

*Vertus Charter School prepares leaders of character  
for the community and the workplace.*

**Vertus Board Meeting Minutes  
July 10, 2014  
Klein Steel Board Room  
105 Vanguard Parkway, Rochester, NY**

Board members present: Bryan Hickman, Mike Mandina, Ken Wasnock, Todd Oldham, Ty Kelly, John Batiste.

Staff members present: Leigh McGuigan, Perry White, Patricia Anthony  
2 members of the public

The meeting was called to order by Mr. Hickman at 5:10 p.m.

Upon a motion made by Mr. Hickman and seconded by Mr. Wasnock, the following resolution was unanimously approved:

***Resolved***, that the minutes from the meeting on June 12 are approved.

**CEO Report:**

Dr. McGuigan circulated the "Month At A Glance" report for June and answered questions from the Board. She then introduced Justin Kwasa from the Northeast Charter School Network, who gave a brief overview of the organization.

Dr. McGuigan then presented the personnel policies (including job descriptions) for approval, noting that the policies were substantially the same as the draft policies included in the Charter Application. After discussion, upon motion by Mr. Oldham, seconded by Mr. Mandina, the following resolution was unanimously approved:

***Resolved***, that the personnel policies and job descriptions are approved.

Dr. McGuigan then described the process undertaken to select a food service provider for the school, proposing that for school year 2014-15 the school use the Rochester City School District as its food provider. She noted that the district would qualify the students for free and reduced price lunch and handle all paperwork under the federal nutrition program. Vertus would enter into a simple Memorandum of Understanding with the district. After discussion, upon motion by Mr. Hickman, seconded by Mr. Wasnock, the following resolution was unanimously approved:

***Resolved***, that the Rochester City School District is approved as Vertus' food service provider, and Dr. McGuigan is authorized to enter into a MOU with the district.

Dr. McGuigan then presented the final daily schedule, describing how students would move throughout the school day. After discussion, upon motion by Mr. Oldham, seconded by Mr. Kelly, the following resolution was unanimously approved:

**Resolved**, that the daily schedule is approved.

### **Finance Report:**

Mr. White updated the Board on fundraising activities and progress.

Dr. McGuigan and Ms. Anthony noted that because the Board meeting fell so early in the month, the final financial reports for the January – June planning year had not yet been completed and would be presented to the Board next month. The planning year was completed substantially in accordance with budget.

Dr. McGuigan then presented the final budget for the 2014-2015 School Year, noting that it had been previewed with the Board several months earlier. Mr. Wasnock noted that the Finance Committee had also reviewed the budget carefully. Dr. McGuigan noted areas of risk in the budget. Mr. Kelly asked that updates be provided regularly on these areas of risk. After discussion, upon motion by Mr. Wasnock, seconded by Mr. Mandina, the following resolution was unanimously approved:

**Resolved**, that the 2014-2015 budget is approved.

### **Staff and Student Recruitment Report**

Mr. White presented the student recruitment report and updated the Board on progress in recruiting students. Board members offered helpful suggestions for enhancing recruitment efforts. Dr. McGuigan presented the staff recruitment report, noting that staffing was fully complete.

### **Public Comment**

One member of the public spoke.

### **Adjournment**

Upon motion by Mr. Mandina, seconded by Mr. Hickman, the following resolution was unanimously approved:

**Resolved**, that the meeting is adjourned.