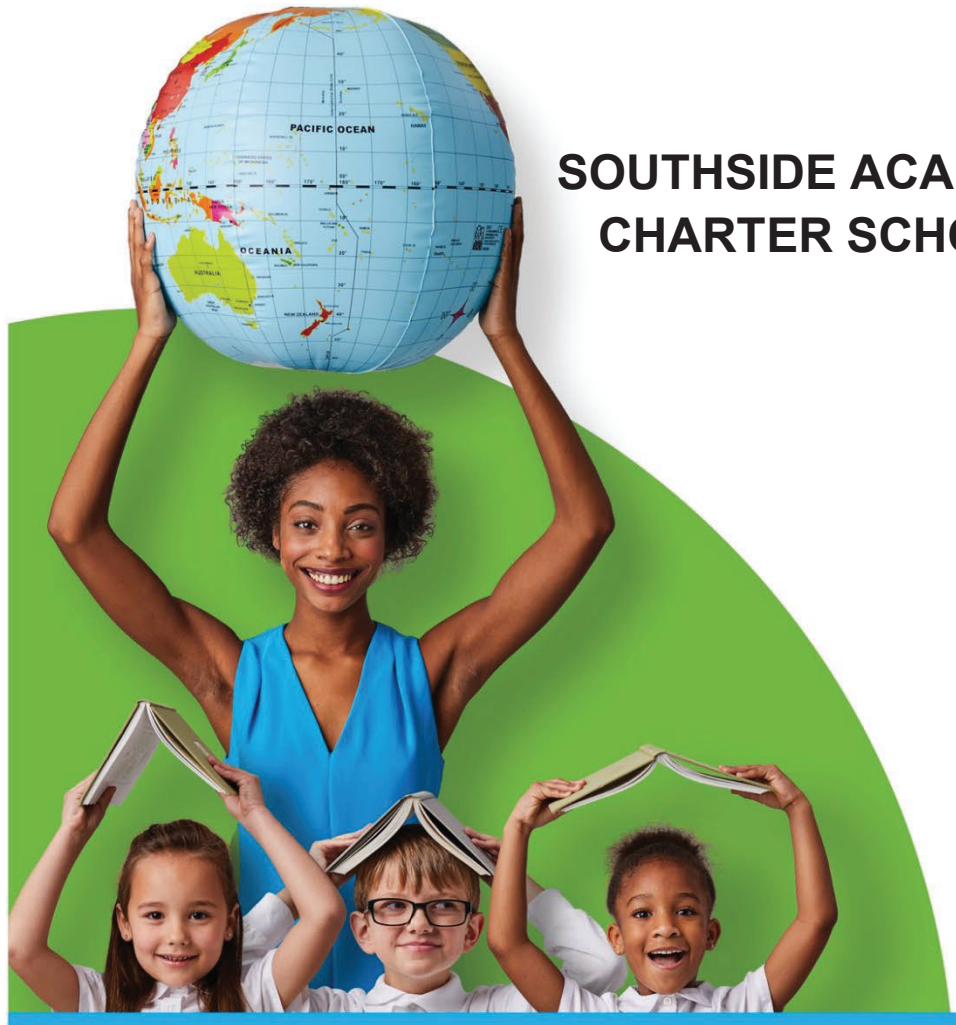
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type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

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

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

Very truly yours,

A black rectangular redaction box covering the signature of the auditor.



SOUTHSIDE ACADEMY CHARTER SCHOOL

Financial Statements, Additional
Information, and Federal Awards
Supplementary Information as of and
for the Year Ended June 30, 2023,
and Independent Auditor's Reports

**NATIONAL
HERITAGE
ACADEMIES®** 

SOUTHSIDE ACADEMY CHARTER SCHOOL

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Independent Auditor's Report

To the Board of Trustees
Southside Academy Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Southside Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023 and the related statements of activities and changes in net assets and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2023 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.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

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

To the Board of Trustees
Southside Academy Charter School

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

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 basic financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"), and supplemental New York 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 basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic 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.

To the Board of Trustees
Southside Academy Charter School

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 12, 2023 on our consideration of Southside Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Southside Academy Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southside Academy Charter School's internal control over financial reporting and compliance.



October 12, 2023

SOUTHSIDE ACADEMY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION YEAR ENDED JUNE 30, 2023

ASSETS

CURRENT ASSETS:

Cash	\$ 4,343
Due from governmental revenue sources	<u>794,615</u>

Total current assets 798,958

NON-CURRENT ASSETS:

Capital assets	117,723
Less accumulated depreciation	<u>(117,723)</u>

Capital assets, net -

Restricted cash 78,657

TOTAL \$ 877,615

LIABILITIES AND NET ASSETS

LIABILITIES:

Deferred revenue	5,473
Contracted service fee payable	<u>673,316</u>

Total liabilities 678,789

NET ASSETS - Net Assets without Donor Restriction 198,826

TOTAL \$ 877,615

See notes to financial statements

SOUTHSIDE ACADEMY CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS YEAR ENDED JUNE 30, 2023

REVENUES, GAINS AND OTHER SUPPORT - Without donor restriction:

Public School District

Resident Student Enrollment	\$ 9,102,008
Students with Disabilities	655,251

Grants, Contracts, and Other

Federal - Title, IDEA, and ESSER	1,546,677
Other	37,757
Child Nutrition Program - Federal	546,115
Child Nutrition Program - State	<u>8,838</u>

Total revenues, gains and other support	11,896,646
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EXPENSES:

Contracted Service Fee:

Program Services	9,844,887
Management and General	<u>2,057,933</u>

Total expenses	<u>11,902,820</u>
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CHANGE IN NET ASSETS - Without donor restriction	(6,174)
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NET ASSETS - Without donor restriction

Beginning of year	<u>205,000</u>
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End of year	<u><u>\$ 198,826</u></u>
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See notes to financial statements.

SOUTHSIDE ACADEMY CHARTER SCHOOL

STATEMENT OF CASH FLOWS YEAR ENDED JUNE 30, 2023

CASH FLOWS PROVIDED BY (USED IN) OPERATING ACTIVITIES

State aid	\$ 14,423,669
Other state sources	71,829
Federal sources	1,752,439
Private sources	22,879
Payments for services rendered	<u>(16,268,094)</u>

Net cash and restricted cash provided by operating activities	<u>2,722</u>
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NET INCREASE IN CASH AND RESTRICTED CASH	2,722
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CASH AND RESTRICTED CASH - Beginning of year	<u>80,278</u>
--	---------------

CASH AND RESTRICTED CASH - End of year	<u><u>\$ 83,000</u></u>
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See notes to financial statements.

SOUTHSIDE ACADEMY CHARTER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2023

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, 2027 and is subject to renewal. Management believes the charter will be renewed in the ordinary course of business. The School provides education, at no cost to the parent, to students in kindergarten through the eighth grade. Enrollment is open to all appropriately aged children without regard to gender, ethnic background, disability, and/or religious affiliation. The School is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3).

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting — The financial statements have been prepared 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, 2023 represents bank deposits which are covered by federal depository insurance.

Restricted Cash — Under the requirements of the NYSED, the School has agreed to establish a reserve cash account and maintain a minimum balance of \$100,000. The School did not meet minimum restricted cash requirements at June 30, 2023. At June 30, 2023, \$78,657 of cash is restricted for that purpose. In the event of the 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, 2023 consists of funds received for services which have not yet been performed.

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

Capital Assets — Capital assets, which include other equipment, are reported at historical cost. Capital assets are defined by the School as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year.

