



# Entry 1 School Information and Cover Page

## (New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 07/25/2019 • Last updated: 08/23/2019

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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 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, 2019**) or you may not be assigned the correct tasks.

### BASIC INFORMATION

**a. SCHOOL NAME** VERTUS CHARTER SCHOOL

(Select name from the drop down menu)

**a1. Popular School Name** (No response)  
(Optional)

**b. CHARTER AUTHORIZER (As of June 30th, 2019)** Regents Authorized Charter School

Please select the correct authorizer as of June 30, 2019 or you may not be assigned the correct tasks.

**c. DISTRICT / CSD OF LOCATION** Rochester

**d. DATE OF INITIAL CHARTER** 12/2013

**e. DATE FIRST OPENED FOR INSTRUCTION** 09/2014

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

MISSION STATEMENT

To develop leaders of character for the community and the workplace.

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

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). 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. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	<p>Strong Relationships: Students at Vertus will be surrounded by adults who help them build knowledge, skills and character; provide them with social and emotional support; and assist them in navigating the risks of urban neighborhoods. All staff will be hired based on alignment with the mission and demonstrated ability to connect with and lead young men.</p> <p>The school’s system of small Learning Teams, each led by a full time adult Preceptor who will be responsible for the complete well being of his students, ensures that every student has a strong mentor.</p> <p>Students will support each other and provide strong peer leadership. Teachers will know each student and offer academic support tailored to each student’s individual needs. The school will have strong relationships with families and partners.</p>
Variable 2	<p>Personalized Year Round Academics: With a year round program offering of more than 200 instructional days (20 more than a traditional school), and a 7.5 hour day (an hour more than a traditional school), the school will be a haven for young men who may have few places outside of school where they are safe and supported. Each student is assessed upon entry and enrolled in a mix of online courses in teacher supported learning labs and traditional classroom courses that meet him where he is academically. Students must master the material before moving forward.</p>
Variable 3	<p>Character Development: Students will participate in daily seminars to develop character, enhance literacy and presentation skills, and prepare for the workplace and life. Character education will be modeled after practices found in great charter schools and in the best private high schools for boys. Seminars are based on the three virtues of courage,</p>

	leadership, and responsibility as expressed in the Vertus Creed as well as the character strengths that have been proven to lead to adult well being.
Variable 4	Career Preparation: Students will have the opportunity to take college preparatory courses as well as courses toward a career or certification to prepare him for a good job. Our college and career readiness program provides intensive traditioanl guidance as well as exposure to many colleges and workplaces. Every student can receive help finding and succeeding in a part time job.
Variable 5	(No response)
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**Need additional space for variables** No

**h. SCHOOL WEB ADDRESS (URL)** [www.vertusschool.org](http://www.vertusschool.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)** 340

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)** 287

**k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)**

Check all that apply

Grades Served	9, 10, 11, 12
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I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2019-20?

	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			Rochester	9 12	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Julie A. Locey			
Operational Leader	Jason Trzeciak			
Compliance Contact	Jason Trzeciak			
Complaint Contact	James Daniels			
DASA Coordinator	Julie A. Locey			
Phone Contact for After Hours Emergencies	Joseph Carter			

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

Private Space

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

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

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

<https://nysed.cso.reports.fluidreview.com/resp/110078082/yFPTXS6fVy/>

**Site 1 Fire Inspection Report**

<https://nysed.cso.reports.fluidreview.com/resp/110078082/nBjtmqxAKU/>

**CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR**

**n1. Were there any revisions to the school’s charter during the 2018-19 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 Maximum Approved Enrollment	<p>Upon a motion by Bryan Hickman, seconded by Evan Gallina, the Board approves a change in its charter for a maximum enrollment of 340 for Vertus from now through the new charter term, and the Board authorizes school leadership to take all necessary steps to effectuate this change.</p> <p>This resolution was passed by unanimous vote of the Board of Trustees.</p>	10/24/2018	01/14/2019
2				
3				
4				
5				

**More revisions to add?** No

**ATTESTATION**

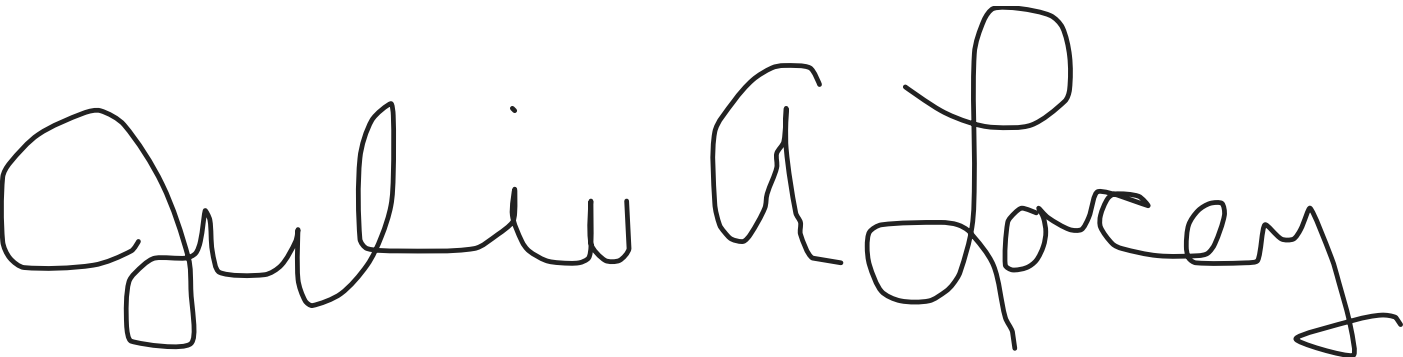
**o. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Jason Trzeciak
Position	Chief Operating Officer
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 stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**



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



**Date** 2019/07/31

**Thank you.**

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**General Information and Fire/Life Safety History**

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**Inspection Date:** 9/17/18

**1. Primary Use:** INSTRUCTIONAL

**2. Fire Sprinkler System?** Yes

**2a. Sprinkler alarm?** No

**3. Fire Hydrant System?** Yes

**3a. Hydrant Ownership:** Public owned

**4. Building Ownership:** Leased

**5. Leased To Others?:** No

**6. Square footage:** 48800

**8a. Fire drills held?** Yes

**8b. Average evacuation time:** 2 minutes 32 seconds

**8c. Arson/Fire Prevention?** Yes

**8d. Prevention/Evacuation Training?** Yes

**9. Any Fires?** No

**9a. Number of fires:** Not Applicable

**9b. Number of injuries:** Not Applicable

**9c. Cost of Damage:** Not Applicable

**10. Fire Dept. notified via alarm?** Yes

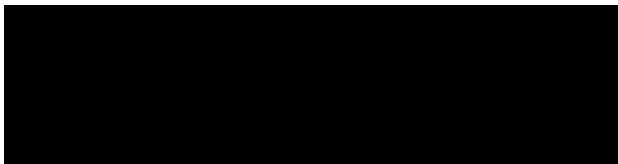
**Inspector Notified of previous fire report?** No

