

# Application: Southside Academy Charter School

Sarah Ermatinger - [REDACTED]  
Annual Reports

## Summary

**ID:** 0000000124  
**Status:** Liaison Review  
**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Jul 31 2020

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 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, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

SOUTHSIDE ACADEMY CHARTER SCHOOL 421800860845

**a1. Popular School Name**

(No response)

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

SYRACUSE CITY SD

**d. DATE OF INITIAL CHARTER**

1/2002

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2002

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

MISSION STATEMENT

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

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Academic Excellence: We believe a high-quality K-8 education sets the critical foundation for a student's success in high school, college, and beyond. Achievement may look different for each individual, but our goal is to prepare every student for college. With that in mind, Southside's academic program is designed to meet the Common Core State Standards and relevant New York State Learning Standards and ensure that students master the specific skills and knowledge in each content area at each grade level.
KDE 2	Student Responsibility: We know that children thrive in an environment where they clearly understand what is expected of them, and after putting forth their best effort, they take pride in seeing the results. For this reason, our students are taught that their best effort is vital to their academic success, and teachers will strive to consistently reinforce the importance of students' responsibility for their education and accountability for their actions.
KDE 3	Moral Focus: We believe a great school should develop students' hearts as well as their

	minds. For this reason, our teachers incorporate the Moral Focus curriculum into their daily instruction. Through this purposeful instruction, students build and maintain strong personal character while also developing the qualities necessary to achieve academic success and become good citizens.
KDE 4	Parental Partnerships: We are committed to fostering strong partnerships with parents of students at the school. We actively engage parents in their children's learning, dedicate a Parent Room specifically for ongoing "anytime" interaction between parents and teachers, and consistently communicate with parents about their children's academic progress.
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

#### Need additional space for variables

No

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

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

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

690

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

656

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

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

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes

## I2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	National Heritage Academies
PHYSICAL STREET ADDRESS	3850 Broadmoor Ave. Ste.201
CITY	Grand Rapids
STATE	mmmmmmMIMIm
ZIP CODE	49512
EMAIL ADDRESS	
CONTACT PERSON NAME	Sarah Ermatinger

## FACILITIES INFORMATION

### m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

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

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2200 Onondaga Creek Blvd Syracuse, NY 13207		Syracuse	K-8	N/A

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Tammy Curry			
Operational Leader	Nick Sheltroun			
Compliance Contact	Julie Meller			
Complaint Contact	Julie Meller			
DASA Coordinator	Tammy Curry			
Phone Contact for After Hours Emergencies	Tammy Curry			

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

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

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

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

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**Site 1 Fire Inspection Report**

[Southside 2018 Fire Marshall.pdf](#)

**Filename:** Southside 2018 Fire Marshall.pdf **Size:** 4.1 MB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

Yes



## n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in schedule/calendar	A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the Proposed Revision to the Charter Application referencing a summer learning program. The motion was approved unanimously.	6-30-20	
2				
3				
4				
5				

**More revisions to add?**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

## ATTESTATION

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

Name	Sarah Ermatinger
Position	Board Relations Coordinator
Phone/Extension	
Email	

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

## Responses Selected:

Yes

**Signature, Head of Charter School**

Tammy Cury

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

Card Hill

**Date**

Jul 31 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**In Progress** Last edited: Jul 31 2020 Hidden from applicant

### **[Instructions](#)**

#### **SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school

(See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## Entry 2 NYS School Report Card Link

**SOUTHSIDE ACADEMY CHARTER SCHOOL 421800860845**

### NEW YORK STATE REPORT CARD

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

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

<https://data.nysed.gov/essa.php?year=2019&instid=800000040667>

## Entry 3 Progress Toward Goals

Completed Jul 31 2020

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## Entry 3 Progress Toward Goals

## PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".**

#### 2019-20 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	At a minimum, 75% of students in the school will maintain proficiency or trend toward proficiency from one year's test administration to	State Assessment	Unable to Assess	N/A

	the next.			
Academic Goal 2	At a minimum, 75% of individual students in each subgroup (ELL, SWD, Economically Disadvantaged, etc.) will maintain proficiency or trend toward proficiency from one year's test administration to the next.	State Assessment	Unable to Assess	N/A
Academic Goal 3	The percent of students proficient on 3-8 state assessments for all students will meet (or exceed) the State Average.	State Assessment	Unable to Assess	N/A
Academic Goal 4	The percent of students proficient on 3-8 state assessments for all accountable subgroups will meet (or exceed) the State Average.	State Assessment	Unable to Assess	N/A
Academic Goal 5	Comparison of the performance of all schools in NYS with the same grade configuration and similar population of students identified as Economically Disadvantaged, SWD, ELL, will be greater than one	State Assessment	Unable to Assess	N/A

	standard deviation above the mean.			
Academic Goal 6	The percent of students proficient on 3-8 state assessments for all students by grade level will meet (or exceed) the State Average.	State Assessment	Unable to Assess	N/A
Academic Goal 7	The school will be designated as being in Good Standing.	State Assessment	Unable to Assess	N/A
Academic Goal 8	The school will meet (or exceed) achievement indicators for academic trends toward proficiency by achieving a performance level 3 or higher.	State Assessment	Unable to Assess	N/A
Academic Goal 9				
Academic Goal 10				

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

No

## 3. Do have more academic goals to add?

No

#### 4. ORGANIZATION GOALS

**For the 2019-2020 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”.**

##### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	School leaders have systems in place designed to cultivate shared accountability and high expectations and that lead to students' well-being, improved academic outcomes, and educational success.	Director of School Quality Observations and Evaluations	Met	N/A
Org Goal 2	School leaders have systems in place to support students' social and emotional health and to provide for a safe and respectful	Director of School Quality Observations and Evaluations	Met	N/A



	learning environment.			
Org Goal 3	The Board of Trustees provides competent stewardship and oversight of the school while maintaining policies, establishing performance goals, and implementing systems to ensure academic success, organizational viability, Board effectiveness and faithfulness to the terms of its charter	Annual Board Self-Evaluation	Met	N/A
Org Goal 4	The school has systems and protocols that allow for the successful implementation, evaluation, and improvement of its academic program and operations	Classroom observations are based on schoolwide Classroom Framework	Met	N/A
Org Goal 5	The school is faithful to its mission and has implemented the key design elements included in its charter.	All stakeholders are aware of the school's mission and key design elements	Met	N/A
	The school is demonstrating extensive good faith efforts to	Annual		

Org Goal 6	attract, recruit, and retain students identified as SWD, ELL, and FRL.	assessment of enrollment and retention targets.	Met	N/A
Org Goal 7	The school complies with applicable laws, regulations, and the provisions of its charter.	The Board monitors these items on a regular basis with the assistance of Board counsel, management partner, and authorizer.	Met	N/A
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

No

## 6. FINANCIAL GOALS

### 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	The school is in sound and stable financial condition.	Annual Audit	Met	N/A
Financial Goal 2	The school operates in a fiscally sound manner 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**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### **Entry 7 Disclosure of Financial Interest Form**

Completed Jul 31 2020

#### **Instructions - Multiple Uploads Permitted**

##### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must complete a signed:

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

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

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

#### **Southside Disclosure of Financial Interest Forms**

**Filename:** Southside Disclosure of Financial Inte JrDFGAX.pdf **Size:** 309.2 kB

### **Entry 8 BOT Membership Table**

Completed Jul 31 2020

#### **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 8 BOT Table

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

### SOUTHSIDE ACADEMY CHARTER SCHOOL 421800860845

#### 1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Carol Hill [REDACTED]	Chair	Finance Committee Governance Committee	Yes	7	04/09/2019	06/30/2022	12
2	James Duah-Agyeman [REDACTED]	Vice Chair	Personnel Committee	Yes	4	01/09/2019	06/30/2021	10
3	Anthony Ortega [REDACTED]	Treasurer	Finance Committee Governance	Yes	3	7/1/2020	6/30/2023	12

			Committ ee					
4	Regina McArthur [REDACTED]	Secretary	Finance Committ ee Governan ce Committ ee	Yes	2	01/09/20 18	06/30/20 21	12
5	N/A (Open Seat)	Other	N/A (Open Seat)	No	1	01/01/20 19	01/01/20 19	5 or less
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, 2020	4
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

## 3. Number of Board meetings held during 2019-2020

13

## 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

Completed Jul 31 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

## Entry 10 Enrollment & Retention

Completed Jul 31 2020

### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**SOUTHSIDE ACADEMY CHARTER SCHOOL 421800860845**

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	In addition to continuing efforts from previous years, our	Southside has implemented a multi-prong effort for the 2020-21 recruitment season, in addition to continuing the efforts from 2019-20. <ul style="list-style-type: none"><li>• Digital marketing on Facebook, Great Schools, Google AdWords</li><li>• Frequent mailers to interested</li></ul>



Economically Disadvantaged	<p>Admissions Representative:</p> <ul style="list-style-type: none"> <li>• Held meeting and/or workshops to provide parents with information and skills on a variety of topics</li> <li>• Regularly communicates with school leadership to share feedback from parents</li> <li>• Coordinates recruitment activities with other's that target special populations (ie, provide special education materials in various languages, provide translators at information meetings that discuss services and enrollment on-boarding)</li> <li>• Continue to participate in community events designed to reach a diverse population</li> <li>• Off easy tour scheduling online to accommodate parent schedules</li> </ul>	<p>families with meeting invitations and school information</p> <ul style="list-style-type: none"> <li>• Monthly mailings to parents to share activities and learning tools</li> <li>• Grassroots activities reaching area businesses, daycares, UPK providers, faith-based organizations, and civic groups</li> <li>• Regular opportunities (open house, tours, meetings, activities) for parents to meet school leadership and teachers and see the school</li> <li>• Meeting with parents in the community</li> <li>• Increased virtual outreach to parents with events such as Facebook Live presentations, virtual principal coffees, activities, and demonstrations shared with parents electronically</li> <li>• We will continue initiatives implemented in 2019-20 and additional in-person engagement with the community as guidelines allow.</li> </ul>
	<p>Southside Academy employs an on-site Admissions Representative who regularly engages with parents in the community, civic groups, businesses and organizations, and community leaders to reach various population groups. 2019-20 recruitment activities to the ELL community included:</p> <ul style="list-style-type: none"> <li>• Advertisements and notifications have been placed in the following publications: CNY Latino, American Oggi, and Onondaga County Area Resource &amp; Relocation Guide. In these</li> </ul>	

English Language  
Learners/Multilingual Learners

publications we specifically mentioned that the school provides services to students for whom English is their second language.