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

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

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

- *Net Assets without Donor Restriction* — Net assets which are not subject to donor imposed or governmental stipulations. Net assets in this category may be expended for any purpose in performing the primary objectives of the School.
- *Net Assets with Donor Restrictions* – Net assets subject to stipulations imposed by donors and grantors. As of June 30, 2023, no net assets are considered to be with donor restrictions.

The School derives its revenue primarily from state and local capitation from the public school districts based on student enrollment, contributions, and grants. 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 from the state and local capitation is recognized over the period earned, regardless of the timing of related cash flows. Grants are recognized as revenue as eligibility requirements are met, the related expenses are incurred, or services performed, in accordance with terms of the respective grant or contract agreement.

Income Taxes — The School operates as a nonprofit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The School has received notification from the Internal Revenue Service (IRS) that they are considered exempt from Federal income tax under Section 501(c)(3) of the internal revenue code.

Accordingly, no provision for federal income taxes has been made.

Contribution of Nonfinancial Assets – Included as revenue, gains, and other support in the Statement of Activities are contributions of nonfinancial assets also known as gifts in-kind. Contributed professional services are recognized if the services received a) create or enhance non-financial assets or b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. These services are recognized as program revenue and expense and are valued at the estimated fair market value for the services as provided by the donor. There were no contributions of nonfinancial assets during the year ended June 30, 2023.

3. DUE FROM GOVERNMENTAL SOURCES

Receivables as of June 30, 2023 for the School included \$52,313 in state aid receivable, \$735,818 in federal grants receivable and \$6,484 in other receivables. The School considers all receivables to be fully collectible; accordingly, no allowance for uncollectible amounts is recorded.

4. LIQUIDITY

The School had \$798,958 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consisting of cash of \$4,343 and amounts due from governmental revenue sources of \$794,615 at June 30, 2023. 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 \$1,983,803 at June 30, 2023.

While the School does not typically carry financial assets in excess of 60 days of normal operating expenses, due to their management agreement with NHA, NHA is required to make contributions to the School if the School's expenditures exceeds the School's revenue during the year.

5. FUNCTIONAL EXPENSES

The School provides educational services to its students. Expenses related to providing these services are as follows for the year ended June 30, 2023:

Program Services - Contract service fee	\$ 9,844,887
Management and general - Contracted service fee	2,057,933
Total	<u>\$ 9,844,887</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, which is based on estimates determined by management, 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, including number of classrooms, number of students, and services provided. Although the methods of allocation used are considered appropriate, other methods could be used that would produce different allocations.

6. RISK MANAGEMENT

The School is exposed to various risks of loss related to general liability. Commercial insurance policies to cover certain risks of loss have been obtained. There have been no significant reductions in insurance coverage during fiscal year 2023, and claims did not exceed coverage less retained risk deductible amounts in the past fiscal year.

7. CONTINGENCIES

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

8. LEASES

The School has entered into a sublease agreement with NHA for a facility to house the School. The lease term is from July 1, 2022 through June 30, 2023. 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 Academy is not a party to any leasing arrangements that meet the criteria for recognition of lease assets or liabilities under FASB ASU No. 2016-02, *Leases* based on the noncancellable period being less than twelve months and applicability of the short-term lease exception for the facility lease agreement.

The School subsequently renewed the sublease with NHA for the period of July 1, 2023 through June 30, 2024 at the same rental rate.

9. SUBSEQUENT EVENTS

Events or transactions for the year ended June 30, 2023 have been evaluated through October 12, 2023, the date the financial statements were available to be issued. The financial statements and the notes thereto do not reflect events or transactions after this date.

ADDITIONAL INFORMATION

SOUTHSIDE ACADEMY CHARTER SCHOOL

NEW YORK STATE EDUCATION DEPARTMENT SCHEDULE OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2023

	Program Services			Supporting Services			Total
	Regular Education	Special Education	Total	Fund-raising	Management and General	Total	
Personnel Services Costs							
Administrative Staff Personnel	\$ 947,891	\$ 148,668	\$ 1,096,559	\$ -	\$ -	\$ -	\$ 1,096,559
Instructional Personnel	3,748,476	628,477	4,376,953	-	-	-	4,376,953
Total Salaries and Staff	4,696,367	777,145	5,473,512	-	-	-	5,473,512
Fringe Benefits & Payroll Taxes	803,237	126,086	929,323	-	-	-	929,323
Retirement	73,959	10,558	84,517	-	-	-	84,517
Legal Service	9,787	-	9,787	-	-	-	9,787
Accounting / Audit Services	-	-	-	-	288,663	288,663	288,663
Other Purchased / Professional / Consulting Services	72,445	68,773	141,218	-	811,743	811,743	952,961
Building and Land Rent / Lease	840,731	220,128	1,060,859	-	-	-	1,060,859
Repairs & Maintenance	309,517	81,041	390,558	-	44,603	44,603	435,161
Insurance	21,624	5,662	27,286	-	-	-	27,286
Utilities	58,955	15,436	74,391	-	-	-	74,391
Supplies / Materials	249,545	452	249,997	-	-	-	249,997
Equipment / Furnishings	281,554	73,719	355,273	-	-	-	355,273
Staff Development	149,230	2,716	151,946	-	-	-	151,946
Marketing / Recruitment	-	-	-	-	464,391	464,391	464,391
Technology	198,099	31,957	230,056	-	106,290	106,290	336,346
Food Service	507,514	-	507,514	-	-	-	507,514
Student Services	73,386	-	73,386	-	332,515	332,515	405,901
Office Expense	85,264	-	85,264	-	9,728	9,728	94,992
Total Expenses	<u>\$ 8,431,214</u>	<u>\$ 1,413,673</u>	<u>\$ 9,844,887</u>	<u>\$ -</u>	<u>\$ 2,057,933</u>	<u>\$ 2,057,933</u>	<u>\$ 11,902,820</u>

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

Independent Auditor's Report

To Management and the Board of Trustees
Southside Academy Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of Southside Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023 and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the basic financial statements and have issued our report thereon dated October 12, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audits of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing 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 or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To Management and the Board of Trustees
Southside Academy Charter School

Purpose of This Report

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



October 12, 2023

SUPPLEMENTARY INFORMATION

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

Independent Auditor's Report

To the Board of Trustees
Southside Academy Charter School

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Southside Academy Charter School's (the "School") compliance with the types of compliance requirements identified as subject to audit in the Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on the School's major federal program for the year ended June 30, 2023. The School's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the major federal program for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control Over Compliance