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**Initial Inspector**

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Thomas Tambe



## Building Administrator

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Jason Trzeciak



## Building Overview

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**ID:** [REDACTED]  
**District Location:** VERTUS CHARTER SCHOOL  
**Building Type:** INSTRUCTIONAL  
**Name & Address:** VERTUS HIGH SCHOOL  
21 HUMBOLT STREET  
ROCHESTER, NY 14609

## Inspection History

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**Date Created:** Oct 2, 2018  
**Created By:** jason.trzeciak  
  
**Date Modified:** Oct 2, 2018  
**Modified By:** leigh.mcguigan  
  
**Date Certified:** Oct 2, 2018  
**Certified By:** leigh.mcguigan

## Certificate History

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Certificate Type	Date Certified	Certified By
Certificate of Occupancy	Oct 2, 2018	leigh.mcguigan

## Non-conformances

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No non-conformances reported.

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*University of the  
Education*  *State of New York  
Department*

CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**

VERTUS HIGH SCHOOL  
21 HUMBOLT STREET  
ROCHESTER, NEW YORK 14609

**DISTRICT:**

VERTUS CHARTER SCHOOL  
JULIE LOCEY  
21 HUMBOLDT ST  
ROCHESTER, NEW YORK 14609

**Issuance Date:** October 02, 2018

**Effective Date:** October 01, 2018

**Expiration Date:** October 01, 2019

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED



# Entry 2 NYS School Report Card Link

Created: 07/25/2019 • Last updated: 07/29/2019

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## VERTUS CHARTER SCHOOL

**1. CHARTER AUTHORIZER (As of June 30th, 2019)** REGENTS Authorized Charter School

(For technical reasons, please re select authorizer name from the drop down menu).

**2. NEW YORK STATE REPORT CARD** <https://data.nysed.gov/profile.php?instid=800000082490>

**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.)



# Entry 3 Progress Toward Goals

Created: 07/28/2019 • Last updated: 07/29/2019

## 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 by November 1st.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

#### 2018-19 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	Students show an average of 1.5 years growth on NWEA Reading and Math	NWEA average RIT score	Met	On average students showed over 159% growth in Reading and 221% growth in Math.
Academic Goal 2	Graduation Cohorts have an average ACT score of 19	ACT scores of students	Not Met	Several members of our staff have been trained to provide ACT preparation. They will be offering it after school two times a week, and we are moving to creating an ACT prep class to offer during the summer session as we are a year round school.
				Our four year graduation rate is projected at 68% including August graduates and our five year graduation rate is 74%. We will continue to clean up

Academic Goal 3	Four and five year graduation rate exceeds 80%	Graduation rate	Not Met	our data to ensure proper cohort designation. We are concluding an audit of transcripts from previous schools to ensure we have all earned credits accounted for. We are auditing all of our students internally to better track their graduation needs. Our RTI/AIS system for the new school year focuses on our over aged under credited students and those with regents exam deficiencies.
Academic Goal 4	The annual Regents pass rate meets or exceeds the following percentage per test: Algebra 1 75%, Geometry 70%, Physics	Regents Scores	Met	Met for US History: 92%, Physics 100%, Algebra 2 100%, and Geometry 84%.
Academic Goal 5	The annual Regents pass rate meets or exceeds the following percentage per test: Living Environment 81%, Earth Science 70%, Global History 80%, US History 85%, ELA 85%	Regents Scores	Not Met	Did not meet for Algebra 1 68%, ELA 66%, Living Environment 60%, Earth Science 47%, and Global History 76%. We continue to improve instructional caching and focus on task and rigor. We will use regents results data to inform our curriculum and instruction to target gaps. We are changing our schedule to include a full day of school on Fridays to increase overall instructional time.
				At the end of our spring session second year on track rate is

Academic Goal 6	85% of second, third, and fourth year students are on track to graduate based on credit accumulation, measured at the end of each marking period.	Credit earning totals at end of fall, spring, and summer sessions	Not Met	44%, third year is 76% and fourth year is 74%. We are changing our schedule to include a full day of school on Fridays to increase overall instructional time. We will be using a new goal setting process to target growth in subjects that are lagging. Our RTI/AIS protocol will focus on students falling behind in on track and credit earning.
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do we have more academic goals to add?** No

**3. Do we have more academic goals to add?** No

#### 4. ORGANIZATIONAL GOALS

##### 2018-19 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
	75% net positive responses on			

Org Goal 1	connection questions on student, parent and staff surveys	Survey results	Met	
Org Goal 2	More than 85% of families have family conferences (either at school or through home visits)	Conference tracking	Not Met	We achieved just under 80%. We continue to reach out to families to increase parent engagement. We are currently working with a local foundation to create a plan with a focus on improving attendance at school events. We are also re instituting mandatory home visits for all families, not just new students.
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
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**

**2018-19 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
Financia l Goal 1	Raise at least \$150,000	Fundraising	Met	Raised \$196,000
Financia l Goal 2				
Financia l Goal 3				
Financia l Goal 4				
Financia l Goal 5				

**7. Do have more financial goals to add?** No

**Thank you.**



# Entry 4 Expenditures per Child

Last updated: 07/29/2019

## VERTUS CHARTER SCHOOLSection Heading

### Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2018-19 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* [Audit Guide](#) available within the portal or on the NYSED website

at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf>.

Line 1: Total Expenditures	5352196
Line 2: Year End FTE student enrollment	281
Line 3: Divide Line 1 by Line 2	19047

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2018 19 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

**Notes:**  
***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***  
***<http://www.p12.nysed.gov/psc/AuditGuide.html>.***  
**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	401008
Line 2: Management and General Cost (Column)	330505
Line 3: Sum of Line 1 and Line 2	731513
Line 5: Divide Line 3 by the Year End FTE student enrollment	2603

***Thank you.***

**VERTUS CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**REPORT REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2019**

**(With Comparative Totals for 2018)**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Vertus Charter School

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

We have audited the accompanying financial statements of Vertus Charter School, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities and changes in net (deficiency) assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

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

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

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

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

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

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Vertus Charter School as of June 30, 2019, and the changes in its net (deficiency) assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

***Report on Summarized Comparative Information***

We have previously audited Vertus Charter School's June 30, 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 24, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

***Other Report Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2019 on our consideration of Vertus Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Vertus Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 29, 2019