- 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.
- An Enrollment Information Meeting was hosted for all parents interested in the school and we provided student applications in a number of languages: Arabic, Bengali, Chinese, English, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu. At the enrollment meetings, information regarding the EL Program and its ability to meet the needs of EL students was provided.
- Marketing materials that describe general school information and EL and Special Education programs available in English, Arabic, Italian, and Spanish, and other languages as requested.
- The school's Admissions Representative established a Parent Ambassador group to facilitate discussion with our current ELL families. These efforts will include:
  - o Community mapping.
  - o Community outreach to friends, neighbors, and families.
  - o Introductions to key community

For the 2020-21 recruitment season, initial activities will be guided by our ability to interact with parents due to COVID restrictions. As happened in the spring of 2020, many of our in-person activities are curtailed and provided virtually or through the mail.

- Work with community partners who serve ELL population to support their changing outreach
- Facilitate virtual conferences and meetings with school's special ed staff and leadership
- Provide school enrollment information and admissions materials specific to Special Education programs in various languages
- Continue to work with local leaders to provide information and accessibility to the school and staff
- Work with current families to identify opportunities to increase outreach to immigrant community.

We will continue initiatives implemented in 2019-20 and additional in-person engagement with the community as guidelines allow.

	<p>organizations, faith-based groups, cultural centers, and businesses.</p> <ul style="list-style-type: none"> <li>o Help with informational meetings and distribution of marketing materials in the community.</li> <li>o Input for outreach to families new to the country.</li> <li>• Continue to develop partnerships with organizations and faith-based groups that provide services to refugee groups.</li> </ul>	
Students with Disabilities	<p>The Southside Admissions Rep will employ the following strategies to improve our efforts to recruit and retain SWD:</p> <ul style="list-style-type: none"> <li>• Distribute throughout the community brochures that describe our special education programming.</li> <li>• Build relationships with support organizations to gain familiarity with the services they provide. This partnership gives both the school and the support organizations an opportunity to recommend the benefits of each other's programming.</li> <li>• Enlist the help of current families to reach additional families of students with disabilities by holding a planning meeting, providing them with materials to distribute, and requesting them to serve as a host for school meetings and during the first days of school.</li> <li>• Coordinate recruitment activities with others that target special populations (i.e., provide special education materials in various languages, provide</li> </ul>	<p>For the 2020-21 recruitment season, initial activities will be guided by our ability to interact with parents due to COVID restrictions. As happened in the spring of 2020, many of our activities will be provided virtually or through the mail.</p> <ul style="list-style-type: none"> <li>• Work with community partners who serve SWD population to support their changing outreach</li> <li>• Facilitate virtual conferences and meetings with school's special ed staff and leadership</li> <li>• Provide school enrollment information and admissions</li> </ul>

	<p>translators at information meetings that discuss services, and provide enrollment on-boarding).</p> <ul style="list-style-type: none"> <li>• Participate in community events designed to reach special populations.</li> <li>• Continue to research recruitment opportunities using the internet, libraries, and community boards to reach a broader population.</li> <li>• Work with local and community leaders who are also working with organizations to serve special needs families.</li> <li>• Continue to work with organizations to distribute information about our school, our special education program, and our enrollment procedures.</li> <li>• Partner school educators with community partners to provide support to their stakeholders.</li> <li>• Participate in community expos and fairs targeted to families of special needs students.</li> </ul>	<p>materials specific to Special Education programs in various languages</p> <ul style="list-style-type: none"> <li>• Continue to work with local leaders to provide information and accessibility to the school and staff</li> </ul> <p>We will continue the initiatives started in 2019-20 and additional in-person engagement with the community as restrictions allow.</p>
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## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives.</p>	<p>We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives.</p>

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

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

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

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

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

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

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

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

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

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

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	with the school, and take some ownership of the school.	with the school, and take some ownership of the school.
	<p>We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives.</p> <ul style="list-style-type: none"> <li>• Culture and Climate: We have a school climate and culture that focus purposefully on caring for each student as a family cares for its children. We believe our school-wide behavior and classroom management practices –which we refer to as Behave with Care – help attract and retain special needs students. Our Behave with Care program is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships.</li> <li>• Parent Involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement strategies, including: <ul style="list-style-type: none"> <li>o Newsletters: Regular newsletters from the principal and teachers are distributed to parents. Important information regarding school-wide performance, initiatives, and programs is included in the newsletter.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Advertisements and notifications have been placed in the following publications: CNY Latino, American Oggi, and Onondaga County Area Resource &amp; Relocation Guide. In these publications we specifically mentioned that the school provides services to students for whom English is their second language.</li> <li>• Fliers were distributed in Italian, Spanish, 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.</li> <li>• An Enrollment Information Meeting was hosted for all parents interested in the school and we provided student applications in a number of languages: Arabic, Bengali, Chinese, English, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu. At the enrollment meetings, information regarding the EL Program and its ability to meet the needs of EL students was provided. We</li> </ul>

English Language  
Learners/Multilingual Learners

o Social media: We have an excellent website, which 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 sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet available at the school.

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

provided EL families with strategies to help their children in school, specific English Language Development (ELD) strategies for such parents. There was also a kindergarten-specific information meeting.

- To ensure the retention of accepted students, and in compliance with federal requirements to identify potential EL students, the school asked these families to complete a “Home Language Questionnaire.” Information from this survey ensures that each child for whom English is a second language is provided the services he/she needed to succeed in school.

- Marketing materials that describe general school information and EL and Special Education programs available in English and Spanish, and other languages as requested.

- Southside Academy’s staff have participated in professional development to provide staff members with tools that they can implement in the classroom to better meet the needs of their English learners.

- Southside Academy’s staff participate in ongoing coaching provided by an EL Specialist throughout the academic year. Coaching topics focus on evidence-based teaching methods and best practices for making content accessible to English Learners.

- Weekly open house times are held during open enrollment and in the July and August to provide parents an opportunity to visit



	<p>contacts help establish and sustain a healthy rapport with parents.</p> <p>o Parent Room: In order to help parents feel at home in the school and to encourage their presence in their child's education, the school building provides a dedicated parent room. This room gives parents a place to gather and build relationships with one another, discuss matters of mutual interest, grow more comfortable with the school, and take some ownership of the school.</p>	<p>the school, tour, meet staff, and learn about the programs offered. These are promoted throughout the community through grassroots marketing. Southside participates in area ethnic festivals such as the annual Syracuse Festival Latino-Americano</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 Southside keeps families informed and solicits feedback in order to improve. The dean of special education schedule 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</p>	<p>A major key to student retention is effective communication and relationship building with all stakeholders. There are multiple points throughout the year that the school keeps families informed and solicits feedback in order to improve. In addition to the initiatives from the 2019-2020 academic school year, we will be including the following outreach to continue to engage our students' families:</p> <ul style="list-style-type: none"> <li>• Parent Input Forms in digital formats so that parents can share their thoughts,</li> </ul>

measures such as quarterly IEP progress reports. In addition, parents are also invited at least once a year for an IEP review with the full IEP team. They are invited initially with a letter about a month before the meeting and then again are called by the special education teacher between a week and a day before as a reminder. Along with the invitation letter, the special education dean also sends a parent input form to help parents prepare for the review meeting and gather information from home. Following the meetings, parents are provided a post-IEP survey so that the deans can gather data to reflect and make improvements utilizing this feedback.

celebrations, and concerns with the school prior to IEP meetings

- Parent Post-IEP Survey Forms in digital format so that parents can provide feedback on special education processes and supports so that we are able to utilize that information to improve practices.

## Entry 12 Percent of Uncertified Teachers

**Completed** Jul 31 2020

### 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.

## Entry 12 Uncertified Teachers

**School Name:** SOUTHSIDE ACADEMY CHARTER SCHOOL 421800860845

# Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5.00
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0.00
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0.00
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	5.00
Total Category A: 5 or 30% whichever is less	10.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	1.00
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0.00
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0.00
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	4.00
Total Category B: not to exceed 5	5.0

**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, 2020)	4.00
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0.00
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0.00
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1.00
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total Category D	15

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

	FTE Count
Total Category E	26

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	41



Thank you.

## Entry 13 Organization Chart

Completed Jul 31 2020

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### [Southside 7](#)

Filename: Southside 7.8.20.pdf Size: 109.9 kB

## Entry 14 School Calendar

Completed Sep 14 2020

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

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

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### [Southside 2020-21 DRAFT Calendar rvsd 8](#)

Filename: Southside 2020 21 DRAFT Calendar rvsd 8.19.20.pdf Size: 250.6 kB

# Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

## Instructions

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

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

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

**School Name:** Southside Academy Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://app.sharebase.com/#/folder/1784/share/239-be7VTc0Km0grSzRFbBqmbGrCZFM">https://app.sharebase.com/#/folder/1784/share/239-be7VTc0Km0grSzRFbBqmbGrCZFM</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/board-documents">https://www.nhaschools.com/schools/southside-academy-charter-school/en/board-documents</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/board-documents">https://www.nhaschools.com/schools/southside-academy-charter-school/en/board-documents</a>
3. Link to NYS School Report Card	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/School-Operations">https://www.nhaschools.com/schools/southside-academy-charter-school/en/School-Operations</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://www.nhaschools.com/getattachment/fbc7bcd4-127a-4426-a18f-6efe50872d2d/southside-">https://www.nhaschools.com/getattachment/fbc7bcd4-127a-4426-a18f-6efe50872d2d/southside-</a>