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

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

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

To the Board of Trustees
Southside Academy Charter School

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 12, 2023

SOUTHSIDE ACADEMY CHARTER SCHOOL

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2023

Program Title/Project Number/Subrecipient Name	Grant/Project Number	Assistance Listing 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 2022 - 2023		10.555	\$ 355,988	\$ -
Supply Chain Assistance 2022 - 2023		10.555	<u>28,038</u>	<u>-</u>
National School Lunch Program Subtotal		10.555	384,026	-
National School Breakfast Program 2022 - 2023		10.553	<u>162,089</u>	<u>-</u>
Total Child Nutrition Cluster			546,115	-
Special Education Cluster - U.S. Department of Education - Passed through the Syracuse City School District:				
IDEA Flowthrough:				
IDEA Flowthrough 2022 - 2023		84.027	<u>50,000</u>	<u>-</u>
Total Special Education Cluster			50,000	-
Other federal awards:				
Passed through the New York State Department of Education:				
Title I Part A:				
Title I Part A 2021 - 2022	0021224182	84.010	16,988	-
Title I Part A 2022 - 2023	0021234182	84.010	<u>370,177</u>	<u>-</u>
Total Title I Part A		84.010	387,165	-
Title II Part A - Improving Teacher Quality:				
Title II Part A 2021 - 2022	0147224182	84.367	8,377	-
Title II Part A 2022 - 2023	0147234182	84.367	<u>78,905</u>	<u>-</u>
Total Title II Part A		84.367	87,282	-
Title IV - Student Support & Academic Enrichment:				
Title IV 2022 - 2023	0204234182	84.424	30,877	-
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	26,415	-
COVID-19 ESSER Formula Fund II	589121482	84.425D	317,440	-
COVID-19 ESSER Formula Fund III ARP	588021482	84.425U	<u>646,870</u>	<u>-</u>
Total Education Stabilization Fund Program		84.425	990,725	-
U.S. Department of Agriculture - Passed through the New York State Department of Education:				
COVID-19 Pandemic EBT Local Level Costs		10.649	<u>628</u>	<u>-</u>
Total noncluster programs passed through the New York State Department of Education			<u>1,496,677</u>	<u>-</u>
Total federal awards			<u>\$ 2,092,792</u>	<u>\$ -</u>

SOUTHSIDE ACADEMY CHARTER SCHOOL

Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

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, 2023. 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 assets, 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. 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.

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.

SOUTHSIDE ACADEMY CHARTER SCHOOL

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

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

Noncompliance material to financial statements noted?

☐ Yes ☒ None reported

Federal Awards

Internal control over major programs:

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

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

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?

☐ Yes ☒ No

Identification of major programs:

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

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

☒ Yes ☐ No

Section II - Financial Statement Audit Findings

Reference Number	Finding	Questioned Costs
Current Year	None	

Section III - Federal Program Audit Findings

Reference Number	Finding	Questioned Costs
Current Year	None	

Southside Academy Charter School

Entry 4c – Additional Financial Documents

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

October 12, 2023

To the Board of Trustees
Southside Academy Charter School

We have audited the financial statements of Southside Academy Charter School (the "School") as of and for the year ended June 30, 2023 and have issued our report thereon dated October 12, 2023. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated May 9, 2023, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

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

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

Our audit of the School's financial statements has also been conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. Under *Government Auditing Standards*, we are obligated to communicate certain matters that come to our attention related to our audit to those responsible for the governance of the School, including compliance with certain provisions of laws, regulations, contracts, and grant agreements; certain instances of error or fraud; illegal acts applicable to government agencies; and significant deficiencies in internal control that we identify during our audit. Toward this end, we issued a separate letter dated October 12, 2023 regarding our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements.

Corey VanDyke is the engagement partner for the services specified in this letter and is responsible for supervising Plante Moran, PC's services performed as part of this engagement.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters dated July 25, 2023.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

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

No new accounting policies were adopted, and the application of existing policies was not changed during 2023.

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

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

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

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

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

Difficulties Encountered in Performing the Audit

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

Disagreements with Management

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

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The School was awarded certain grants subject to conditions. Management believes there is significant uncertainty surrounding future use of available federal awards subject to certain conditions. Management concluded to omit the disclosures surrounding conditional contributions based on this uncertainty. Management has determined that the effects of this omitted disclosure are immaterial to the financial statements taken as a whole. We did not detect any other misstatements as a result of audit procedures.

Significant Findings or Issues

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

As required by 2 CFR Part 200, we have also completed an audit of the federal program administered by the School. The results of that audit are provided to the board of the trustees in our report on compliance with requirements applicable to the major program and on internal control over compliance in accordance with 2 CFR Part 200 dated October 12, 2023.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 12, 2023.

Management Consultations with Other Independent Accountants

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

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

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

Very truly yours,

A solid black rectangular box used to redact the signature of the auditor.

Premium Business Money Market

PNC Bank



For the Period 06/01/2023 to 06/30/2023

Primary Account Number: [REDACTED]

Page 1 of 1

Number of enclosures: 0

SOUTHSIDE ACADEMY CHARTER SCHOOL
RESERVE ACCOUNT
STE 201
3850 BROADMOOR AVE SE
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

Account number: [REDACTED]

Southside Academy Charter School
Reserve Account

Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
78,489.26	167.73	.00	78,656.99
		Average ledger balance	Average collected balance
		78,494.85	78,494.85

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
2.63	30	78,494.85	167.73	924.23

Deposits and Other Additions

Description	Items	Amount
Other Additions	1	167.73
Total	1	167.73

Checks and Other Deductions

Description	Items	Amount
Total	0	.00

Daily Balance

Date	Ledger balance	Date	Ledger balance
06/01	78,489.26	06/30	78,656.99

Activity Detail

Deposits and Other Additions

Other Additions

Date posted	Amount	Transaction description	Reference number
06/30	167.73	Interest Payment	I-GEN123063000037094



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

Trustee Name:

Carol Hill

Name of Charter School Education Corporation:

Southside Academy Charter School

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

Chair and Vice Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

[REDACTED]

Date

7/5/23

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Regina McArthur

Name of Charter School Education Corporation:

Southside Academy Charter School

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

Secretary

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/11/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Marissa L. Willingham

Name of Charter School Education Corporation:

Southside Academy Charter School

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

Trustee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]	7/26/2023
Signature	Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Anthony Ortega

Name of Charter School Education Corporation:

Southside Academy Charter School

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

Treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

815-454-8888

Business Address:

8815 Elm Street, Suite 100, Elmhurst, NY 11370

E-mail Address:

antonio.ortega@saacs.org

Home Telephone:

815-448-8888

Home Address:

5101 G Street, Suite 100, Elmhurst, NY 11370

[Redacted Signature]

7/25/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

James Duah-Agyeman

Name of Charter School Education Corporation:

Southside Academy Charter School

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

Vice President (current), secretary

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

815-442-8883

Business Address:

888 W. 1st St. #200, NY 10014

E-mail Address:

James.Duah-Agyeman@SouthsideAcademy.org

Home Telephone:

815-888-8550

Home Address:

111 W. 1st St. #200, NY 10014

[Redacted Signature]

7/24/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

1. Tammy Curry – Dean
2. Kevin Speer – Syracuse City School District
3. Andrew Gayle – NHA
4. Cesar Herrera – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:48 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Marissa Willingham 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:

- ELA Interim 2 was administered January 31-February 1, 2023. The initial results were reviewed with the Board.
- Southside's Step Team performed at Syracuse University on January 22, 2023. This opportunity was afforded to students through Board member Marissa Willingham.
- Southside is participating in Heart Health Month with the Kids Heart Challenge.
- Southside students participated in Shadow Day at Bishop Ludden. One student was offered an athletic scholarship.
- The Board and Tammy Curry discussed efforts to reduce chronic absenteeism.

b. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Second Quarter Financials and ESSER Funds Reports were reviewed.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The State Education Department is working to finalize Southside's charter renewal recommendation.