VERTUS CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2019

(With Comparative Totals for 2018)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2019</u>	<u>2018</u>
<u>CURRENT ASSETS</u>		
Cash	\$ -	\$ 27,738
Grants and other receivables	34,727	95,461
Prepaid expenses and other current assets	<u>256</u>	<u>85,103</u>
TOTAL CURRENT ASSETS	34,983	208,302
<u>PROPERTY AND EQUIPMENT, net</u>	537,251	649,348
<u>OTHER ASSETS</u>		
Cash in escrow	<u>75,000</u>	<u>75,000</u>
TOTAL ASSETS	<u>\$ 647,234</u>	<u>\$ 932,650</u>
<u>LIABILITIES AND NET (DEFICIENCY) ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Line of credit	\$ 150,000	\$ -
Note payable - related party	125,000	-
Current portion of long-term debt	62,953	60,319
Accounts payable and accrued expenses	102,425	114,740
Accrued payroll and benefits	121,314	133,878
Deferred revenue	<u>39,133</u>	<u>47,718</u>
TOTAL CURRENT LIABILITIES	600,825	356,655
<u>DEFERRED LEASE LIABILITY</u>	213,560	202,640
<u>LONG-TERM DEBT</u>	<u>54,605</u>	<u>117,385</u>
TOTAL LIABILITIES	868,990	676,680
<u>NET (DEFICIENCY) ASSETS</u>		
Without donor restrictions	(250,676)	247,887
With donor restrictions	<u>28,920</u>	<u>8,083</u>
TOTAL NET (DEFICIENCY) ASSETS	<u>(221,756)</u>	<u>255,970</u>
TOTAL LIABILITIES AND NET (DEFICIENCY) ASSETS	<u>\$ 647,234</u>	<u>\$ 932,650</u>

The accompanying notes are an integral part of the financial statements.

VERTUS CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET (DEFICIENCY)ASSETS

YEAR ENDED JUNE 30, 2019  
(With Comparative Totals for 2018)

	Year ended June 30,			
	2019			2018
	Without donor restrictions	With donor restrictions	Total	Total
Operating revenue and support:				
State and local per pupil operating revenue	\$ 4,408,089	\$ -	\$ 4,408,089	\$ 4,450,566
Government grants	269,237	-	269,237	283,596
Contributions	90,756	150,000	240,756	253,104
Fundraising	18,666	-	18,666	16,957
Interest income	-	-	-	30
Net assets released from restriction	129,163	(129,163)	-	-
TOTAL OPERATING REVENUE AND SUPPORT	4,915,911	20,837	4,936,748	5,004,253
Expenses:				
Program:				
Regular education	3,518,481	-	3,518,481	3,654,624
Special education	1,358,410	-	1,358,410	1,090,432
Management and general	524,336	-	524,336	619,586
Fundraising and special events	13,247	-	13,247	34,834
TOTAL EXPENSES	5,414,474	-	5,414,474	5,399,476
CHANGE IN NET ASSETS	(498,563)	20,837	(477,726)	(395,223)
Net assets at beginning of year	247,887	8,083	255,970	651,193
NET (DEFICIENCY) ASSETS AT END OF YEAR	\$ (250,676)	\$ 28,920	\$ (221,756)	\$ 255,970

The accompanying notes are an integral part of the financial statements.

VERTUS CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2019  
(With Comparative Totals for 2018)

Year ended June 30, 2019									
	No. of Positions	Program Services			Supporting Services			Total	Year ended June 30, 2018
		Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total		
Personnel services costs:									
Administrative staff personnel		\$	\$ 29,816	\$ 90,101	\$ 229,555	\$ 7,640	\$	\$ 327,296	\$ 529,356
Instructional personnel		1,700,626							
Non-instructional personnel		60,285							2,158,773
Total salaries and wages	742	2,001,799		2,435,323			237,195		
			734,697				269,962	2,435,323	
Fringe benefits and payroll taxes	21	240,888		277,396	32,767	48,400	310,163	257,533	
Retirement	70		36,508	2,802,820	262,322		32,767	3,072,782	2,945,662
Legal services			801,021		47,030	7,640		69,489	
Accounting/Audit fees		358,886	143,609	502,495	667		667	550,895	520,206
Professional fees - other		45,269	-	63,384		1,370	17,315	83,874	15,500
Building and land rent			127,974		5,932	83,585	6,105		70,298
Repairs and maintenance			21,964		17,315	8,750			6,297
Insurance		54,994	-	76,958		-		67,150	170,363
Utilities		319,815	26,718	447,789				160,832	490,920
Supplies and materials		66,770		93,488	41,910	2,221	43,131	102,493	130,029
Non-capitalized equipment and furnishings		41,716	10,109	58,409	997		1,026	40,319	
Professional development		26,266	22,907	36,777	5,467	255	5,626		29,482
Student and staff recruitment		96,299	10,511	119,206	3,442	100	3,542		51,558
Information technology			5,405					120,232	190,583
Food service				13,648	13,191		1,173	30,380	35,233
Student services		18,273	3,539	23,678	1,140	29		14,624	
Office expenses		83,667	20,271	103,938	948	28	976	105,111	34,469
Depreciation and amortization		100,659	23,838	140,938	6,674	233	6,702	154,513	142,143
Other			22,108		7,240	28	13,575	223	154,090
					15,449	33	15,899		
		105,037		128,875		384			
		<u>\$5,250</u>	<u>\$ 47,117</u>	<u>\$7,358</u>	<u>\$ 524,336</u>	<u>\$ 13,247</u>	<u>\$40</u>	<u>\$4,809</u>	<u>\$14,318</u>
		3,518,481	58,410	4,876,891			537,583	5,414,474	5,399,476
		117,894		165,070		211	7,451	180,969	167,721
		15,596		21,837		450		24,751	14,586
			6,241		2,044	870	2,914		

The accompanying notes are an integral part of the financial statements.

VERTUS CHARTER SCHOOL  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2019  
(With Comparative Totals for 2018)

	Year ended June 30,	
	2019	2018
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ (477,726)	\$ (395,223)
Adjustments to reconcile change in net assets to net cash used for operating activities:		
Depreciation and amortization	180,969	167,721
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	60,734	78,116
Prepaid expenses and other current assets	84,847	402
Accounts payable and accrued expenses	(12,315)	(37,971)
Accrued payroll and benefits	(12,564)	22,749
Deferred revenue	(8,585)	(138,018)
Deferred lease liability	10,920	30,920
NET CASH USED FOR OPERATING ACTIVITIES	(173,720)	(271,304)
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(68,872)	(52,520)
NET CASH USED FOR INVESTING ACTIVITIES	(68,872)	(52,520)
<u>CASH FLOWS- FINANCING ACTIVITIES</u>		
Borrowings on line of credit	150,000	150,000
Repayments on line of credit	-	(150,000)
Borrowings on note payable - related party	215,000	50,000
Repayments on note payable - related party	(90,000)	(50,000)
Repayments on long-term debt	(60,146)	(57,805)
NET CASH PROVIDED FROM (USED FOR) FINANCING ACTIVITIES	214,854	(57,805)
NET DECREASE IN CASH	(27,738)	(381,629)
Cash at beginning of year	27,738	409,367
CASH AT END OF YEAR	\$ -	\$ 27,738
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Cash paid during the year for interest	\$ 10,888	\$ 10,646

The accompanying notes are an integral part of the financial statements.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Vertus Charter School (the “Charter School”) is an educational corporation that operates as a charter school in Rochester, New York. On December 17, 2013 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. In April 2019, the Charter School was awarded a two-year renewal through June 30, 2021.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

These classes of net assets are defined as follows:

*Net Assets Without Donor Restrictions* – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the net assets without donor restrictions for specific purposes, projects or investment.