	<a href="#">academy-charter-school.pdf</a>
5. Authorizer-Approved DASA Policy	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/ad21cb86-2de7-4e8b-aa21-dc0359ab22ab/Southside-(NY)-Final-2019-20.pdf">https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/ad21cb86-2de7-4e8b-aa21-dc0359ab22ab/Southside-(NY)-Final-2019-20.pdf</a>
6. District-wide Safety Plan	<a href="https://www.nhaschools.com/getattachment/Schools/Southside-Academy-Charter-School/board-documents/Page-Components/Board-Documents-(1)/Southside-School-Wide-District-Plan-20-21.pdf?lang=en-US">https://www.nhaschools.com/getattachment/Schools/Southside-Academy-Charter-School/board-documents/Page-Components/Board-Documents-(1)/Southside-School-Wide-District-Plan-20-21.pdf?lang=en-US</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/ad21cb86-2de7-4e8b-aa21-dc0359ab22ab/Southside-(NY)-Final-2019-20.pdf">https://www.nhaschools.com/schools/southside-academy-charter-school/en/getmedia/ad21cb86-2de7-4e8b-aa21-dc0359ab22ab/Southside-(NY)-Final-2019-20.pdf</a>
7. Authorizer-Approved FOIL Policy	<a href="https://app.sharebase.com/#/document/18127/share/239-p--gfyxxFtwltkz5b3ctkDjvEBg">https://app.sharebase.com/#/document/18127/share/239-p--gfyxxFtwltkz5b3ctkDjvEBg</a>
8. Subject matter list of FOIL records	<a href="https://app.sharebase.com/#/document/18127/share/239-p--gfyxxFtwltkz5b3ctkDjvEBg">https://app.sharebase.com/#/document/18127/share/239-p--gfyxxFtwltkz5b3ctkDjvEBg</a>
9. Link to School Reopening Plan	<a href="https://www.nhaschools.com/getattachment/abb7babf-30a5-4305-b004-654e30fd2901/southside-academy-charter-school-reopening-plan-board-approved.pdf">https://www.nhaschools.com/getattachment/abb7babf-30a5-4305-b004-654e30fd2901/southside-academy-charter-school-reopening-plan-board-approved.pdf</a>



Thank you.

## Entry 16 COVID 19 Related Information

**Completed** Aug 3 2020

### Instructions

#### Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.



# Entry 16 COVID 19 Related Information

School Name: Southside Academy Charter School

## TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	654	415	145

## Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students

[illegible]

		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Tota l															0

## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Completed** Jul 31 2020

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

### [Southside - Required Fingerprint & Background Check EE Positions - 8](#)

**Filename:** Southside Required Fingerprint Bac WYhv62R.xlsx **Size:** 14.4 kB

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
-------------------------------------------------------------------------------------------

**Name:**

Anthony Ortega

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

Southside Academy Charter School

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

Treasurer – Current

Trustee

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

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

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

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

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

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

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

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

\_\_\_\_ **Yes** ☒ **No**

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

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

\_\_\_\_ **Yes** ☒ **No**


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

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

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

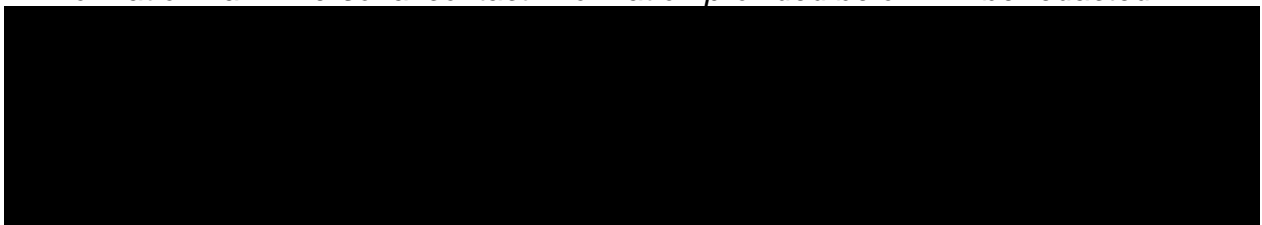
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

  
Signature

7-22-20  
Date

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





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
-------------------------------------------------------------------------------------------

**Name:**

Carol Hill

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

Southside Academy Charter School

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

President – Current

Vice President

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

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

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

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

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

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

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



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

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

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

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

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


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

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

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

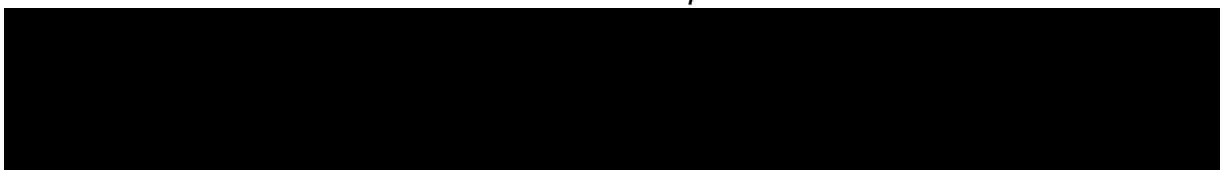
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

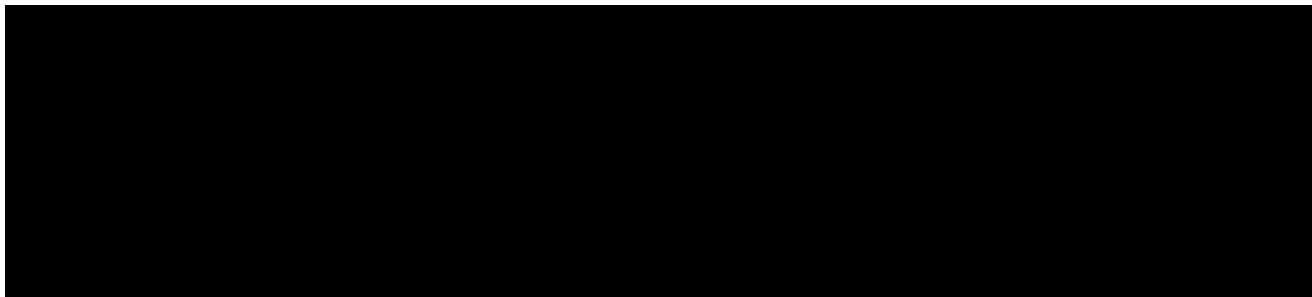
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

  
Signature

7-22-20  
Date

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





<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
-------------------------------------------------------------------------------------------

**Name:**

James Duah-Agyeman

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

Southside Academy Charter School

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

Vice President – Current

Secretary

Trustee

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

*Please write "None" if applicable. Do not leave this space blank.*

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

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

  
Signature

7-15-2020

Date

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



*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
-------------------------------------------------------------------------------------------

**Name:**

Regina McArthur

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

Southside Academy Charter School

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

Parent representative

Secretary – Current

Trustee

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

*Please write "None" if applicable. Do not leave this space blank.*

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

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

  
Signature

7-22-2020

Date

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



*Southside Academy Charter School  
Board Meeting Minutes  
Tuesday, July 9, 2019 at 5:00 p.m.*

---

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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Dr. Jeff White – Principal
2. Andrew Gayle – NHA

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

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

Amendments:

- Add Agenda Item: Executive Session
- Add Agenda Item: Personnel Termination

#### 4. MANAGEMENT REPORTS

a. Principal Report

Dr. Jeff White presented the Principal Report.

Highlights included:

- The Summer Learning Program began on July 9, 2019 with 58 students attending.
- The school is awaiting the results of the 2019 State Assessments.
- The school is currently interviewing candidates for several positions which include: A Special Education Teacher, four Interventionists, an Art Teacher, and several Elementary Teachers.
- There will be an Ice Cream Social for new families on July 11, 2019.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency and Growth were reviewed.
2. The Parent Satisfaction Survey Results were reviewed.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Monthly Financial Statements for the 11 months ending May 31, 2019 were reviewed.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board will continue to identify prospective Board members based on their professional and community networks.

c. Personnel Committee Report

No new information was presented.

#### 6. DISCUSSION ITEMS

- a. Auditor Planning Communication – The Board reviewed the Auditor Planning Communication which addresses the timing and scope of the annual audit as well as the Independent Auditor's Responsibilities.

## 7. ACTION ITEMS

- a. Approval of the June 11, 2019 Board Meeting Minutes  
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the June 11, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the Revised Admission and Enrollment Policy  
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the Revised Admission and Enrollment Policy as submitted. The motion was approved unanimously.
- c. Approval of the Request to Amend the Charter Contract to Increase Projected Enrollment  
A motion was made by Regina McArthur and seconded by James Duah-Agyeman to approve the Request to Amend the Charter Contract to Increase Projected Enrollment as submitted. The motion was approved unanimously.
- d. Ratification of the Revised 2019-2020 School Calendar  
A motion was made by James Duah-Agyeman and seconded by Regina McArthur to ratify the Revised 2019-2020 School Calendar as submitted. The motion was approved unanimously.

## 8. EXECUTIVE SESSION

A motion was made by Anthony Ortega and seconded by Regina McArthur to enter executive session in order to discuss a personnel matter.

The motion was approved in a roll call vote.

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

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.

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

9. PERSONNEL TERMINATION

Approval of the Personnel Termination

A motion was made by James Duah-Agyeman and seconded by Anthony Ortega to approve the Personnel Termination of Jenn Clark. The motion was approved unanimously.

10. NEW BUSINESS

None was presented.

11. PUBLIC COMMENT

None was given.

12. ADJOURNMENT

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

**NEXT MEETING:**

**Tuesday, August 20, 2019 at 5:00 p.m.**

OFFICER OF THE BOARD

SIGNATURE

Carol Hill

*Southside Academy Charter School  
Board Meeting Minutes  
Tuesday, August 20, 2019 at 5:00 p.m.*

---

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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President		X	June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Shannon Gallo – Dean
2. Rachel Bickford – Teacher

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

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

**4. MANAGEMENT REPORTS**

- a. Principal Report  
Shannon Gallo presented the Principal Report.



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 asked NHA to provide recruiting materials for potential Board members.

c. Personnel Committee Report

Anthony Ortega 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:

- Maureen Keenan as a Substitute Teacher
- Brenda Jones as a Substitute Teacher
- Rebecca Carter as a Teacher in Residence
- Stephanie O'Neil as a Temporary Office Administrator
- Jennifer Hanks as a Registrar
- Doreen Wall as a Special Education Teacher
- Val Lockett as a Paraprofessional
- Rachel Moore as a Paraprofessional
- Paul Panaghetti as a Teacher in Residence
- Renee Capria as a Paraprofessional
- Detrick Birks as a Substitute Teacher
- Essence Black as a Paraprofessional
- Nancy Rynkiewicz as a K-8 Art Teacher

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The 2018-2019 Board Satisfaction Survey Summary was reviewed.
- b. The 2018-2019 Annual Report was discussed.
- c. The 2019-2020 Parent and Student Handbook Updates were reviewed.