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:

- Emma Gates as a Paraprofessional
- Jazmine Rowell as a Special Education Paraprofessional
- Peter Alexander as a Short-Term Substitute
- Joi Moore as a Nurse
- Tarelle Williams as a Special Education Paraprofessional
- Sherifat Shade Alabi – Recess Aide

- Jelisa McNeil as a Paraprofessional
- Abdirahman Mukoma as a Paraprofessional
- Austin Malone as a Paraprofessional

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The 2023 National Charter Schools Conference was discussed. The conference will be held June 18-21, 2023 in Austin, Texas. It is a gathering of educators, advocates, and leaders in the charter school community. Conference registration ends Monday, May 8.
- b. The 2023 NHA Board Symposium was discussed. The symposium will be held on October 24 in Grand Rapids, MI with an optional NHA Service Center tour on Monday, October 23.
- c. The Second Quarter Financial Statements for the six months ending December 31, 2022 were reviewed.

7. ACTION ITEMS

- a. Approval of the January 10, 2023 Board Meeting Minutes
A motion was made by Marissa Willingham and seconded by James Duah-Agyeman to approve the January 10, 2023 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Appointment of the 2022-2023 Audit Firm
A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to appoint Plante Moran as the 2022-2023 Audit Firm. The motion was approved unanimously.

8. NEW BUSINESS

The Board discussed session days canceled by emergency declarations which are different than cancellations due to “extraordinary conditions.” Session days cancelled by emergency declaration do not need to exhaust vacation days and are not limited to five days in a school year. Districts may submit a waiver to address this issue if it occurs.

Paul Buckley, a former Southside Board member, recently visited the school.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:28 p.m.

**NEXT MEETING:
Tuesday, March 14, 2023 at 5:30 p.m.**

OFFICER OF THE BOARD

SIGNATURE  _____

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

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

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

1. CALL TO ORDER

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

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- Southside's Winter Holiday Show was held on December 8, 2022. Students displayed their talents in singing, dancing, and acrobatics.
- Winter NWEA testing for grades 3-8 for Reading and Math was completed.
- Fifty-eight students have met their oral reading fluency goal this school year with 148 students on track to meet their goal.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Interim Assessment Report was reviewed.

ii. 2021-2022 Charter Contract Goals Progress Report

Tammy Pugh presented the 2021-2022 Charter Contract Goals Progress Report.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

c. ESSER Funds Report

The ESSER Funds Report was not presented and will be provided at an upcoming meeting.

5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the monthly financial statements for October and November 2022.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board continues to seek potential Board candidates. Feedback regarding the charter renewal is expected from the Charter Schools Office. Andrew Gayle informed the Board NHA is seeking to hire a nurse to provide services at Southside. A nursing candidate has been identified.

c. Personnel Committee Report

The Personnel Committee Report was not provided.

6. DISCUSSION ITEMS

- a. Personal Profile Update Forms were completed. The form contains pertinent information such as preferred contact information and method of contact.
- b. Board Member Snapshot Forms were distributed for the Board to complete. This information is useful if there are transitions within NHA's Partner Services team or if the Board Representative needs to have a colleague cover a Board meeting. The form is also helpful to provide to NHA staff who may be meeting with the Board for the first time.
- c. Board Terms and Resignations were discussed. Board members were reminded to discuss potential changes to their membership such as resignations prior to term expirations or members not seeking reappointment.
- d. Board Self-Evaluation and Evaluation of NHA will be completed prior to the end of the 2022-23 school year.

7. ACTION ITEMS

- a. Approval of the December 12, 2022 Board Meeting Minutes
A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to approve the December 12, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the 2023-2024 Offered Seats Schedule
A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the 2023-2024 Offered Seats Schedule 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 p.m.

NEXT MEETING:
Tuesday, February 14, 2023 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE  _____

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

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:39 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:

- There will be a culture showcase on April 13, 2023. The purpose of this showcase is to celebrate Black History and Culture through the arts and music. For the last few weeks, a group of Southside students have been attending a dance workshop with Creations Dance Company, a dance group at Syracuse University.
- Based on recent interim assessment results, a specialized education plan has been created for third and sixth grades.
- The administrative team is working closely with each grade level to analyze the interim assessment data.
- To address chronic absenteeism, Southside staff members met with families to create attendance plans, setup home visits, and make parent/family phone calls.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The K-2 Numeracy Report was reviewed.
2. The Early Literacy Report was reviewed.

ii. School Improvement Plan Goals Review

Tabled.

iii. Wellness Goals and Objectives Review

Tabled.

iv. Retention Update

Tammy Pugh provided a Retention Update to the Board.

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 seven months ending January 31, 2023.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. Tammy Pugh informed the Board that the New York State Education Department's Charter Schools Office is in the process of completing Southside's charter renewal report. Marissa Willingham is also awaiting confirmation of whether Southside's graduation ceremony can be held in Hendricks Chapel at Syracuse University.

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:

- Lisa Vitale as a Speech Language Pathologist
- Steven Emery as a Recess Aide
- Austin Malone as a Paraprofessional

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The Proposed 2023-2024 Board Calendar was reviewed.
- b. Office Staff Appreciation Week will be April 24-28, 2023. This is a time to celebrate and recognize office staff.
- c. Teacher and Staff Appreciation Week will be May 8-12, 2023. This week is an opportunity for NHA and partner Boards to celebrate all staff members and the important impact they have on the lives of children.

7. ACTION ITEMS

a. Approval of the February 14, 2023 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the February 14, 2023 Board Meeting Minutes 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 p.m.

**NEXT MEETING:
Tuesday, April 11, 2023 at 5:30 p.m.**

OFFICER OF THE BOARD

SIGNATURE _____

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

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill President	X		June 30, 2025
James Duah-Agyeman Vice President		X	June 30, 2024
Anthony Ortega Treasurer	X		June 30, 2026
Regina McArthur Secretary	X		June 24, 2024
Marissa Willingham Trustee	X		June 30, 2026

NON-BOARD MEMBERS ATTENDING:

1. Tammy Pugh – Principal
2. Shane Wilson – NHA (remote)

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:38 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:

- The school received a four-year renewal
- 126 students are already registered for next school year
- Graduation is on June 21, 2023

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Spring Employee Engagement Survey Summary was discussed.

ii. Whistleblower Report

Tammy Pugh presented the Whistleblower Report. There were no incidents of misconduct reported.

iii. Retention Update

Tammy Pugh provided a Retention Update to the Board. There will be 103 retentions this year.

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 Board discussed the recent news of the school receiving a four-year renewal.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

i. Approval of the Personnel Hires

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

- Amanda Potter as a Teacher in Residence
- Indy Neidhart as a Teacher in Residence
- Basira Naushad as a Substitute Teacher
- Julie Phillips as a Teacher in Residence

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The Disclosure of Financial Interest Forms were discussed. Andrew Gayle will distribute the forms to Board Members electronically.
- b. The 2023 Best & Brightest Companies to Work For Award was discussed. Shane Wilson provided an overview of the award. The Board inquired about how to best market this award.
- c. The Board Self-Evaluation and Evaluation of NHA were discussed. The Board is in the process of completing the evaluations and will submit its completed evaluations to Carol Hill.
- d. Strategic Planning was discussed. The Board will look to schedule a date and location that best works for its annual retreat.

7. CLOSED SESSION TO DISCUSS SCHOOL EMERGENCY OPERATIONS PLAN

A motion was made by Regina McArthur and seconded by Marissa Willingham to enter executive session in order to discuss the School Emergency Operations Plan.

The motion was approved in a roll call vote.