*Net Assets With Donor Restrictions* – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had \$28,920 and \$8,083 of net assets with donor restrictions at June 30, 2019 and 2018, respectively.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
Cont'd

Contributions

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at financial institutions located in Rochester, New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2019 and 2018.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from two to ten years. Leasehold improvements are amortized over the shorter of their useful life or the remaining lease term.

Deferred lease liability

The Charter School leases its facility. The lease contains pre-determined fixed escalations of the base rent. In accordance with GAAP, the Charter School recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts payable under the lease as a deferred lease liability.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs were \$105,111 and \$142,143 for the years ended June 30, 2019 and 2018, respectively.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
Cont'd

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed. The Charter School receives transportation services and food supplies from local school districts. The Charter School was unable to determine a value for these services.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2016 through June 30, 2019 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Line of credit

The Charter School has a line of credit with a limit of \$150,000 with an interest rate of 1.50 points above the Prime Rate. The effective rate at June 30, 2019 was 7.0%. The Charter School had \$150,000 in outstanding borrowings as of June 30, 2019. There were no outstanding borrowings as of June 30, 2018. The line of credit is personally guaranteed by the previous Chief Executive Officer and a board member of the Charter School.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Comparatives for year ended June 30, 2018

The financial statements include certain prior year summarized comparative information in total but not by net asset or functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2018, from which the summarized information was derived.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
Cont'd

Change in accounting principle

During August 2016 FASB issued Accounting Standards Update No. 2016-14 “*Not-for-Profit Entities (Topic 958) Presentation of Financial Statements of Not-for-Profit Entities*”. The main provisions of ASU 2016-14 require a Not-For-Profit (NFL) to:

- 1) Present on the face of the statement of financial position amounts for two classes of net assets at the end of the period, rather than three classes. That is, an NFP will report amounts for *net assets with donor restrictions* and *net assets without donor restrictions*, as well as the currently required amount for total net assets.
- 2) Present on the face of the statement of activities the amount of the change in each of the two classes of net assets (noted in item 1) rather than that of the required three classes as in prior years. An NFP would continue to report the currently required amount of the change in total net assets for the period.
- 3) Continue to present on the face of the statement of cash flows the net amount for operating cash flows using either the direct or indirect method of reporting but no longer require the presentation or disclosure of the indirect method (reconciliation) if using the direct method.
- 4) Provide enhanced disclosures about:
  - a) Composition of net assets with donor restrictions at the end of the period and how the restrictions affect the use of resources.
  - b) Qualitative information that communicates how a NFP manages its liquid resources available to meet cash needs for general expenditures within one year of the statement of financial position date.
  - c) Quantitative information, and additional qualitative information, that communicates the availability of an NFP’s financial assets at the statement of financial position date to meet cash needs for general expenditures within one year of the statement of financial position date. Availability of a financial asset may be affected by (1) its nature, (2) external limits imposed by donors, grantors, laws, and contracts with others, and (3) internal limits imposed by Board of Trustee decisions.
  - d) Amounts of expenses by both their natural classification and their functional classification. That analysis of expenses is to be provided in one location.
  - e) Method(s) used to allocate costs among program and support functions.

ASU 2016-14 is effective for financial statements beginning after December 15, 2017 and was applied retrospectively except for disclosures regarding liquidity and availability of resources, which are presented only for the current year. There was no effect on total assets or changes in net assets. The Charter School has adopted the amendments effective July 1, 2018.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
Cont'd

New accounting pronouncements

Revenue from contracts with customers

In May 2014, the Financial Accounting Standards Board ("FASB") issued a new standard related to revenue recognition. Under the standard, revenue is recognized when a customer obtains control of promised goods or services in an amount that reflects the consideration the entity expects to receive in exchange for those goods or services. For nonpublic entities, the guidance in this new standard is effective for annual reporting periods beginning after December 15, 2018, and interim reporting periods within annual reporting periods beginning after December 15, 2019. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the guidance in this new standard is effective for fiscal years beginning after December 15, 2019, and interim periods within fiscal years beginning after December 15, 2020. There has been an exposure draft proposed that would delay the ASU from the initial timetable and, if passed, will take effect for fiscal years beginning after December 15, 2020, and for interim periods within fiscal years beginning after December 15, 2021. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 29, 2019, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted, except as disclosed in Notes E and K.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its grants and other receivables.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE B: LIQUIDITY AND AVAILABILITY, Cont'd

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2019:

	<u>Amount</u>
Cash	\$ -
Grants and other receivables	<u>34,727</u>
Total financial assets available within one year	34,727
Less:	
Amounts unavailable for general expenditures within one year due to:	
Restricted by donors with purpose restrictions	<u>(28,920)</u>
Total amounts unavailable for general expenditures within one year	<u>(28,920)</u>
Total financial assets available to management for general expenditures within one year	<u><u>\$ 5,807</u></u>

The Charter School has a \$150,000 line of credit that they could draw upon in the event of unanticipated liquidity needs; however, at June 30, 2019, \$150,000 was outstanding on this line of credit.

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following;

	<u>June 30,</u>	
	<u>2019</u>	<u>2018</u>
Furniture and fixtures	\$ 148,428	\$ 134,113
Computers and equipment	574,730	523,764
Software	3,591	-
Vehicles	33,673	33,673
Leasehold improvements	<u>437,819</u>	<u>437,819</u>
	1,198,241	1,129,369
Less accumulated depreciation and amortization	<u>660,990</u>	<u>480,021</u>
	<u><u>\$ 537,251</u></u>	<u><u>\$ 649,348</u></u>

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE D: SCHOOL FACILITY

On January 20, 2016 the Charter School entered into a lease at 21 Humboldt Street. The commencement date of the lease was July 1, 2016 and no rent was due prior to the commencement date. The lease agreement expires on June 30, 2026 with options to extend. The lease has escalating payments throughout the 10 year term. Rent for this lease is approximately \$40,000 per month. Rent expense incurred under this lease agreement was approximately \$491,000 for both of the years ended June 30, 2019 and 2018. Total approximate square footage usage for this facility is 48,800.