7. ACTION ITEMS

a. Approval of the July 9, 2019 Board Meeting Minutes

A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the July 9, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the 2020 Children's Internet Protection Act (CIPA) Form 479

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2020 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously.

c. Ratification of the Charter Renewal Application

A motion was made by Anthony Ortega and seconded by Regina McArthur to ratify the Charter Renewal Application 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 6:05 p.m.

**NEXT MEETING:**

**Tuesday, September 10, 2019 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

*Carol Hill*

*Southside Academy Charter School  
Board Meeting Minutes  
Tuesday, September 10, 2019 at 5:00 p.m.*

---

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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Dr. Jeff White – Principal
2. Candace Johnson – PTO President
3. Andrew Gayle – NHA (via phone)

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:05 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

#### 4. MANAGEMENT REPORTS

a. Principal Report

Dr. Jeff White presented the Principal Report.

Highlights included:

- The school hosted a New Family Orientation on August 15, 2019.
- AimswebPlus and NWEA/MAP testing will take place throughout the month of September.
- Staff engaged in professional development which focused on Bridges for math, EngageNY for math, Illustrative math, and Balanced Literacy for ELA. The school will also implement restorative justice practices for the 2019-20 school year.
- The first PTO meeting of the school year will be held on September 12, 2019.

i. School Performance Report Dashboard Suite

1. Proficiency Counts and Percents – The Board reviewed the Proficiency Counts and Percents based on the 2018-2019 state assessments. Dr. Jeff White also provided a grade by grade analysis of student performance on both the ELA and math assessments.
2. District and State Historical Comparisons – The Board reviewed the District and State Historical Comparison based on the New York State assessments.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the financial statement for the first month of the 2019-2020 school year ending July 31, 2019.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board is identifying potential candidates to serve as Board members. In identifying potential candidates, the Board will provide them with recruitment packets. The Board will also conduct a review of the building and lease agreement.

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:

- Colleen Bland as a Teacher in Residence
- Malisa Martin as a Teacher in Residence
- Christina Quint Kalebic as a Substitute Teacher
- Caroline Van Hoeven as a Sixth-Grade Math Teacher
- Michele Mike as a Paraprofessional

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. The Board Housekeeping was reviewed. The Board reviewed information regarding Board member meeting attendance, Board meeting preparation, scheduling Board meetings, and Board responsibilities.
- b. The Conflict of Interest Disclosure Statement was reviewed and completed.
- c. The Fourth Quarter Financial Statements were reviewed.

7. ACTION ITEMS

a. Approval of the August 20, 2019 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the August 20, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the Fixed Number of Voting Trustees

Tabled.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

Candace Johnson discussed upcoming initiatives of the PTO for the 2019-2020 school year.

Initiatives included:

- Fundraising will be tailored for each grade level.
- Sponsors will be identified for the Washington D.C. student trip.
- Vendors will be identified for the annual "Taste of Southside" event.
- The PTO will attempt to identify a contact for each grade to better understand student needs.
- Identify a PTO Vice President.
- Select a student of the month and have other students nominate their classmates for acts of kindness.

10. ADJOURNMENT

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

**NEXT MEETING:**

**Tuesday, October 8, 2019 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

*Carl Hill*

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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Dr. Jeff White – Principal
2. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:07 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:

- Remove Action Item: Approval of the Fixed Number of Voting Trustees

#### 4. MANAGEMENT REPORTS

a. Principal Report

Dr. Jeff White presented the Principal Report.

Highlights included:

- Multiple new parents attended the school's annual Back to School Night.
- As part of the Back to School Outreach Program, several elected officials were invited to visit the school. Mayor Ben Walsh and County Executive J. Ryan McMahon will visit the school in November.
- The school was invited to partner with the National Audubon Society to create a Plants for Birds Program.
- The fall NWEA and AimswebPlus testing is near completion.
- The ELA pretest results are being used to drive teacher instruction.
- The Board members reviewed a sample of the school's curricular tools and resources.
- The school's Robotics Club will begin in November. The sixth through eighth grade students will be invited to participate.

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 financial statement as of August 31, 2019 was reviewed. Additional information will be requested from NHA regarding building maintenance and repair expenses.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The State Education Department provided the school with a copy of the Charter Renewal Agreement. The New York Charter Schools Association will host a conference in Syracuse on October 24-25, 2019. Several members of the Board plan to attend.

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 Regina McArthur to approve the Personnel Hire of:

- Rhiannon Wilson as a paraprofessional.

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment – The Board discussed three potential candidates who might be interested in serving on the school Board. Further discussions will take place with these individuals and information regarding Board service and the school will be provided to them.

7. ACTION ITEMS

a. Approval of the September 10, 2019 Board Meeting Minutes

A motion was made by Regina McArthur and seconded by James Duah-Agyeman to approve the September 10, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the Fixed Number of Voting Trustees

Removed from agenda.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 5:50 p.m.

**NEXT MEETING:**

**Tuesday, November 12, 2019 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**

A handwritten signature in black ink, appearing to read "Rogelio", is written over a horizontal line.

*Southside Academy Charter School  
Board Meeting Minutes  
Tuesday, November 19, 2019 at 5:00 p.m.*

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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Matt Maguire – NHA
2. Dr. Jeff White – Principal

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:10 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

4. MANAGEMENT REPORTS

a. Principal Report

Dr. Jeff White presented the Principal Report.

i. 2018-2019 Charter Contract Goals Progress Report

Dr. Jeff White presented the 2018-2019 Charter Contract Goals Progress Report.

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

Dr. Jeff White presented the Special Populations Enrollment and Retention (Re-enrollment) Efforts.

5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

i. Approval of the Personnel Hires

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

- Carmen Cruz-Rivas as a Paraprofessional
- Lianne Vargas as a Third-Grade Teacher
- Starlett Brown as an Office Administrator
- Beth O'Key as a Fourth-Grade Teacher
- Daniel Cunningham as a Middle School Special Education Teacher

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment were discussed. The Board is actively looking for potential Board members.
- b. The 2018-2019 Audit Report was reviewed.
- c. The Annual Board Development and Evaluation was reviewed. The Board will discuss this item further at the January Board meeting.
- d. The First Quarter Financial Statements were discussed.

7. ACTION ITEMS

- a. Approval of the October 8, 2019 Board Meeting Minutes  
A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the October 8, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Approval of the Charter Renewal Contract  
A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the Charter Renewal Contract as submitted. The motion was approved unanimously.
- c. Ratification of the Charter Renewal Application - Benchmark 1  
A motion was made by Regina McArthur and seconded by Anthony Ortega to ratify the Charter Renewal Application - Benchmark 1 as submitted. The motion was approved unanimously.
- d. Approval of the 2019-2020 Amended Budget  
After due consideration and discussion, a motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2019-2020 Amended Budget as submitted. The motion was approved unanimously.

8. NEW BUSINESS

Three Board members attended the New York State Charter School Conference in Syracuse. The Board members shared what they had learned at the conference.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

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

**NEXT MEETING:**

**Tuesday, December 10, 2019 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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



*Southside Academy Charter School  
Board Meeting Minutes  
Tuesday, December 10, 2019 at 5:00 p.m.*

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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President		X	June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Dr. Jeff White – Principal
2. Candace Johnson – PTO President
3. Lonnie Johnson – Relative of Student
4. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:11 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

#### 4. MANAGEMENT REPORTS

a. Principal Report

Dr. Jeff White presented the Principal Report.

Highlights included:

- The Award Assemblies were held for students in kindergarten through eighth grade on November 25, 2019.
- The second-grade students attended a field trip on December 6, 2019.
- The Southside Robotics Club has registered for three winter competitions.
- Interim Assessments were completed by students in third through eighth grade.
- The Girls Volleyball and Boys Basketball Teams have several upcoming games.
- The PTO will host a Holiday Gift Shop on December 17, 2019.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Proficiency and Growth results were reviewed.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The committee reviewed the monthly financials for the four months ending October 31, 2019.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. Two potential candidates are considering becoming Board Trustees. The Board members will continue to identify additional candidates.

c. Personnel Committee Report

No new information was presented.

6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment were discussed. Two potential candidates are considering becoming Board Trustees. The Board members will continue to identify additional candidates.
- b. Fall Employee Engagement Survey Summary was reviewed. The survey is offered to employees in the fall and spring and the survey summary will be provided to the Board during the same timeframes. The school's Deans will develop an action plan to address each of the survey's specific areas of focus. A staff engagement committee will also be formed to address employees' concerns.

7. ACTION ITEMS

- a. Approval of the November 19, 2019 Board Meeting Minutes  
A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the November 19, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

8. NEW BUSINESS

The State Education Department's Charter School Office will conduct a renewal site visit at Southside Academy Charter School on December 12-13, 2019.

9. PUBLIC COMMENT

Candace Johnson provided several updates regarding the PTO:

Updates included:

- Syracuse University's Law School will provide guidance to the PTO in obtaining a 501c(3) designation.
- There are currently nine members of the PTO after several new additions.
- Several parents have stated that students have brought restricted objects into school. The school will reiterate the Acts of Misconduct to students and parents.
- Parents and teachers will work to develop a committee in which school issues can be discussed on a quarterly basis.

Candace Johnson requested to receive information regarding the process that the school follows when a student is suspended.



10. EXECUTIVE SESSION

A motion was made by Regina McArthur and seconded by Anthony Ortega to enter executive session in order to discuss a legal matter.

The motion was approved in a roll call vote.

Carol Hill voted yes  
Anthony Ortega voted yes  
Regina McArthur voted yes

EXECUTIVE SESSION

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

The motion was approved in a roll call vote.