Anthony Ortega voted yes

Carol Hill voted yes

Marissa Willingham 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
Carol Hill voted yes
Marissa Willingham voted yes
Regina McArthur voted yes

8. ACTION ITEMS

- a. Approval of the May 9, 2023 Board Meeting Minutes
A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the March 9, 2023 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the 2022-2023 Audit Letter of Engagement
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2022-2023 Audit Letter of Engagement 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 2023-2024 District-Wide Plan
A motion was made by Regina McArthur and seconded by Marissa Willingham to approve the 2023-2024 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 the principal as the Chief Emergency Officer. The motion was approved unanimously.

9. NEW BUSINESS

Authorization of the Board President to Approve the 2023-2024 School Calendar
A motion was made by Merissa Willingham and seconded by Regina McArthur to authorize the Board President to approve the 2023-2024 School Calendar and bring back to the Board for ratification at a future Board meeting. The motion was approved unanimously.

10. PUBLIC COMMENT

None was given.

11. ADJOURNMENT

The meeting was adjourned at 6:13 p.m.

NEXT MEETING:
Tuesday, July 11, 2023 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

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

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill President	X		June 30, 2025
James Duah-Agyeman Vice President	X		June 30, 2024
Anthony Ortega Treasurer	X		June 30, 2026
Regina McArthur Secretary	X		June 24, 2024
Marissa Willingham Trustee	X		June 30, 2026

NON-BOARD MEMBERS ATTENDING:

1. Danielle Wells – Dean
2. Cesar Herrera – NHA
3. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:38 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

4. MANAGEMENT REPORTS

a. Principal Report

Danielle Wells presented the Principal Report.

Highlights included:

- Computer Based Testing occurred for the New York State ELA and math assessments, and it was successful.
- Upcoming exams include the New York State Science Test for eighth grade, NWEA ELA and math assessments, and AIMS web benchmarking.
- Summer School will be held July 12-27, 2023. Approximately 175 students are registered for the summer program. The focus will be on academics and Thursdays will be used for enrichment.
- Track and Field season has started with several meets already scheduled.
- During Teacher Appreciation Week staff were recognized and one teacher was celebrated for 20 years of service.
- For the Spring Staff Satisfaction Survey, 95 percent of staff completed the survey.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Enrollment and Attendance – the Board reviewed 2022-2023 enrollment, attendance, and chronic absenteeism data.

ii. ESSER Funds Planning

Tammy Pugh will provide an update on ESSER Funds Planning during the June Board meeting.

5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the Third Quarter Financial Statements and the 2023-2024 Initial Budget.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The New York State Education Department's Charter School Office recently shared a report from their Charter Renewal Visit at the school.

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:

- Alexia Lamb as a Substitute Teacher

The motion was approved unanimously.

6. DISCUSSION ITEMS

- The Third Quarter Financial Statements were reviewed.
- The Dignity for All Students Act (DASA) Update was discussed. The Dignity for All Students Act (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. In 2019, DASA was amended to include the CROWN Act. The CROWN Act prohibits racial discrimination based on hair texture and protective hairstyles.
- Board Self-Evaluation and Evaluation of NHA Check-In – The Board will complete its self-evaluation of NHA and submit the feedback to Carol Hill.
- The Form 990 was reviewed. All non-profit organizations, which have obtained 501(c)(3) tax exemption status from the Internal Revenue Service, are required to file a Form 990 on an annual basis. The Form 990 is an informational return and does not result in any taxes to the non-profit organization.

7. ANNUAL MEETING ACTION ITEMS

a. Approval of the Election of Officers

A motion was made by Marissa Willingham 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 Anthony Ortega and seconded by Regina McArthur to appoint Barclay Damon as the Board Legal Counsel. The motion was approved unanimously.

c. Appointment of the AHERA Contact

A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to appoint the NHA Director of Facilities, as the AHERA Contact. The motion was approved unanimously.

d. Appointment of the Title VI, Title IX, and Section 504 Contact

A motion was made by Regina McArthur and seconded by Anthony Ortega to appoint the School Principal, as the Title VI, Title IX, and Section 504 Contact. The motion was approved unanimously.

e. Appointment of the Whistleblower Compliance Officer and Affirmation of the Whistleblower Policy

A motion was made by Regina McArthur and seconded by James Duah-Agyeman to appoint the School Principal as the Whistleblower Compliance Officer and to affirm the Whistleblower Policy as submitted. The motion was approved unanimously.

8. ACTION ITEMS

a. Approval of the April 11, 2023 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the April 11, 2023 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the 2023-2024 School Calendar

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the 2023-2024 School Calendar as submitted. The motion was approved unanimously.

c. Approval of the 2023-2024 Initial Budget Proposal

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the 2023-2024 Initial Budget Proposal as submitted. The motion was approved unanimously.

9. NEW BUSINESS

None was presented.

10. PUBLIC COMMENT

James Duah-Agyeman thanked the Board for condolences offered following the passing of a family member.

11. ADJOURNMENT

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

**NEXT MEETING:
Tuesday, June 13, 2023 at 5:30 p.m.**

OFFICER OF THE BOARD

SIGNATURE _____

AT REMOTE MEETING

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

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

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

1. CALL TO ORDER

James Duah-Agyeman called the meeting to order at 5:32 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by 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:

- Southside's Mid-Term Site Visit Report under the 2019 Charter School Performance Framework has been received.
- A completed action plan based on the spring 2020-21 Renewal Report will be submitted to the Charter School Office.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Parent Satisfaction Survey Results were reviewed by the Board.

5. COMMITTEE REPORTS

a. Finance Committee Report

The Finance Committee Report was not presented.

b. Governance Committee Report

Anthony Ortega presented the Governance Committee Report. The Board discussed the Syracuse Mayor's visit to the building during the 2021-22 school year. Board members are seeking to identify potential members using their personal and professional networks.

c. Personnel Committee Report

James Duah-Agyeman presented the Personnel Committee Report.

i. Approval of the Personnel Hires

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

- Kadian Lacey as a Student Family Liaison
- Linda Facciponte as a Teacher in Residence
- Lisa Stoothoff as a Teacher in Residence
- Thomas Hewitt as an English Language Learner Teacher

The motion was approved unanimously.

6. DISCUSSION ITEMS

None were presented.

7. ACTION ITEMS

a. Approval of the June 14, 2022 Board Meeting Minutes

A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the June 14, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the 2023 Children's Internet Protection Act (CIPA) Form 479

A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the 2023 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously.

c. Approval of the First Amendment to the Amended and Restated Management Agreement

A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the First Amendment to the Amended and Restated Management Agreement as submitted. The motion was approved unanimously.

8. NEW BUSINESS

- Vendors are being identified to provide food service for the upcoming school year.
- The Syracuse Police Department will host "National Night Out" on August 2, 2022. Marissa Willingham will share information regarding the event with Tammy Pugh.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 5:49 p.m.

NEXT MEETING:

Tuesday, August 9, 2022 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

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

BOARD OF TRUSTEES:

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill President	X		June 30, 2025
James Duah-Agyeman Vice President		X	June 30, 2024
Anthony Ortega Treasurer	X		June 30, 2026
Regina McArthur Secretary	X		June 24, 2024
Marissa Willingham Trustee	X		June 30, 2026

NON-BOARD MEMBERS ATTENDING:

1. Tammy Pugh – Principal
2. Cesar Herrera – NHA
3. Andrew Gayle – NHA

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

Amendment:

- Add Action Item: Approval of the Revised 2022-2023 School Calendar

4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report. The school is preparing for state testing which will take place during the week of April 17, 2023. Students will take the test using a computer.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Interim Assessment Report was reviewed.

ii. School Improvement Plan Goals Review

Tammy Pugh presented the School Improvement Plan goals.

iii. Wellness Goals and Objectives Review

Tammy Pugh presented and discussed the Wellness Policy process, goals and objectives, and feedback gathered.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

c. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The monthly financials for the eight months ending February 28, 2023, and the ESSER Funds Report were reviewed.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. Board members are working to identify potential candidates to serve on the Board.

c. Personnel Committee Report

There were no candidates considered for approval by the Board.