The future payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ 480,000
2021	485,000
2022	531,000
2023	536,000
2024	536,000
Thereafter	<u>1,082,000</u>
	<u>\$ 3,650,000</u>

NOTE E: OPERATING LEASE

The Charter School entered into a non-cancelable lease agreement for office equipment commencing July 2016. The lease agreement expires in June 2020. Monthly lease payments are \$524 along with monthly per copy costs billed by the vendor at the end of the month. Total costs under this agreement were approximately \$29,800 for the year ended June 30, 2019 and \$29,600 for the year ended June 30, 2018.

In July 2019, the Charter School entered a new non-cancelable lease agreement for office equipment that replaced the existing lease. The lease agreement expires in July 2023. Monthly lease payments under this new agreement are \$563 along with monthly per copy costs billed by the vendor at the end of the month.

The future payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ 6,717
2021	6,756
2022	6,756
2023	6,756
2024	<u>563</u>
	<u>\$ 27,548</u>

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE F: LONG-TERM DEBT

Long-term debt is summarized as follows:

	<u>June 30,</u>	
	<u>2019</u>	<u>2018</u>
Note payable to a financial institution with monthly payments of \$5,563, including interest at 4.22%. The note is payable in full April 2021. This loan is personally guaranteed by a member of the community.	\$ 117,558	\$ 177,704
	<u>117,558</u>	<u>177,704</u>
Less: current portion	62,953	60,319
	<u>\$ 54,605</u>	<u>\$ 117,385</u>

The aggregate maturities of the long-term debt are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ 62,953
2021	<u>54,605</u>
	<u>\$ 117,558</u>

NOTE G: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE H: CONCENTRATIONS

At June 30, 2019 and 2018, approximately 79% and 77% of grants and other receivables are due from the federal government relating to certain grants, respectively. At June 30, 2019 and 2018, approximately 70% and 15% of grants and other receivables are due from the state government relating to per-pupil revenue, respectively.

For both the years ended June 30, 2019 and 2018, approximately 89% of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE I: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") for its employees. The Plan allows for the Charter School to make a safe harbor match to the Plan of 100% of salary deferrals up to the first 3% of plan compensation plus 50% of salary deferrals up to the next 2% of plan compensation. The Charter School contributed \$69,489 and \$70,298 to the Plan for the years ended June 30, 2019 and 2018, respectively.

NOTE J: NET ASSETS

Net assets without donor restrictions consist of the following:

	June 30,	
	2019	2018
Undesignated	\$ (670,369)	\$ (223,757)
Invested in property and equipment, net of related debt	419,693	471,644
	<u>\$ (250,676)</u>	<u>\$ 247,887</u>

Net assets with donor restrictions consist of the following:

	June 30,	
	2019	2018
E-Nable Summer Program	\$ 4,240	\$ 4,240
O'Shae Imes Donor Advised Fund	2,185	2,185
Staff Curiosity Scholarship Program	1,658	1,658
Student Enrichment	7,769	-
Internal Consultant Support	13,068	-
	<u>\$ 28,920</u>	<u>\$ 8,083</u>

NOTE K: NOTE PAYABLE - RELATED PARTY

During the year ended June 30, 2019, the Charter School entered into two short term, non-interest bearing notes payable due to a board member in the amounts of \$90,000 and \$125,000. The \$90,000 note payable was repaid during the year leaving a balance of \$125,000 due at June 30, 2019. The balance was paid in full in July 2019. During the year ended June 30, 2018, the Charter School entered into a short-term, non-interest bearing note payable due to a board member in the amount of \$50,000. The balance was paid in full as of June 30, 2018.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative totals for 2018)

NOTE L: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

NOTE M: MANAGEMENT'S PLAN

At June 30, 2019, the Charter School has a deficiency in net assets of \$221,756. Current liabilities exceed current assets by \$565,842 at June 30, 2019. For the year ended June 30, 2019, the Charter School had a change in net assets of (\$477,726).

In late winter of 2019, the Charter School learned that the High Cost Aid (SpEd Per Pupil Tuition) paid by the Rochester City School District (RCSD) was going to be paid out at the rate based on services being offered for 20% of the school day vs. 60% as budgeted. The RCSD claimed that the Charter School wasn't meeting the state standard for hours of special education services per week to qualify for the 60% rate, despite the Charter School's students receiving those services for more than 60% of the hours the Charter School was in session. The result was a shortfall of \$262,000 compared to what was budgeted for the 2018-19 fiscal year. Though management fought back, citing the definitions laid out by the NYS Education Department, the Charter School has so far been unsuccessful in collecting the difference.

As a result, the decision was made to reduce staff as personnel is the largest expense category in the Charter School's budget. To that end, management laid off a dean, and 4 of our teaching fellows, as well as not filling a vacant science teacher and special education teacher position. Because these changes were made fairly late in the year, the Charter School also took on a bridge loan from our Board Chair at zero percent interest to help ensure a positive cash flow; the Board approved a revised budget to reflect these changes and repayment of the bridge loan.

For the 2019-20 fiscal year, the Charter School budgeted for a conservative enrollment of 290 students and about 18% of them as students with IEPs, also a conservative number as the Charter School tends to have over 20% students with IEPs. Management also adjusted the weekly schedule to include full days on Fridays (vs. half-days in previous years) in order to ensure that the Charter School is more than compliant with the somewhat disparate definitions from NYSED as to what qualifies for payments at the 60% rate. The Charter School maintained our greatly reduced teaching fellow program (two fellows compared to 7 the year before) and kept only enough special education teachers to ensure that the IEP student to teacher ratio was in compliance. Management also budgeted for very conservative fundraising, all in an effort to ensure that the Charter School would end fiscal year 2019-20 in the black. As always, the Charter School will manage carefully to this budget and add staff only as needed based on enrollment exceeding 290 students.

As a result, management believes the Charter School will continue as a going concern.

**VERTUS CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees  
Vertus Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Vertus Charter School, which comprise the statement of financial position as of June 30, 2019 and the related statements of activities and changes in net (deficiency) assets, functional expenses and cash flows for year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 29, 2019.

**Internal Control over Financial Reporting**

Management of Vertus Charter School is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit of the financial statements, we considered Vertus Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Vertus Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Vertus Charter School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified a certain deficiency in internal control (Finding 2019-001) that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and responses (Finding 2019-001) to be a material weakness.

### **Compliance and Other Matters**

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

We noted certain matters that we have reported to management of Vertus Charter School in a separate letter dated October 29, 2019.

### **Charter School's Response to Finding**

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

### **Purpose of This Report**

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

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 29, 2019

VERTUS CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2019

**Finding 2019-001**

Statement of condition

During our audit, we noted contribution revenue was overstated. This resulted in a material audit adjustment.