Carol Hill voted yes  
Anthony Ortega voted yes  
Regina McArthur voted yes

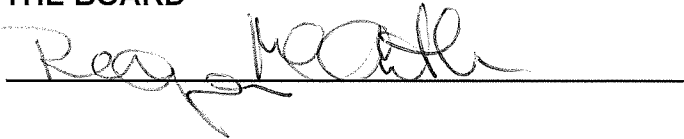
11. ADJOURNMENT

The meeting was adjourned at 6:37 p.m.

**NEXT MEETING:**  
**Tuesday, January 7, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**

A handwritten signature in black ink, appearing to read 'Regina McArthur', is written over a horizontal line.

*Southside Academy Charter School  
Board Meeting Minutes  
Tuesday, January 7, 2020 at 5:00 p.m.*

---

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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President		X	June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Dr. Jeff White – Principal
2. Ron Large – DSQ
3. J.C. Huizenga – NHA Founder and Chairman
4. Brian Britton – NHA President and CEO
5. Andrew Gayle – NHA

1. CALL TO ORDER

James Duah-Agyeman called the meeting to order at 5:27 p.m.

2. ROLL CALL

Roll call was held.

### 3. APPROVAL OF THE AGENDA

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

### 4. MANAGEMENT REPORTS

#### a. Principal Report

Dr. Jeff White presented the Principal Report.

Highlights included:

- The Boys Basketball Team finished its season with a .800 winning percentage.
- The Girls Basketball Team finished its season with a .500 winning percentage.
- The school and staff celebrated the holiday season with a Holiday and Spirit Day on December 20, 2019.
- K-5 grades will be assessed using AimsWeb in January 2020.
- 3-8 grades will take the Interim 2 ELA assessment in February 2020.
- The school receives Moral Focus "Hawks" as an incentive to infuse Moral Focus Virtue of the Month throughout the school day.
- The Girls Basketball Team will begin its season at the end of January 2020.
- The Middle School Robotics Club will compete in the VEX IQ Challenge.

#### i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. The Demographics were reviewed.

#### b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

### 5. COMMITTEE REPORTS

#### a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the financials for the five months ending November 30, 2019.

#### b. Governance Committee Report

No new information was presented.

#### c. Personnel Committee Report

James Duah-Agyeman presented the Personnel Committee Report.

i. Approval of the Personnel Hires

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

- Frank Alagna as a Physical Education Teacher
- Greg Quinn as a Seventh-Grade Math Teacher
- Diane Ralyea as an Interim Dean

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment – The Board has identified a Board candidate who was recently elected as a local city official. The individual is considering the Board member position. The Board will also contact Leadership Greater Syracuse to identify individuals who may be interested in serving on non-profit Boards and school Boards.
- b. Annual Board Development and Evaluation – The Annual Board Development and Evaluation was reviewed. The Board will discuss this item further at the February Board meeting.
- c. 2020 National Charter Schools Conference – The National Charter Schools Conference will be held Sunday, June 21, 2020 through Wednesday June 24, 2020. The National Charter Schools Conference is a conference designed for current and aspiring charter school leaders. It is typically attended by charter teachers, leaders, Board members, and advocates, as well as, education innovators, policy makers, and business leaders.
- d. Personal Profile Update Form – The Board reviewed the Personal Profile Update Forms and updated pertinent information such as preferred contact information.
- e. Board Member Snapshot Form – The Board reviewed the Board Member Snapshot Forms. The information on the Snapshot Form is useful for NHA staff who may be meeting with the Board or a member of the Board for the first time.
- f. Proposed 2020-2021 Board Calendar – The Board reviewed the Proposed 2020-2021 Board Meeting Calendar and agreed to move the proposed September meeting to September 15, 2020.
- g. Board Self-Evaluation and Evaluation of NHA – The Board Self-Evaluation and Evaluation of NHA were reviewed. The Board will discuss these items further at the February Board meeting.
- h. Board Terms and Resignations – The Board members were reminded to discuss potential changes to their membership such as resigning prior to their term expiration or not seeking reappointment at the end of their current term. This will provide the Board with enough time to identify interested candidates.
- i. State Education Visit Recap – As part of Southside's Charter Renewal, the State Education Department's Charter Schools Office conducted a site visit at the school in mid-December 2019. The site visit team observed multiple classrooms, met with students, parents, and the school's leadership.

7. ACTION ITEMS

a. Approval of the December 10, 2019 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the December 10, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the 2020-2021 Offered Seats Schedule

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2020-2021 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 5:46 p.m.

**NEXT MEETING:**

**Tuesday, February 11, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** 

*Southside Academy Charter School  
Board Meeting Minutes  
Tuesday, February 11, 2020 at 5:00 p.m.*

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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer	X		June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Curry – Interim Principal
2. Ron Large – DSQ
3. Andrew Gayle – NHA

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:13 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by 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:

- The students received their report cards on January 29, 2020. Teachers have held conferences with families who are at risk of being retained.
- NHA's ELA Curriculum Specialist was on campus February 6, 2020 and the ELA Specialist will be at the school on February 12-13, 2020.
- Grades K-2 completed both Aimsweb and NWEA testing during the week of February 3, 2020. Grades 3-8 completed Interim II ELA testing on February 4-5, 2020 and grades 3-5 will be assessed using Aimsweb during the week of February 10, 2020.
- Southside Academy Charter School families will participate in Pizza and Paint on February 13, 2020 while students in grades 5-8 will have a Valentine's Day Dance.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the Second Quarter Financial Statements as of December 31, 2019.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board has reviewed drafts of the Midterm Site Visit Report as well as the Renewal Site Visit Report. The Board is seeking to identify prospective Board members with a focus on individuals with knowledge of K-12 education. Board members will follow-up with individuals in their networks to determine interest and Tammy Curry will discuss the vacancy with a community member.

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:

- Michael Henry as an Academic Behavior Support Specialist

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment were discussed. The Board has reviewed drafts of the Midterm Site Visit Report as well as the Renewal Site Visit Report. The Board is seeking to identify prospective Board members with a focus on individuals with knowledge of K-12 education. Board members will follow-up with individuals in their networks to determine interest and Tammy Curry will discuss the vacancy with a community member.
- b. The Board Self-Evaluation and Evaluation of NHA were completed.

Board Self-Evaluation:

- The Board identified the long tenure of its members and close connections to school stakeholders as strengths. In terms of improvements, the Board is seeking to add two Board members.

Evaluation of NHA:

- The Board expressed satisfaction with the information provided by NHA and the Moral Focus Virtue of the Month curriculum. In terms of improvements, the school lunch was identified as an area of focus.

- c. The Second Quarter Financial Statements were reviewed.

7. ACTION ITEMS

- a. Approval of the January 7, 2020 Board Meeting Minutes  
A motion was made by Regina McArthur and seconded by James Duah-Agyeman to approve the January 7, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.
- b. Appointment of the 2019-2020 Audit Firm  
A motion was made by Anthony Ortega and seconded by Regina McArthur to appoint Plante Moran as the 2019-2020 Audit Firm. The motion was approved unanimously.
- c. Approval of the 2020-2021 Board Calendar  
A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the 2020-2021 Board Calendar as submitted. The motion was approved unanimously.

8. NEW BUSINESS

A corrective action plan will be completed and submitted to the New York State Education Department.



*Southside Academy Charter School  
Board Meeting Minutes  
Tuesday, February 11, 2020 at 5:00 p.m.*

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9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6:02 p.m.

**NEXT MEETING:**

**Tuesday, March 10, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**



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

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Carol Hill   President	X		June 30, 2022
James Duah-Agyeman   Vice President	X		June 30, 2021
Anthony Ortega   Treasurer		X	June 30, 2020
Regina McArthur   Secretary	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Curry – Interim Principal
2. Andrew Gayle – NHA

1. CALL TO ORDER

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

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Curry presented the Principal Report.

Highlights included:

- The Principal of Brooklyn Excelsior assisted the Southside Academy Charter School staff with a data dive of recent interim assessments. A pacing guide for staff was also developed.
- Interim math testing was administered on March 4-5, 2020.
- There was a good turnout for Parent/Teacher Conferences on March 9, 2020.
- Communication regarding retention was shared with families of students who have demonstrated academic and attendance concerns.

i. 2020-2021 Academic School Improvement Plan Goals

Tammy Curry presented the 2020-2021 Academic School Improvement Plan goals.

ii. Wellness Policy Review

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

iii. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Enrollment and Attendance were reviewed.
2. Interim Assessment Report was reviewed.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Andrew Gayle presented the Finance Committee Report. The financial statements for the seven months ending January 31, 2020 were reviewed.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The school received a three-year charter renewal. Areas of focus during the upcoming charter term include increasing the school's number of English Language Learners and Special Education students while also appointing an additional Board member.

c. Personnel Committee Report

Tammy Curry presented the Personnel Committee Report. The school is seeking to fill English Language Learner, Special Education, Registrar, and Interventionist positions.

**6. DISCUSSION ITEMS**

- a. Board Vacancy and Recruitment were discussed. The Board will continue to identify local community members who may serve as potential Board members. Tammy Curry has identified several individuals who she will contact personally to determine their interest in serving on the school's Board.
- b. The 2019-2020 Board Satisfaction Survey was discussed. The Board will receive a link to complete NHA's Board Satisfaction Survey. The survey provides Boards with an opportunity to share feedback with NHA regarding areas of strength and improvement.
- c. Administrative Professionals Week will be held April 20-24, 2020. This will provide an opportunity to celebrate the school's office staff.
- d. Teacher Appreciation Week will be held on May 4-8, 2020. This will provide an opportunity to celebrate the school's staff members. Tammy Curry will identify a date for a staff lunch that will be sponsored by the Board.
- e. The 2020 NHA Board Symposium will be held on Tuesday, October 20, 2020 in Plymouth, Michigan. The Symposium provides NHA-partner Board members with the opportunity to receive professional development that focuses on several different areas of interest.
- f. The Board Binders Preference was discussed. The Board would not like any Board binders for the 2020-2021 school year.

**7. ACTION ITEMS**

- a. Approval of the February 11, 2020 Board Meeting Minutes  
A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the February 11, 2020 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 6:04 p.m.

**NEXT MEETING:**  
**Tuesday, April 14, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**

A handwritten signature in cursive script, appearing to read "Carl Hill", is written over a horizontal line.