6. DISCUSSION ITEMS

- a. The 2022-2023 Board Satisfaction Survey was discussed. NHA's Board Satisfaction Survey will be offered to Board members to gather their input and reflections based on the 2022-2023 school year.
- b. The ARP-ESSER Safe Return to School Plan Spring 2023 Update was discussed. The school's draft ARP-ESSER Safe Return to School Plan was posted on the school's website, reviewed by the Board, and made available for public comment and input. The public was given the opportunity to provide comments during the Public Comment on Agenda Items section of the agenda. No public comment was given. The plan will be finalized and a final version will be re-posted to the school's website.

7. ACTION ITEMS

- a. Approval of the March 28, 2023 Board Meeting Minutes
A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the March 28, 2023 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the 2023-2024 Student Code of Conduct
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2023-2024 Student Code of Conduct as presented and to authorize the principal to finalize the Student Code of Conduct with the understanding that any substantial changes shall be presented to the Board for approval. The motion was approved unanimously.
- c. Reappointment of Anthony Ortega to Serve an Additional Board Term of Three Years to Expire in June of 2026
A motion was made by Marissa Willingham and seconded by Regina McArthur to Reappoint Anthony Ortega to Serve an Additional Three-year Term on the Southside Academy Charter School Board of Directors to Expire in June of 2026. The motion was approved unanimously.
- d. Reappointment of Marissa Willingham to Serve an Additional Board Term of Three Years to Expire in June of 2026
A motion was made by Anthony Ortega and seconded by Regina McArthur to Reappoint Marissa Willingham to Serve an Additional Three-year Term on the Southside Academy Charter School Board of Directors to Expire in June of 2026. The motion was approved unanimously.
- e. Approval of the 2023-2024 Board Calendar
A motion was made by Marissa Willingham and seconded by Regina McArthur to approve the 2023-2024 Board Calendar as submitted. The motion was approved unanimously.

f. Approval of the Revised 2022-2023 School Calendar

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the Revised 2022-2023 School Calendar as presented. The motion was approved unanimously.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:03 p.m.

NEXT MEETING:
Tuesday, May 9, 2023 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE _____

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

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

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

1. CALL TO ORDER

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

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- Interim assessments will be provided to students.
- Assemblywoman Pamela Hunter visited Southside on October 24.
- The New York State Department of Health recently conducted an audit of immunization records. There were findings which the school has sought to correct.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency Counts and Percents based on the 2021-22 New York State assessment were reviewed.
2. Demographics including student population, socioeconomic status, and student districts of residence were reviewed.
3. Enrollment and Attendance was reviewed.
4. The Early Literacy Report including literacy assessment results broken down by season, grade, and performance level was reviewed.
5. The K-2 Numeracy Report including numeracy assessment results broken down by grade was reviewed.

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

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

5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The first quarter financial statements were reviewed.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The New York State Education Department will conduct a charter renewal visit at Southside on December 7, 2022.

c. Personnel Committee Report

No candidates were presented for the Boards' consideration.

6. DISCUSSION ITEMS

- a. The First Quarter Financial Statements for the twelve months ending June 30, 2022 were reviewed.
- b. The 2021-2022 Audit Report was reviewed. An unmodified report was issued for the financial statements. There were no material weaknesses or significant deficiencies for federal awards.
- c. Annual Board Development and Evaluation was reviewed. The importance of conducting a self-evaluation and evaluation of NHA was noted.

7. ACTION ITEMS

- a. Approval of the October 11, 2022 Board Meeting Minutes
A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the October 11, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the 2022-2023 Amended Budget
After due consideration and discussion, a motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the 2022-2023 Amended Budget as submitted. The motion was approved unanimously.

8. NEW BUSINESS

Marissa Willingham attended NHA's Board Symposium in which teacher staffing, school safety, and student enrollment were discussed.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:28 p.m.

**NEXT MEETING:
Tuesday, December 13, 2022 at 5:30 p.m.**

OFFICER OF THE BOARD

SIGNATURE  _____

AT REMOTE MEETING

<https://us02web.zoom.us/j/81146368682?pwd=Mm5DdFhIb0VxVHZhcFJDdGg4TzlnQT09>,
Meeting ID: 811 4636 8682, Passcode: F84Wmj
Or Join by Phone: +1-646-931-3860, Meeting ID: 811 4636 8682, Passcode: 405948

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

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

1. CALL TO ORDER

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

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

4. MANAGEMENT REPORTS

a. Principal Report

Matt Greathouse presented the Principal Report.

Highlights included:

- Southside held a four-week summer program, attended by 160 students. With over 75 percent daily attendance, students received 90 minutes each of math and ELA instruction during the morning and 90 minutes of enrichment during the afternoon.
- Six Southside teachers participated in the NHA Content Lead Conference in Detroit, MI on July 12-13. These teachers are supporting and training other educators in the NHA network.
- Southside will host several celebrations to welcome students back to school. The celebrations will be held August 23-25.

5. COMMITTEE REPORTS

a. Finance Committee Report

No new information was presented.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. Southside's charter renewal application is being prepared for submission.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

i. Approval of the Personnel Hires

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

- Michelle Hamilton as a Teacher in Residence
- Kelly Teller as a Special Education Teacher
- Margo Pasternak as a Teacher in Residence
- Emily Colloca as a Teacher in Residence
- Susanne Sumell as a Special Education Teacher
- Natalie Woodworth as a Teacher in Residence

- Kadien Lacey as a Family/Parent Liaison
- Mandy DiCola as a Teacher in Residence
- Denise O'Connell as a Special Education Teacher
- Etije Walker as a Teacher in Residence

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The first portion of the 2021-2022 Annual Report was submitted by the August 1 deadline and has been posted to the schools website. The second portion of the report will be submitted by the November 1 deadline.
- b. The 2022-2023 School Improvement Plan was reviewed by the Board. Each year, the SIP is developed in consultation with all required stakeholders to determine the school's areas of need and to prioritize improvement areas.
- c. The 2022 NHA Board Symposium will be held on Tuesday, October 25, 2022 in Dearborn, MI.

7. ACTION ITEMS

- a. Approval of the July 12, 2022 Board Meeting Minutes
A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to approve the July 12, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the Revised 2022-2023 Student Code of Conduct
A motion was made by Marissa Willingham and seconded by James Duah-Agyeman to approve the Revised 2022-2023 Student Code of Conduct as submitted. The motion was approved unanimously.
- c. Approval of the Renewal Application
A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to approve the Renewal Application, pending any final revisions, 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 5:51 p.m.

NEXT MEETING:
Tuesday, September 13, 2022 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE  _____

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

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:38 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- Approximately 95 percent of Southside staff have completed the fall employee engagement survey.
- Survey results show an increase in 23 topic areas in comparison to last year's survey.

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 financials for the first month of the school year ending July 31, 2022.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. Southside is working with the New York State Education Department's Charter School Office to identify a date for the school's charter renewal site visit.

