***Vertus Charter School prepares leaders of character***

***for the community and the workplace.***

**Board Meeting Minutes**

**December 12, 2016**

**Vertus Charter School**

**21 Humboldt Street**

**Board Members in Attendance: Ty Kelly, Bryan Hickman, Todd Oldham, Mike Mandina, Evan Gallina, Ken Wasnock**

**Vertus Staff in Attendance: Dr. Leigh McGuigan, Perry White, Jason Mellen**

**Guest: Jill Shahen, a staff member at NECSN**

Ty Kelly called the meeting to order at 5:02 p.m.

Bryan Hickman made a motion, seconded by Todd Oldham, to approve the board meeting minutes from the October 17th, 2017 meeting. The motion was unanimously resolved.

Dr. Leigh McGuigan gave the CEO Report highlighting the successful blazer ceremony, the initial review of the state comptroller’s audit draft, and ongoing fundraising efforts.

A draft calendar was proposed for future board meetings though members wanted more time to look at their schedules.

Jason Mellen reviewed the monthly financial statements, reporting that operating expenses are on target even with some front loaded expenses.

Ken Wasnock made a motion, seconded by Bryan Hickman, to approve recommended changes concerning purchasing guidelines to the Board’s Financial Policies and Procedures for the school debit card and for processing invoices. The motion was discussed and then unanimously adopted.

Perry White reported on enrollment and development, highlighting that to date we have met our budgeted 2016-17 enrollment goal.

Jill Shahen then conducted a hour- long board training on the “role and responsibilities of charter school board members”. Jill reviewed NYSED expectations, particularly regarding renewal, including the role of board members in the renewal process. For example, Jill and Board members discussed their role in overseeing monthly data on progress toward meeting the school’s academic and enrollment targets.

Upon a motion by Evan Gallina, the meeting was adjourned at 6:25 p.m.

**Next Meeting – January 30, 2017 at 5pm at 21 Humboldt Street, Rochester**