VIA CONFERENCE CALL

DIAL-IN: 1-646-558-8656 - PARTICIPANT CODE: 476-405-892

**BOARD OF TRUSTEES:**

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

**NON-BOARD MEMBERS ATTENDING:**

1. Andrew Gayle – NHA
2. Tammy Curry – Interim Principal

All Board Members and Non-Board Members in attendance participated via phone.

1. CALL TO ORDER

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

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Anthony Ortega and seconded by 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:

- The staff created a “Missing You Video” for the students, which was shared on Facebook and in Google Classroom.
- Parents have shared photos of students engaged in remote learning during the COVID-19 school closure.
- Remote Learning 2.0 was developed to provide virtual online learning as well as paper packets to families.
- Approximately 200 Chromebooks were delivered to families to assist with virtual learning. There are currently only two families which do not have an internet connection. The school staff and NHA are working to assist these families in having online access.
- Teachers are calling five to six parents daily. In addition to calls, contact with parents are attempted through email, texting, Facebook, home visits, and mailed letters.
- Several staff members have formed a Support Team to contact families classified as high-risk.
- Approximately 70-75% of students are completing their online and paper assignments.
- The staff has been pleased with the resources provided by NHA during the school’s closure. NHA has developed webinars for staff detailing the process to access information remotely and teach virtually.
- Virtual interviews will be conducted for prospective staff candidates.
- One-on-One, wing and team meetings continue to be held.
- The students are receiving meals through the Syracuse City School District.
- Student enrollment for 2020-21 is still on track.
- The staff misses their students while also attempting to manage a proper work-life balance.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

## 5. COMMITTEE REPORTS

### a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the Financial Statements for the eight months ending February 29, 2020. In addition, the Committee requested information from NHA regarding the impact of COVID-19 on school revenue and expenses.

### b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The New York State Education Department (SED) and the New York Charter Schools Association have been diligent in providing information regarding the impact of COVID-19. SED also contacted Tammy Curry and Carol Hill to discuss what the school has done to engage students and staff during the COVID-19 closure.

### c. Personnel Committee Report

Tammy Curry presented the Personnel Committee Report. The school is still looking to fill Special Education, Registrar, Interventionist, and English Language Learning positions.

## 6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment – Board members are still continuing outreach to their professional networks to identify potential Board candidates. The Board will ask its legal counsel as well as Leadership Greater Syracuse for assistance in identifying Board candidates.
- b. Form 990 – The Board reviewed the Form 990 which is an informational return which must be submitted to the Internal Revenue Service by 501(c)(3) tax exempt organizations.
- c. Disclosure of Financial Interest Form – The Board reviewed the Disclosure of Financial Interest form which is required to be completed by all Board members as part of the school's Annual Report submission.

## 7. ACTION ITEMS

### a. Approval of the March 10, 2020 Board Meeting Minutes

A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the March 10, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

### b. Reappointment of Anthony Ortega to Serve an Additional Board Term of Three Years to Expire in June of 2023

A motion was made by James Duah-Agyeman 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 2023. The motion was approved unanimously.



c. Approval of the 2020-2021 Student Code of Conduct

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the 2020-2021 Student Code of Conduct as presented and to authorize the principal to finalize the Student Code of Conduct with the understanding that any substantial changes shall be presented to the Board for approval. The motion was approved unanimously.

8. NEW BUSINESS

None was presented.

9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

The meeting was adjourned at 6 p.m.

**NEXT MEETING:**

**Tuesday, May 12, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

*Carl Hill*

AT GOOGLE MEET: [HTTPS://MEET.GOOGLE.COM/VMY-KTYO-COV](https://meet.google.com/vmy-ktyo-cov) OR PHONE: 1 347-896-0951 PIN: 440 782 743#

**BOARD OF TRUSTEES:**

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

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Curry – Interim Principal
2. Andrew Gayle – NHA

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

**1. CALL TO ORDER**

Carol Hill called the meeting to order at 5:03 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 Curry presented the Principal Report.

Highlights included:

- Parents continue to share pictures of students engaged with remote learning.
- Chromebooks are still being distributed to families for virtual instruction and learning. Work packets have also been mailed to parents.
- In recognition of Teacher Appreciation Week, the school's Leadership Team delivered gifts to all Teachers and support staff.
- Teachers are using Google Hangouts Meets to provide students with individual assistance.
- The Leadership Team established staff hour to enhance the interaction between colleagues.
- An online professional development will be provided to staff members.
- Teachers continue to contact five to six families daily using phone, emails, and social media. The expectation is that all families are contacted by Friday of each week.
- Approximately 70-75% of students are completing their online and paper assignments.
- Teachers place weekly learning guides on Google Classroom as well as send a picture of the guides to parents.
- Students' grades will be based on an average of the first three quarters and Participation/Non-Participation for the fourth quarter.
- Families of students at risk of retention have been notified through letters as well as in-person discussions.
- Virtual graduation will be offered to fifth-grade students while staff will drive-by and provide certificates to kindergartners and eighth graders. Lawn signs will also be provided to eighth-grade students to commemorate their promotion to high school.
- A student recently passed away. Both the staff and the Board have provided support to the student's family.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The financial statements for the nine months ending March 31, 2020 were reviewed. Additional information will be provided when the state releases financial data reflecting the COVID-19 pandemic and its impact on revenues and expenditures.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. The Board continues to identify candidates to serve as potential Board members.

c. Personnel Committee Report

Tammy Curry presented the Personnel Committee Report. The school is identifying candidates to fill several positions such as a Special Education Teacher, English Language Learner Teacher, Registrar, Interventionist, and Teachers in Residence.

6. DISCUSSION ITEMS

- a. Dignity for All Students Act (DASA) Update – The Board reviewed DASA which seeks to provide public elementary and secondary students with a supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property or at a school function. The school principal has been designated as the DASA coordinator to address such incidents.
- b. Third Quarter Financial Statements – The Board reviewed the Third Quarter Financial Statements as of March 31, 2020.

7. ANNUAL MEETING ACTION ITEMS

a. Approval of the Election of Officers

A motion was made by James Duah-Agyeman 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 Regina McArthur and seconded by James Duah-Agyeman to appoint the NHA Director of Construction as the AHERA Contact. The motion was approved unanimously.

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

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

e. Appointment of the Whistleblower Compliance Officer

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to appoint the School Principal as the Whistleblower Compliance Officer. The motion was approved unanimously.

8. ACTION ITEMS

a. Approval of the April 14, 2020 Board Meeting Minutes

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the April 14, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the 2020-2021 School Calendar

A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the 2020-2021 School Calendar as submitted. The motion was approved unanimously.

c. Approval of the 2020-2021 Initial Budget Proposal

A motion was made by Anthony Ortega and seconded by Regina McArthur to approve the 2020-2021 Initial Budget Proposal as submitted. The motion was approved unanimously.

9. NEW BUSINESS

The 2020 National Charter Schools Conference was recently cancelled. The National Alliance for Public Charter Schools will proceed with offering a virtual conference over multiple days in July 2020.

10. PUBLIC COMMENT

James Duah-Agyeman expressed condolences to the school staff on the passing of the student.

11. ADJOURNMENT

The meeting was adjourned at 5:59 p.m.

**NEXT MEETING:**

**Tuesday, June 9, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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



AT ZOOM:

HTTPS://US02WEB.ZOOM.US/J/85232725557?PWD=U1VQAMIVU3ZKNCT2B1IVSMRRRH  
EXQT09

**BOARD OF TRUSTEES:**

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

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Curry – Interim Principal
2. Andrew Gayle – NHA

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:06 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

#### 4. MANAGEMENT REPORTS

a. Principal Report

Tammy Curry presented the Principal Report.

Highlights included:

- A rental bus will be used for the Eighth-Grade Parade on June 20, 2020. There will be a maximum of ten staff members on the bus. Social distancing will be practiced on the bus and participants will wear a face mask.
- A car parade for Kindergarten and fifth-grade students will be held on June 10, 2020 and June 19, 2020.
- Teachers continue to assign projects for the last two weeks of school. Projects will be returned in the fall. Teachers are still required to post morning messages, contact families, hold office hours, provide Google Meet sessions, and post videos of how to complete projects.
- The school is finalizing a Summer Learning Program.
- Teachers continue to call five to six parents. The expectation is that all families are contacted by Friday of each week. Staff post correspondence on Google Classroom, send messages through text, conduct socially distanced home visits, and mail correspondence. Updates are also posted on the school website and Facebook page.
- Several students will be retained based on academic and/or attendance concerns.
- In preparation for the upcoming school year, staff are preparing for three options: in-person instruction, virtual instruction, or a combination of both options.

i. Whistleblower Report

Andrew Gayle presented the Whistleblower Report.

b. Monthly Financial Statements

The Monthly Financial Statements were presented and discussed.

#### 5. COMMITTEE REPORTS

a. Finance Committee Report

Anthony Ortega presented the Finance Committee Report. The Committee reviewed the monthly financials for the ten months ending April 30, 2020.

b. Governance Committee Report

Carol Hill presented the Governance Committee Report. Regina McArthur and Tammy Curry will contact two individuals to determine if they have an interest in serving on the Board. Ron Large will be asked to join the upcoming meeting to discuss instructional options for the 2020-2021 school year. The ongoing principal candidate search was discussed.

c. Personnel Committee Report

Carol Hill presented the Personnel Committee Report.

i. Approval of the Personnel Hires

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

- Renee Wood as a Teacher in Residence
- Jeanette Santiago as a Registrar
- Amanda Lekki-Tomaino as a Special Education Teacher

The motion was approved unanimously.

6. DISCUSSION ITEMS

- a. Board Vacancy and Recruitment – Regina McArthur and Tammy Curry will contact two individuals to determine if they have an interest in serving on the school Board.
- b. Spring Employee Engagement Survey Summary – The Board reviewed the spring 2019 staff engagement summary which included questions regarding COVID-19.

7. ACTION ITEMS

a. Approval of the May 12, 2020 Board Meeting Minutes

A motion was made by Regina McArthur and seconded by Anthony Ortega to approve the May 12, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

b. Approval of the Revised 2019-2020 School Calendar

A motion was made by Anthony Ortega and seconded by James Duah-Agyeman to approve the Revised 2019-2020 School Calendar as submitted. The motion was approved unanimously.