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:

- Michael Battiste as a Paraprofessional
- Mary MacRae as a Substitute Teacher
- Mikian Royer as an English Language Teacher
- Shahadah Williams as a Substitute Teacher
- Jackie Kinsey as a Paraprofessional
- Paula Rowell as a Special Education Teacher
- Stacy Bishop as a Paraprofessional

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. ARP-ESSER Safe Return to School Plan Fall 2022 Update was provided. The school's draft ARP-ESSER Safe Return to School Plan was posted on the school's website, reviewed by the Board, and made available for public comment and input. The public was given the opportunity to provide comments during the Public Comment on Agenda Items section of the agenda. No public comment was given. The plan will be finalized and a final version will be re-posted to the school's website.

7. ACTION ITEMS

- a. Approval of the September 13, 2022 Board Meeting Minutes
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the September 13, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.

8. NEW BUSINESS

The Board discussed the upcoming renewal site visit by the Charter Schools Office.

9. PUBLIC COMMENT

Kevin Speer and the Board discussed the purpose of the charter renewal public hearing which provides members of the community with an opportunity to share thoughts regarding the school that is being considered for renewal.

10. ADJOURNMENT

The meeting was adjourned at 6:00 p.m.

NEXT MEETING:

Tuesday, November 8, 2022 at 5:30 p.m.

OFFICER OF THE BOARD

SIGNATURE  _____

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

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:35 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:

- Southside is fully enrolled to begin the school year.
- With the addition of a student and family liaison, there will be a continued focus on chronic absenteeism throughout the year.

b. ESSER Funds Report

The ESSER Funds Report was presented and discussed.

5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The committee reviewed the fourth quarter financial statements and responded to the required questions from the independent auditor as part of the annual audit process.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The New York State Education Department provided a webinar to guide schools that will be going through the charter renewal process.

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 Anthony Ortega to approve the Personnel Hires of:

- Luke Olley as an Academic Specialist
- Jackie Kinsey as a Paraprofessional
- Teshawna Pileski as a Paraprofessional
- Wayne Yaddow as a Paraprofessional
- India Butler as a Paraprofessional
- Darrian Breedlove as a Paraprofessional

- Michael Battiste as a Paraprofessional

The motion was approved unanimously.

6. DISCUSSION ITEMS

- The Charter Renewal process and the proposed school site visit by the New York State Education Department was discussed. The date for the school visit has not been finalized.
- The 2022 NHA Board Symposium will be held on Tuesday, October 25, 2022 in Dearborn MI.
- The Auditor Planning Communication, which details the planned scope and timing of the audit, was reviewed.
- The 2021-2022 Board Satisfaction Survey Summary was reviewed.
- The Fourth Quarter Financial Statements for the twelve months ending June 30, 2022 were reviewed.
- The Conflict of Interest Disclosure Statement will be completed by the Board.
- Board Housekeeping was discussed. In preparation for the 2022-23 school year, the Board reviewed several reminders regarding the following:
 - Board Meeting Attendance
 - Board Meeting Preparation
 - Scheduling Board Meetings
 - Board Responsibilities

7. EXECUTIVE SESSION TO REVIEW SCHOOL EMERGENCY OPERATIONS PLAN

A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to enter closed or executive session in order to discuss the School Emergency Operations Plan.

The motion was approved in a roll call vote.

Carol Hill voted yes

James Duah-Agyeman voted yes

Anthony Ortega voted yes

Marissa Willingham voted yes

EXECUTIVE SESSION

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

The motion was approved in a roll call vote.

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

8. ACTION ITEMS

- a. Approval of the August 9, 2022 Board Meeting Minutes
A motion was made by Anthony Ortega and seconded by Marissa Willingham to approve the August 9, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the Emergency Response Plan
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the Emergency Response Plan as presented. The motion was approved unanimously.
- c. Approval of the District-Wide Plan
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the District-Wide Plan as submitted. The motion was approved unanimously.
- d. Designation of the Chief Emergency Officer
A motion was made by James Duah-Agyeman and seconded by Marissa Willingham to designate the school's principal as the Chief Emergency Officer. The motion was approved unanimously.
- e. Approval of the Board Signature Resolution
A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to approve the Board Signature Resolution as presented. The motion was approved unanimously. The Board authorized the use of Electronic Signatures moving forward.
- f. Ratification of the Revised 2022-2023 Offered Seats Schedule
A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to ratify the Revised 2022-2023 Offered Seats Schedule as submitted. The motion was approved unanimously.

9. NEW BUSINESS

None was presented.

10. PUBLIC COMMENT

None was given.

11. ADJOURNMENT

The meeting was adjourned at 6:35 p.m.

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

OFFICER OF THE BOARD

SIGNATURE  _____

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

BOARD OF TRUSTEES:

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

NON-BOARD MEMBERS ATTENDING:

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:44 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

4. MANAGEMENT REPORTS

a. Principal Report

Tammy Pugh presented the Principal Report.

Highlights included:

- Southside's Charter Renewal Visit took place on December 7, 2022.
- Interim Assessments were administered via computer. Staff members will work with students to enhance their computer skills in preparation for future electronic assessments.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Fall-to-Fall Proficiency and Growth was reviewed.
2. District and State Historical Comparisons were reviewed.
3. The Fall Employee Engagement Survey Summary was reviewed.

ii. Retention Update

Tammy Pugh provided a Retention Update to the Board.

5. COMMITTEE REPORTS

a. Finance Committee Report

No new information was presented.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board participated in a charter renewal visit on December 7, 2022. The Board also discussed the identification of any Southside parents who would be willing to serve as Board members.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

Approval of the Personnel Hire

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

- Nyaasia Jones as a paraprofessional.

The motion was approved unanimously.

6. DISCUSSION ITEMS

None were presented.

7. ACTION ITEMS

a. Approval of the November 8, 2022 Board Meeting Minutes

A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to approve the November 8, 2022 Board Meeting Minutes as submitted. The motion was approved unanimously

b. Approval of the Proposed Charter Agreement Amendment

A motion was made by Marissa Willingham and seconded by Anthony Ortega to approve the proposed Charter Agreement Amendment which will give NYSED the authority to approve enrollment changes within the limits already approved by the Regents. The motion was approved unanimously.

8. NEW BUSINESS

The Board requested an update on the status of nursing services at the school.

Marissa Willingham discussed an upcoming Martin Luther King Jr. celebration scheduled for January 22, 2023. Accommodations can be made for Southside students to attend the celebration. In addition, nominations can be submitted for Southside students who can be considered for Unsung Hero Awards.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