Criteria and effect of conditions

A note payable from a related party was incorrectly recorded as a contribution resulting in a material audit adjustment.

Recommendation

We recommend the Charter School review the detail of all transactions to assure proper accounting treatment.

Management response

Management agrees. When recording contributions, management will review all agreements provided with the funds.



## Annual Financial Statement Audit Report

<b>School Name:</b>	<b>Vertus Charter School</b>
Date (Report is due Nov. 1):	November 1, 2019
Primary District of Location (If NYC select NYC DOE):	Rochester City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Jason Trzeciak
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	MMB
School Audit Contact Name:	Michelle Cain
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2018-19
Prior Year:	2017-18

**The following items are required to be included:**

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	
Federal Single Audit (A-133)	The school did not expend federal funds in excess of the Single Audit Th
Corrective Action Plan	



**Vertus Charter School**  
**Statement of Financial Position**  
**as of June 30**

	<u>2019</u>	<u>2018</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ -	\$ 27,738
Grants and contracts receivable	34,727	95,461
Accounts receivables	-	-
Prepaid Expenses	256	85,103
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	34,983	208,302
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 537,251	\$ 649,348
Restricted Cash	75,000	75,000
Security Deposits	-	-
Other Non-Current Assets	-	-
<b>TOTAL NON-CURRENT</b>	612,251	724,348
<b>TOTAL ASSETS</b>	<u><b>647,234</b></u>	<u><b>932,650</b></u>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 102,425	\$ 114,740
Accrued payroll, payroll taxes and benefits	121,314	133,878
Current Portion of Loan Payable	62,953	60,319
Due to Related Parties	125,000	-
Refundable Advances	-	-
Deferred Revenue	39,133	47,718
Other Current Liabilities	150,000	-
<b>TOTAL CURRENT</b>	600,825	356,655
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ 54,605	\$ 117,385
Deferred Rent	213,560	202,640
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM</b>	268,165	320,025
<b>TOTAL LIABILITIES</b>	<u><b>868,990</b></u>	<u><b>676,680</b></u>

**NET ASSETS**

Unrestricted

\$ (250,676)

\$ 247,887

Temporarily restricted

28,920

8,083

Permanently restricted

-

-

**TOTAL NET ASSETS**(221,756)255,970**TOTAL LIABILITIES AND NET ASSETS**647,234932,650

**Vertus Charter School**  
**Statement of Activities**  
**as of June 30**

	2019			2018
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 4,408,089	\$ -	\$ 4,408,089	\$ 4,450,566
State and Local Per Pupil Revenue - SPED	-	-	-	-
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	269,237	-	269,237	283,596
State and City Grants	-	-	-	-
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>4,677,326</b>	<b>-</b>	<b>4,677,326</b>	<b>4,734,162</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 3,518,481	\$ -	\$ 3,518,481	\$ 3,654,624
Special Education	1,358,410	-	1,358,410	1,090,432
Other Programs	-	-	-	-
Total Program Services	4,876,891	-	4,876,891	4,745,056
Management and general	524,336	-	524,336	619,586
Fundraising	13,247	-	13,247	34,834
<b>TOTAL EXPENSES</b>	<b>5,414,474</b>	<b>-</b>	<b>5,414,474</b>	<b>5,399,476</b>
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>(737,148)</b>	<b>-</b>	<b>(737,148)</b>	<b>(665,314)</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ -	\$ -	\$ -	\$ 30
Contributions and Grants	90,756	150,000	240,756	253,104
Fundraising Support	18,666	-	18,666	16,957
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>109,422</b>	<b>150,000</b>	<b>259,422</b>	<b>270,091</b>
<b>Net Assets Released from Restrictions / Loss on Disposal</b>	<b>\$ 129,163</b>	<b>\$ (129,163)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHANGE IN NET ASSETS</b>	<b>(498,563)</b>	<b>20,837</b>	<b>(477,726)</b>	<b>(395,223)</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 247,887</b>	<b>\$ 8,083</b>	<b>\$ 255,970</b>	<b>\$ 651,193</b>
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NET ASSETS - END OF YEAR**

\$ (250,676) \$ 28,920 \$ (221,756) \$ 255,970

**Vertus Charter School  
Statement of Cash Flows**

**as of June 30**

	<b>2019</b>	<b>2018</b>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ (477,726)	\$ (395,223)
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	180,969	167,721
Grants Receivable	60,734	78,116
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	84,847	402
Accounts Payable	(12,315)	(37,971)
Accrued Expenses	(12,564)	22,749
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	(8,585)	(138,018)
Interest payments	-	-
Deferred lease liability	10,920	30,920
Other	-	-
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ (173,720)</b>	<b>\$ (271,304)</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(68,872)	(52,520)
Other	-	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (68,872)</b>	<b>\$ (52,520)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	214,854	(57,805)
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ 214,854</b>	<b>\$ (57,805)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ (27,738)</b>	<b>\$ (381,629)</b>
Cash at beginning of year	27,738	409,367
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ -</b>	<b>\$ 27,738</b>

**Vertus Charter School**  
**Statement of Functional Expenses**  
**as of June 30**

		2019						
	No. of Positions	Program Services				Supporting Services		
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	7.00	60,285	29,816	-	90,101	7,640	229,555	237,195
Instructional Personnel	42.00	1,700,626	734,697	-	2,435,323	-	-	-
Non-Instructional Personnel	21.00	240,888	36,508	-	277,396	-	32,767	32,767
Total Salaries and Staff	70.00	2,001,799	801,021	-	2,802,820	7,640	262,322	269,962
Fringe Benefits & Payroll Taxes		358,886	143,609	-	502,495	1,370	47,030	48,400
Retirement		45,269	18,115	-	63,384	173	5,932	6,105
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	667	667
Accounting / Audit Services		-	-	-	-		17,315	17,315
Other Purchased / Professional / Consulting Services		54,994	21,964	-	76,958	289	83,585	83,874
Building and Land Rent / Lease		319,815	127,974	-	447,789	1,221	41,910	43,131
Repairs & Maintenance		66,770	26,718	-	93,488	255	8,750	9,005
Insurance		41,716	16,693	-	58,409	159	5,467	5,626
Utilities		26,266	10,511	-	36,777	100	3,442	3,542
Supplies / Materials		96,299	22,907	-	119,206	29	997	1,026
Equipment / Furnishings		10,109	3,539	-	13,648	28	948	976
Staff Development		18,273	5,405	-	23,678	28	6,674	6,702
Marketing / Recruitment		83,667	20,271	-	103,938	33	1,140	1,173
Technology		100,659	40,279	-	140,938	384	13,191	13,575
Food Service		182	41	-	223	-	-	-
Student Services		105,037	23,838	-	128,875	7	233	240
Office Expense		55,250	22,108	-	77,358	211	7,240	7,451
Depreciation		117,894	47,176	-	165,070	450	15,449	15,899
OTHER		15,596	6,241	-	21,837	870	2,044	2,914
<b>Total Expenses</b>		<b>\$ 3,518,481</b>	<b>\$ 1,358,410</b>	<b>\$ -</b>	<b>\$ 4,876,891</b>	<b>\$ 13,247</b>	<b>\$ 524,336</b>	<b>\$ 537,583</b>