8. NEW BUSINESS

None was presented.



9. PUBLIC COMMENT

None was given.

10. ADJOURNMENT

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

**NEXT MEETING:**

**Tuesday, July 14, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

AT ZOOM MEETING:

HTTPS://US02WEB.ZOOM.US/J/82356908604?PWD=S1V4TM9HUWCVQZVXTJG3A0JZTW  
9CQT09

**BOARD OF TRUSTEES:**

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

**NON-BOARD MEMBERS ATTENDING:**

1. Tammy Curry – Interim Principal
2. Andrew Gayle – NHA

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

1. CALL TO ORDER

Carol Hill called the meeting to order at 5:13 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

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

4. DISCUSSION ITEMS

- a. Revision to the Charter Application – The Board and Tammy Curry discussed the need to submit a non-material charter revision to the New York State Education Department's Charter School Office allowing Southside Academy Charter School to provide summer remediation to students. The summer program would assist students who require additional academic assistance while also preventing summer learning loss.

5. ACTION ITEMS

- a. Authorization of the Board President to Approve the Revised 2020-2021 School Calendar  
A motion was made by Regina McArthur and seconded by James Duah-Agyeman to authorize the Board President to Approve the Revised 2020-2021 School Calendar on behalf of the Board and bring back to the Board for ratification at the next Board meeting. The motion was approved unanimously.
- b. Approval of the Proposed Revision to the Charter Application  
A motion was made by James Duah-Agyeman and seconded by Regina McArthur to approve the Proposed Revision to the Charter Application referencing a summer learning program. The motion was approved unanimously.

6. PUBLIC COMMENT

None was given.

7. ADJOURNMENT

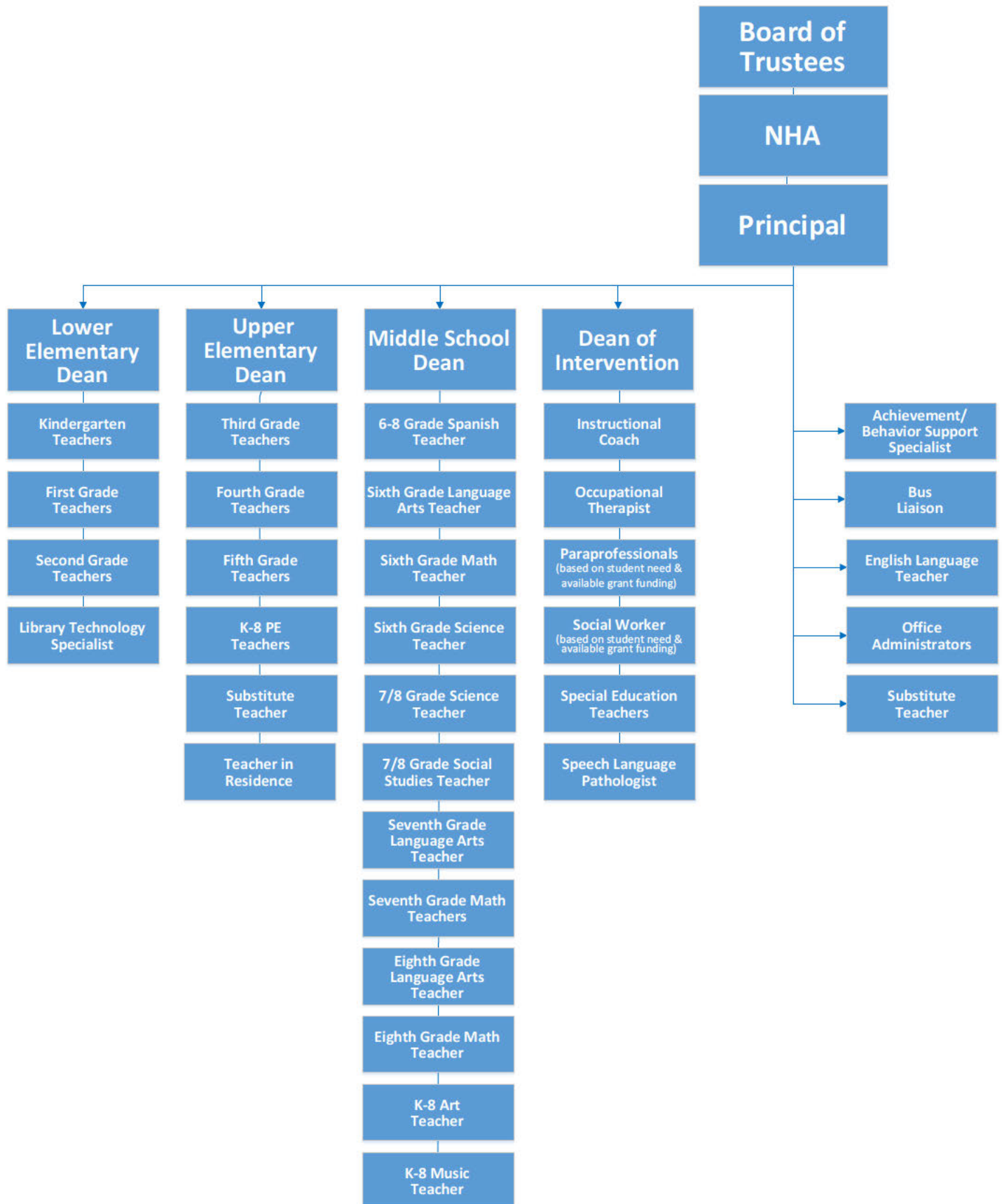
The meeting was adjourned at 5:21 p.m.

**NEXT MEETING:**  
**Tuesday, July 14, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

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

**Southside Academy Charter School  
Organizational Chart**



# Southside Academy Charter School

## 2020-21 School Year

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

July 13-16 - NHA Leadership Summit  
 July 17 - New Principal Training  
 August 10-14 - New Teacher Summit

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

4th Staff PD  
 7th Labor Day; 8th-11th Staff PD  
 14th First Day of School

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

12th Indigneous/Columbus Day

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

9th End of Q1, PTC; 11th Veterans Day  
 25th-27th Thanksgiving Recess  
 30th School Resumes

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

24th -Jan 1st Winter Break

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

1st New Year's Day  
 4th School Resumes  
 18th MLK Day  
 25th End of Q2

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

15th-19th Mid-Winter Recess  
 22nd School Resumes

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

15th PTC; 16th-17th Principals Mtg  
 29th-April 2nd Spring Break

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

5th School Resumes  
 19th End of Q3, 19th-26th NYS 3-8 ELA

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

3rd-10th NYS 3-8 Math  
 27th-25th NYS 4&8 Science  
 31st Memorial Day

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

2nd-7th NYS 4&8 Science  
 25th Last Day School; End of Q4; Last Day for Staff

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

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

Board Approved:

Last Update: 8/19/2020

181 School Days

K-5th 9am-3:45pm; 6-8th 8:40am-3:45pm School Hours

K-5th 9am-11:30am; 6-8th 8:40am-11:30am (half)

1124 Instructional Hours

The University of the State of New York  
 THE STATE EDUCATION DEPARTMENT  
 Office of Facilities Planning - Room 1060 Education Building Annex  
 Albany, New York 12234

**NONPUBLIC SCHOOL BUILDING FIRE SAFETY REPORT**

**(PLEASE PRINT)**

All buildings which are owned, operated, or leased by nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the New York State Uniform Fire Prevention and Building Code (NYSUFPBC).

**School Name**

Southside Academy Charter

**Facility/Building Name**

**Street Address (NO PO Box Numbers)**

2200 Onondaga Creek Blvd

**City/Town/Village**

**Zip Code**

Syracuse 13207

**Name of Municipality Responsible for Local Code Enforcement**

**Nonpublic School BEDS Code**

CS4245

**INSTRUCTIONS**

- Read the "Manual for New York State Nonpublic School Facility Fire Safety Inspections" prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II-B Regulations of the Commissioner 155.25:** This section must be completed for schools with electrically operated partitions (Question 8, Non-Conformance Report Sheet) pursuant to the Fire Code and Property Maintenance Code of New York State.

Questions 9-26 on the Non-Conformance Report Sheet must be completed for all schools.

- **Part III Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications page (Part III, p.5), staple the pages together, and mail to the address above.



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

School Name Abraham Heritage Academy

Building Name Southside Academy Charter

Part II-B			Part II-B			Part II-B		
Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			12O-2			19E-1		
08B-2			13A-2			19F-1		
08C-2			13B-2			19G-1		
08D-2			14A-2			19H-2		
08E-2			14B-2			20A-1		
09A-2			14C-2			20B-1		
09B-2			14D-1			20C-1		
09C-1			14E-1			21A-3		
09D-1	✓		15A-2			22A-3		
09F-2			15B-1			22B-3		
09G-2			15C-2			22C-3		
10A-2	✓		15D-2			23A-1		
10B-2			16A-2			23B-1		
			16B-2					
10C-1			16C-2			23C-1		
10D-1			17A-3	✓		23D-2		
11A-2			17B-2			24A-3		
11B-1			17C-2			25A-3		
11C-2			17D-2			<p>If any additional non-conformances are observed, check item 25A-3 and list the Code section below.</p> <hr/> <hr/> <hr/>		
11D-2			17E-1					
11E-1			17F-3					
12A-1			17G-1					
12B-3			17H-2					
12C-2			17I-2			<p><b>Inspector</b> The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		
12D-2			17J-1					
12E-1			17K-1					
12F-1			17L-1					
12G-1	✓		18A-2					
12H-1			18B-2					
12I-1			18C-2					
12J-1			18D-2					
12K-1			19A-3					
12L-1			19B-2					
12M-1			19C-1					
12N-1			19D-1					

All schools complete Section 8 only if the building has electrically-operated folding partitions.