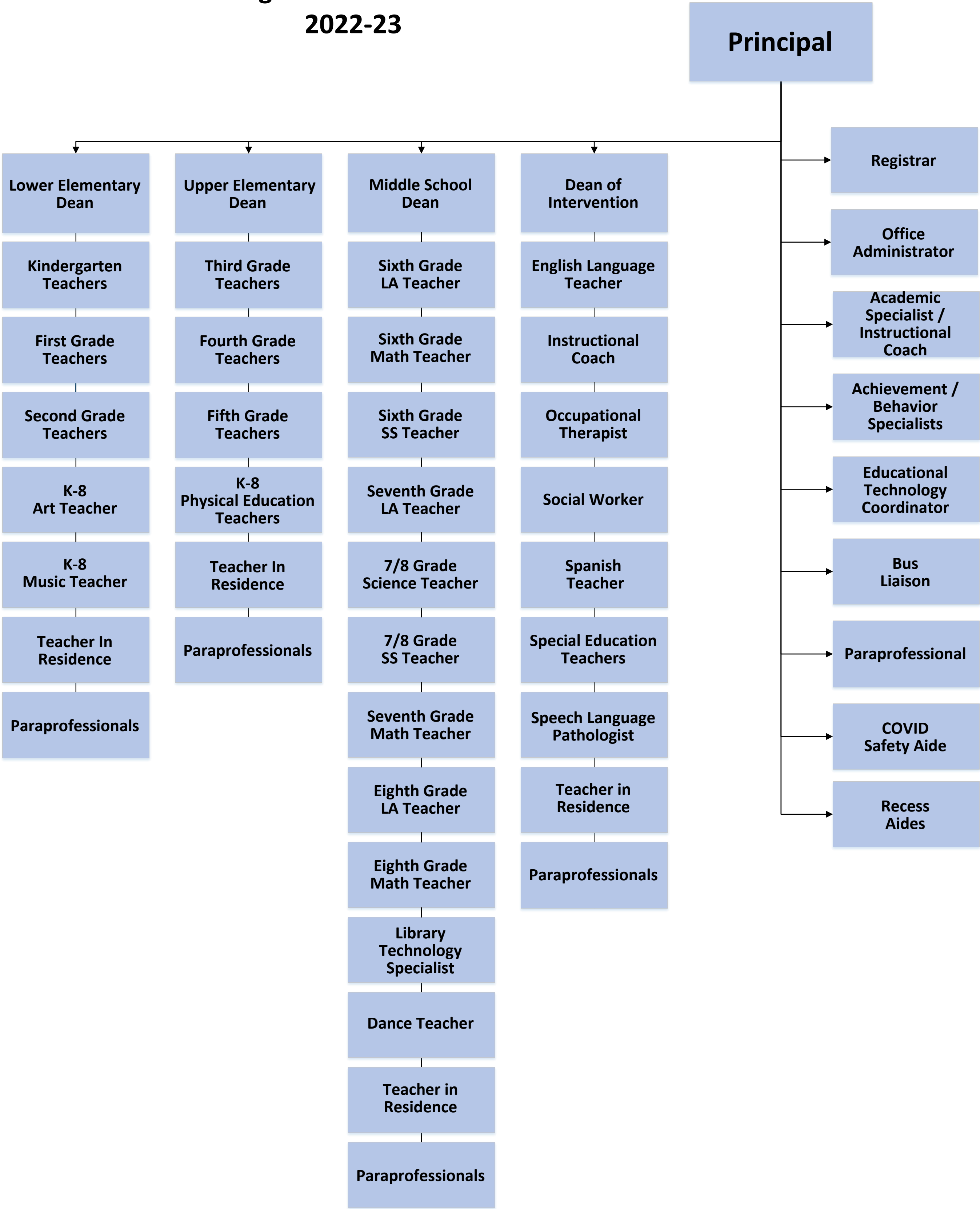
The meeting was adjourned at 6:15 p.m.

**NEXT MEETING:
Tuesday, January 10, 2023 at 5:30 p.m.**

OFFICER OF THE BOARD

SIGNATURE  _____

**Southside Academy Charter School
Organizational Chart
2022-23**



Southside Academy Charter School

2023-24 School Year

July 2023						
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					

7/4 - Fourth of July

August 2023						
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	

8/28 - Staff PD
8/29-8/31 - Staff PD/Data Dive

September 2023						
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

(18 Instructional Days)
9/1 - Labor Day Weekend
9/4 - Labor Day
9/5 - Staff PD
9/6 - First Day of School
9/20 - Open House

October 2023						
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				

(21 Instructional Days)
10/9 - Indigenous Peoples' Day

November 2023						
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		

(16 Instructional Days)
11/7 - Regional PD
11/9 - End of Quarter 1
11/10 - Veterans Day
11/17 - Parent Teacher Conferences
11/21 - Data Dive
11/22-11/24 - Thanksgiving Break
11/27 - School Resumes

December 2023						
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						

(15.5 Instructional Days)
12/22 - Records Day
12/25-1/1 - Winter Break

(21 Instructional Days)

1/2 - School Resumes
1/15 - Martin Luther King, Jr. Day

January 2024						
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			

(16 Instructional Days)

2/2 - End of Quarter 2
2/19-2/23 - Mid Winter Break
2/26 - School Resumes

February 2024						
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		

(19 Instructional Days)

3/8 - Data Dive
3/15 - Parent Teacher Conferences
3/29 - Good Friday

March 2024						
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						

(16 Instructional Days)

4/10 - Regional PD
4/11-4/12 - NYS ELA testing Window
4/12 - End of Quarter 3
4/15-4/17 - NYS ELA testing Window
4/22-4/26 - Spring Break
4/29 - Contingency Day
4/29 - School Resumes

April 2024						
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				

(22 Instructional Days)

5/7-5/10 - NYS 3 - 8 Math
5/13-5/17 - NYS 3 - 8 Math
5/24 - Contingency Day
5/27 - Memorial Day
5/28 - Contingency Day

May 2024						
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	




(19.5 Instructional Days)

6/19 - Juneteenth Observance
6/25 - End of Quarter 4
6/26 - Last Day of School

June 2024						
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						

Board Approved:
7/12/2023 4:06 PM

Last Update:
7/12/2023 4:06 PM

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

184 School Days
7:15 AM-2:15 PM School Hours
7:15 AM-10:15 AM (half)
1,175.00 Instructional Hours

SYRACUSE FIRE DEPARTMENT

MONTHLY SCHOOL INSPECTION

DATE: 7/26/2022

SCHOOL: Southside Academy

CONSTRUCTION: V- Wood Frame

ADDRESS: 2000 Onondaga Creek Blvd

SPRINKLERS:

☒ YES ☐ NO
☒ WET ☐ DRY
☒ FULL ☐ PART

INSPECT DATE: 7/18/22

STANDPIPE

☐ YES ☒ NO

CONDITION:

EXTINGUISHERS

INSPECT DATE: 10/21

ISSUES:

BOILERS:

HOW MANY

0

INSPECT DATE:

HOUSEKEEPING:

☒ GOOD ☐ FAIR ☐ POOR

HALLS & EXITS CLEAR:

☒ YES ☐ NO

FLAMMABLE/COMBUSTIBLE STORAGE

☐ INSIDE ☐ OUTSIDE ☐ BOTH

NO SMOKING SIGN PRESENT:

☒ YES ☐ NO

A.E.D.: ☒ OK?

LOCATIONS: main office

PAD DATES:

NUMBER OF A.E.D.'S: 1

Adult 5/07/22 expired
PEDS 2/5/24

LIST OF CONCERNS:

NUMBER OF STUDENTS: Summer 680

NUMBER OF TEACHERS: Summer 80

NUMBER OF CUSTODIANS: 5

HEAD CUSTODIAN NAME: Steve Streeter

PRINCIPAL NAME: Tammy Pugh

PRINCIPAL SIGNATURE:

S.F.D. OFFICER: Lt. August F. Matt

CO. & SHIFT: Truck 8 / A

S.F.D. OFFICER SIGNATURE:

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

2002 ONONDAGA CREEK BLVD CASE 239

CNY AFFORDABLE LAND DEV

Address

Owner

2007-MJB-89

82279

1366900101

5B

Certificate #

Permit#

Property#

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:

Director

Date

Assistant Director

Date

APPROVED FOR CERTIFICATE OF OCCUPANCY

N/A

SOCFA

MEVE GAVITS

Date

11/17/07

Plumbing

Date

11/17/07

11/17/07

11/17/07

11/17/07

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