	2018
Total	
\$	\$
327,296	529,356
2,435,323	2,158,773
310,163	257,533
3,072,782	2,945,662
550,895	520,206
69,489	70,298
-	-
667	6,297
17,315	15,500
160,832	170,363
490,920	490,920
102,493	130,029
64,035	29,482
40,319	51,558
120,232	190,583
14,624	4,523
30,380	34,469
105,111	142,143
154,513	154,090
223	2,132
129,115	144,596
84,809	114,318
180,969	167,721
24,751	14,586
\$ 5,414,474	\$ 5,399,476



# Entry 5c Additional Financial Docs

Last updated: 10/31/2019

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

## Section Heading

### 1. Management Letter

<https://nysed.cso.reports.fluidreview.com/resp/119011850/8mMlunnVv3/>

**Explanation for not uploading the Management Letter.** (No response)

### 2. Form 990

(No response)

**Explanation for not uploading the Form 990.** The Form 990 is not yet complete; will be submitted no later than 11/30/2019

### 3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

**Explanation for not uploading the Federal Single Audit.** The school did not expend federal funds in excess of the Single Audit Threshold of \$750,000.

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.** Vertus didn't use CSP Grant funds in fiscal year 2018 19

## 5. Evidence of Required Escrow Account

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

<https://nysed.cso.reports.fluidreview.com/resp/119011850/pN6H0Nalce/>

**Explanation for not uploading** (No response)  
**the Escrow evidence.**

## 6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

<https://nysed.cso.reports.fluidreview.com/resp/119011850/JDKdnGTC4H/>

**Explanation for not uploading** (No response)  
**the Corrective Action Plan.**

**VERTUS CHARTER SCHOOL**

**ADVISORY COMMENT LETTER**

**JUNE 30, 2019**

October 29, 2019

Board of Trustees  
Vertus Charter School

In planning and performing our audit of the financial statements of Vertus Charter School (the “Charter School”) as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter School’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

During the course of our audit of the financial statements of Vertus Charter School as of June 30, 2019, we observed the Charter School’s significant accounting policies and procedures and certain business, financial and administrative practices. As a result of our observations, we suggest you consider the following comment which we consider to be a material weakness:

### **Material Audit Adjustment**

During our audit, we noted contribution revenue was overstated. A note payable from a related party was incorrectly recorded as a contribution resulting in a material audit adjustment.

#### **Recommendation**

We recommend the Charter School review the detail of all transactions to assure proper accounting treatment.

### **Status of matters included in our letter as of June 30, 2018, dated October 24, 2018**

The following item was not considered a significant deficiency or material weakness:

#### **Employee Bonuses**

During our audit, we noted the employee bonuses were approved by the Principal, but they were not approved by the Board or recorded in the Board meeting minutes as required by the Charter School's Financial Policies and Procedures Manual.

#### **Recommendation**

We recommend the Charter School follow the policies and procedures outlined in the Financial Policies and Procedures Manual.

#### **Status at June 30, 2019**

During our audit, we noted that employee bonuses were approved by the Principal, but they were not approved by the Board or recorded in the Board meeting minutes as required by the Charter School's Financial Policies and Procedures Manual. We continue to recommend the Charter School follow the policies and procedures outlined in the Financial Policies and Procedures Manual.

### **Status of matters included in our letter as of June 30, 2016, dated October 24, 2016:**

The following item was not considered a significant deficiency or material weakness:

#### **Birth Certificates**

During our audit, we reviewed student files and noted that some files were missing student's birth certificates. We noted there was no other document, such as a passport, included in the files to identify the students.

#### **Recommendation**

We recommend all students who enter the Charter School provide a copy of their birth certificate or passport to identify themselves and keep in their student file.

#### **Status at June 30, 2017**

During our audit, we reviewed student files and noted two instances where birth certificates for students were not available in the student's file.

**Status at June 30, 2018**

During our audit, we reviewed student files and noted two instances where birth certificates for students were not available in the student's file.

**Status at June 30, 2019**

During our audit, we reviewed student files and noted two instances where birth certificates for students were not available in the student's file. Additionally, we noted three instances where proof of residence was not available in the student's file.

**Status of matters included in our letter as of June 30, 2015, dated October 19, 2015:**

The following item was not considered a significant deficiency or material weakness:

**Financial Policies and Procedures**

During our audit, we noted certain financial policies and procedures which were designed to ensure timely identification of material errors and accurate reporting were not always followed. Our audit of the Charter School revealed the following:

- Certain debit card purchases were made before receiving proper pre-approval from the Head of School or Board Member, as required by the Financial Policies and Procedures Manual (FPPM). Some of the aforementioned approvals were also not dated on the appropriate forms. We did note that all purchases had appropriate support and authorizations that were received after the fact.
- We noted the Charter School is not creating purchase orders to attach to disbursement packets that indicate payment approvals as detailed in its FPPM.
- It was noted that the Chief Executive Officer (CEO) of the Charter School was not signing bank reconciliations showing her approval as stated in the FPPM.
- The FPPM states that for purchases over \$20,000, multiple bids should be solicited to ensure best value. We noted that certain services over \$20,000 did not receive multiple bids.
- We noted a check over \$20,000 contained only the signature of the CEO; however, the FPPM requires checks over \$20,000 to be signed by either the Board Chair or the Treasurer of the Board, in addition to the CEO or COO.

**Recommendation**

The Charter School has extensive policies and procedures which are formally documented in the FPPM and has hired an outside financial consultant to assist with these controls. We recommend the Charter School continue to implement these internal controls as documented in the FPPM. If revisions to these policies or procedures are required to reflect changes, they should be documented and disseminated to all affected personnel.

**Status at June 30, 2016**

During our 2016 audit, we noted checks over \$20,000 were not being signed by a Board Member. We recommend the Charter School continue to implement this internal control as documented in the FPPM. All other matters appear to have been resolved in the current year.

**Status at June 30, 2017**

During our 2017 audit, we noted certain financial policies and procedures were not always followed. We noted a check over \$20,000 was not signed by a Board Member. We also noted one instance where a packing slip was not kept in the cash disbursement packet. In addition, we noted certain debit card purchases were made before receiving proper pre-approval from the Head of School or Board Member, as required by the Financial Policies and Procedures Manual (FPPM). We recommend the Charter School continue to implement these internal controls as documented in the FPPM.