**Inspection:**

Fire Safety Inspector:

Name Michael Raymie

Date 11/8/2019

Registry # 0417-0051

**INSP. MICHAEL RAYMIE  
NEW YORK STATE CERTIFIED  
CODE ENFORCEMENT OFFICER  
N.Y.S. REG # 0417-0051**

# SYRACUSE FIRE DEPARTMENT

MONTHLY SCHOOL INSPECTION

DATE: Nov 13, 2018

SCHOOL: SOUTHSIDE ACADAMY

CONSTRUCTION: V- Wood Frame

ADDRESS: 2200 ONONDAGA CREEK BLVD

<p><b><u>SPRINKLERS:</u></b></p> <p><input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p><input checked="" type="checkbox"/> WET    <input type="checkbox"/> DRY</p> <p><input checked="" type="checkbox"/> FULL    <input type="checkbox"/> PART</p> <p>INSPECT DATE: <u>9/14/18</u></p>	<p><b><u>STANDPIPE</u></b></p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>CONDITION:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<p><b><u>EXTINGUISHERS</u></b></p> <p>INSPECT DATE: <u>7/1/2018</u></p> <p>ISSUES:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p><b><u>BOILERS:</u></b>    HOW MANY <u>0</u>    INSPECT DATE: <u>N/A</u></p>		
<p><b><u>HOUSEKEEPING:</u></b></p> <p><input checked="" type="checkbox"/> GOOD    <input type="checkbox"/> FAIR    <input type="checkbox"/> POOR</p>	<p><b><u>HALLS &amp; EXITS CLEAR:</u></b></p> <p><input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p>	
<p><b><u>FLAMMABLE/COMBUSTIBLE STORAGE</u></b></p> <p><input type="checkbox"/> INSIDE    <input type="checkbox"/> OUTSIDE    <input type="checkbox"/> BOTH</p>		
<p>NO SMOKING SIGN PRESENT:</p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>		
<p><b>A.E.D:</b>    <input checked="" type="checkbox"/> OK?    LOCATIONS: <u>OUTSIDE MAIN OFFICE</u>    PAD DATES: <u>03/19 ADULT</u>  <u>5/19 PEDI</u></p>		
<p>NUMBER OF A.E.D'S: <u>1</u></p>		

## LIST OF CONCERNS:

NUMBER OF STUDENTS: <u>670</u>	NUMBER OF TEACHERS: <u>75</u>	NUMBER OF CUSTODIANS: <u>4</u>
HEAD CUSTODIAN NAME: <u>MR. STREETER</u> PRINCIPAL NAME: <u>Dr. JEFF WHITE</u>		
PRINCIPAL SIGNATURE: <u>Dr. Jeff White</u>		
S.F.D. OFFICER: <u>LT. M. ANASTASI</u>	CO. & SHIFT: <u>TRUCK 08 "A"</u>	
S.F.D. OFFICER SIGNATURE: <u>[Signature]</u>		



**Part I: General Information and Fire/Life Safety History**  
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	----------------------------------------------------------------------------------	--

2. Is there a fire sprinkler system in this facility?

Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm?

Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection?  
If yes, indicate ownership of the system.

Yes ☒ No ☐

Public Owned ☒ School Owned ☐ Other \_\_\_\_\_ (specify)

4. Indicate the ownership of this facility.

Leased ☐ Owned ☒ Other \_\_\_\_\_ (specify)

5. What is the current gross square footage of this facility?  
(to the nearest whole ten feet)



6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 and F408 of the New York State Fire Code. Yes ☒ No ☐

b) Average time to evacuate this facility:

<table border="1"> <tr> <td></td> <td>3</td> </tr> </table>		3	<table border="1"> <tr> <td>3</td> <td>0</td> </tr> </table>	3	0
	3				
3	0				
Minutes	Seconds				

c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the New York State Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified?

Yes ☒ No ☐

**Part III: Nonpublic School Certifications**

**Section III-A. Fire Inspector**

The individual noted below inspected this building on 11/9/2019 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 434.5(a)(2).

Name: Michael Raymie

Telephone #: (315) 448-4777

Title: Inspector

Registry #: 0417-0051  
(as designated by the NYS Fire Administrator)

INSP MICHAEL RAYMIE  
NEW YORK STATE CERTIFIED  
CODE ENFORCEMENT OFFICER  
N.Y.S. REG # 0417-0051

Signature: Michael Raymie

**Section III-B. Building Administrator or Designee**

The individual noted below certifies that this building was inspected as indicated in Section III-A above.

Name: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_

Title: \_\_\_\_\_

**Section III-C. School Administrator, Director, or Headmaster**

I hereby submit this fire inspection report on behalf of the Board of Trustees and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, at the meeting held pursuant to Section 807-a of New York State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public inspection.

Name: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_

Title: \_\_\_\_\_

Signature \_\_\_\_\_

**Section III-D. Local Municipal Code Enforcement Official**

The nonpublic school official shall enter the name and telephone number of the local municipal code enforcement official having jurisdiction over this facility, and the name of the municipality where this nonpublic school facility is sited.

Name: Ken Towsley Telephone #: (315) 448-8695

City/Town/Village: Syracuse City

8. Have there been any fires in this facility since the last annual fire inspection?

Yes \_\_\_\_\_

No X

If yes, indicate:

a) Number of fires

	0
--	---

b) Total number of injuries

	0
--	---

c) Total cost of property damage

\$

0							
---	--	--	--	--	--	--	--

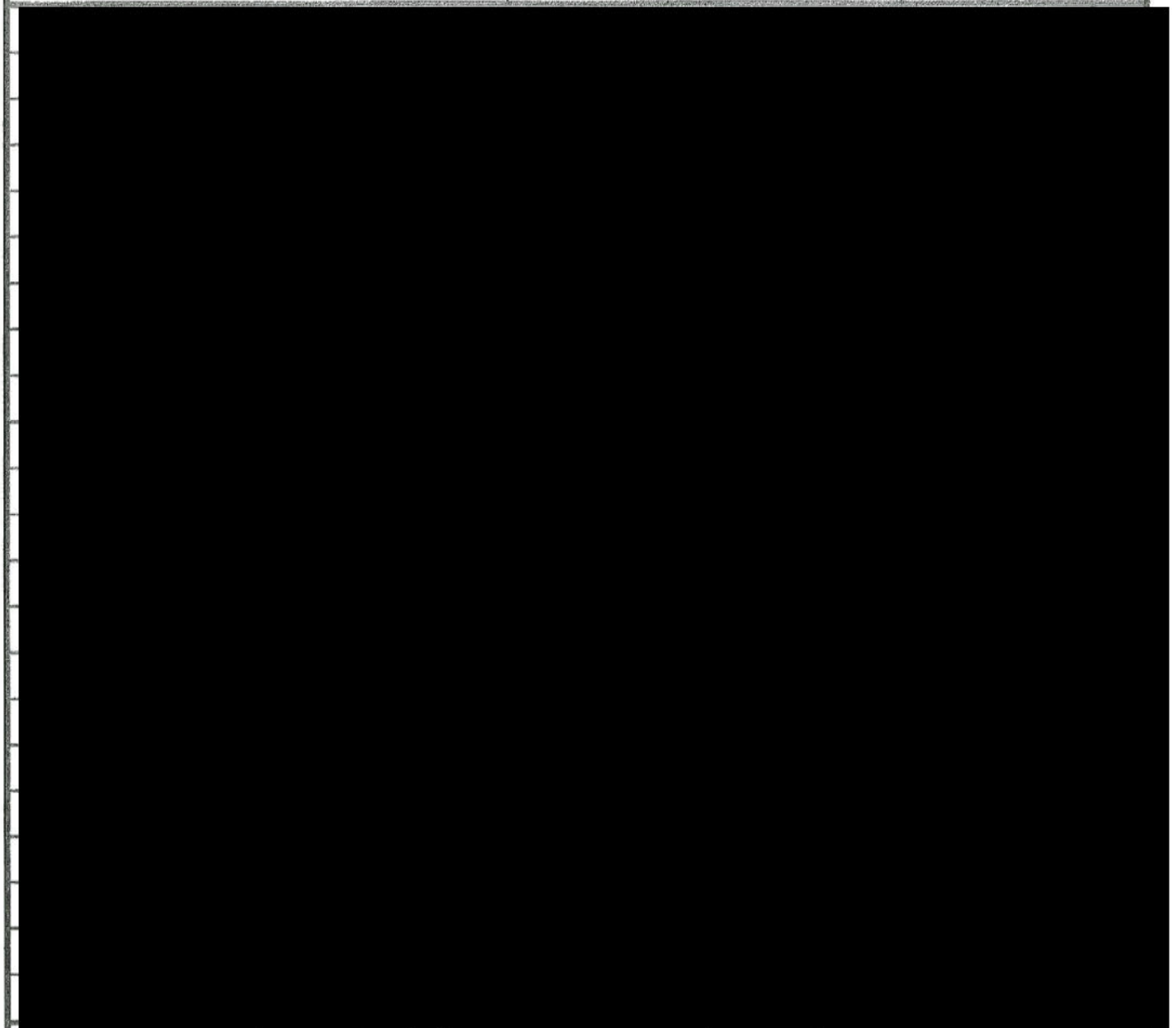
SYRACUSE FIRE DEPARTMENT  
FIRE MARSHALL'S OFFICE

FIRE PREVENTION BUREAU

201 E WASHINGTON STREET, SUITE 200, SYRACUSE, NEW YORK 13202

(315) 448-4777 FAX (315) 448-4779

ADDRESS: 2200 Onondaga Creek Blvd	DATE: 11 / 8 / 2018	
BUSINESS NAME: Southside Academy Charter	PHONE:	
CONTACT NAME: Steve Streeter	PHONE:	
INSPECTION TYPE: Annual NYSED Inspection	2 <sup>ND</sup> PHONE:	
CONST. TYPE:	OCC. CLASS:	STORIES:



INSPECTOR:	<i>Michael A. Raym...</i>	<i>Michael A. Raym...</i>
	SIGNATURE	PRINT



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:

*11-14-07*

Date

*11-14-07*

Assistant Director

Date

APPROVED FOR CERTIFICATE OF OCCUPANCY

N/A

SOCFA

*Meve Gault*

Date

*11/14/07*

Date

*Bob Hayes*

Plumbing

Date

*11/14/07*

Date

*Tom O'Mara*

Date

*Ken Towles*

Examiner

Date

*11/14/07*

Date

*Ken Towles*

Date

*11/14/07*

Date

*Ken Towles*

Date

*11/14/07*

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