**Status at June 30, 2018**

During our audit, we noted certain financial policies and procedures were not always followed. We noted certain debit card purchases were made before receiving proper pre-approval from the Head of School or Board Member. We recommend the Charter School continue to implement these internal controls as documented in the FPPM.

**Status at June 30, 2019**

During our audit, we noted certain financial policies and procedures were not always followed. We noted certain bank reconciliations were not reviewed by the Principal and were not signed off documenting review. Checks were not deposited in a timely manner. Additionally, we noted the Principal approved her own expense reimbursements and the reimbursements were not approved by the Board. We also noted certain debit card purchases were made before receiving pre-approval from the Principal or Board Member and receipts were not maintained for certain debit card purchases. We recommend the Charter School continue to implement these internal controls as documented in the FPPM.

\* \* \* \* \*

This communication is intended solely for the information and use of the Board of Trustees, management, others within the organization, and governmental authorities and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate the outstanding cooperation from your staff that our personnel received during the audit of the Charter School's financial statements. Should you have any questions or comments, please contact Michelle Cain or Caitlin Langmead.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP



**Vertus**  
HIGH SCHOOL

21 Humboldt Street  
Rochester, New York 14609

Fax (585) 254-1251

October 30, 2019

**Overstatement of contribution Revenue:**

Vertus will implement additional review procedures to ensure proper accounting treatment. The COO will review entries made by our contracted bookkeeper to ensure proper distribution account association prior to monthly close.

**Employee Bonuses:**

Vertus will implement a process by which the COO will present the expected employee bonuses will to the Board of Trustees in June to gain their approval prior to them being paid out in July.

**Birth Certificates:**

Vertus will continue to make every effort to receive birth certificates for all students; this remains a challenge as often our families are unable to produce the document. The Enrollment Coordinator will be responsible for acquiring birth certificates for every student, and will make a note when they are not available from the parents/guardians to include in the student file.

**Financial Policies and Procedures:**

Vertus has implemented a procedure to ensure the monthly bank reconciliations are reviewed and signed off on by our Principal. Additionally, Vertus will no longer allow the Principal to approve her own expense reimbursements; a member of the Board of Trustees will review and sign off on these reimbursements. Finally, Vertus makes every effort to ensure proper approval is attained prior to all debit card purchases, and will continue to work towards the goal of 100% pre-approval for all said purchases.

FOR INQUIRIES CALL: HENRIETTA  
[REDACTED]

000000

VERTUS CHARTER SCHOOL  
ESCROW ACCOUNT  
21 HUMBOLDT ST  
ROCHESTER NY 14609

N

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
[REDACTED]	06/01/19 - 06/30/19
BEGINNING BALANCE	\$75,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$75,000.00

## ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
06/01/2019	BEGINNING BALANCE			\$75,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

# HOW TO BALANCE YOUR M&T BANK ACCOUNT

TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1,2, & 3.

**STEP 1** Place a checkmark ( ✓ ) beside each item listed on this statement which has a corresponding entry in your register.  
Also place a checkmark next to the item in your register.

**STEP 2** Add to your register:  
(a) Any deposits and other credits shown on this statement which you have not already entered.  
(b) Any interest this statement shows credited to your account.

**STEP 3** Subtract from your register:  
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.  
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.  
(c) Any service charges shown on this statement which you have not already subtracted.

## TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

**STEP 4** List any outstanding checks or debits written in your register, but not yet appearing on your statement.

OUTSTANDING CHECKS AND OTHER DEBITS		
NUMBER	AMOUNT	
1	\$	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
SUBTOTAL OF COLUMN 1	\$	

OUTSTANDING CHECKS AND OTHER DEBITS		
NUMBER	AMOUNT	
13	\$	
14		
15		
16		
17		
18		
19		
20		
21		
22		
SUBTOTAL OF COLUMN 2		
SUBTOTAL OF COLUMN 1 +		
TOTAL OUTSTANDING CHECKS AND DEBITS	\$	

**STEP 5** Enter on this line the Ending Balance shown in the summary on the front of this statement.

\$	
----	--

**STEP 6** Enter the total of any deposits or other credits shown on your register which are not shown on this statement.

\$	
----	--

**STEP 7** Enter the total of STEPS 5 & 6.

\$	
----	--

**STEP 8** Enter TOTAL OUTSTANDING CHECKS & DEBITS (from STEP 4).

\$	
----	--

**STEP 9** Subtract STEP 8 from STEP 7 and enter the difference here.

\$	
----	--

This amount should be your current account balance.

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.

**M&T**Bank



# Entry 5d Financial Services Contact Information

Last updated: 10/31/2019

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## VERTUS CHARTER SCHOOLSection Heading

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Jason Trzeciak	[REDACTED]	[REDACTED]

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain	[REDACTED]	[REDACTED]	5

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
	Charter School Business Management	Collin Raymond	[REDACTED]	[REDACTED]	[REDACTED]	5

# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### **2019-20 Budget & Cash Flow Template**

#### **General Instructions and Notes for New Application Budgets and Cash Flows Templates**

<b>1</b>	Complete ALL SIX columns in <b>BLUE</b>
<b>2</b>	Enter information into the <b>GRAY</b> cells
<b>3</b>	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
<b>4</b>	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
<b>5</b>	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Vertus Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2019 to June 30, 2020**

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	4,354,412	941,746	-	-	-	5,296,158
Total Expenses	3,117,327	1,557,417	-	4,636	521,935	5,201,215
Net Income	1,237,085	(615,671)	-	(4,636)	(521,935)	94,943
Actual Student Enrollment	235	55				-
Total Paid Student Enrollment	235	55				290

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

**Rochester City School District**  
Churchville-Chili Central School District  
East Irondequoit Central School District  
Greece Central School District  
Rush-Henrietta Central School District  
Webster Central School District  
Fairport Central School District  
East Rochester Central School District

**\$13,995.00**  
**\$11,508.00**  
**\$13,180.00**  
**\$12,432.00**  
**\$13,923.00**  
**\$12,695.00**  
**\$12,209.00**  
**\$14,501.00**

3,848,625	-	-	-	-	3,848,625
34,524	-	-	-	-	34,524
13,180	-	-	-	-	13,180
62,160	-	-	-	-	62,160
13,923	-	-	-	-	13,923
38,085	-	-	-	-	38,085
12,209	-	-	-	-	12,209
14,501	-	-	-	-	14,501
<b>4,037,207</b>					<b>4,037,207</b>

Special Education Revenue

-	823,582	-	-	-	823,582
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Grants

Stimulus

Other

Other State Revenue

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

**TOTAL REVENUE FROM STATE SOURCES**

<b>4,037,207</b>	<b>823,582</b>				<b>4,860,789</b>
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**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

-	43,906	-	-	-	43,906
119,145	27,885	-	-	-	147,030
23,030	5,390	-	-	-	28,420
-	-	-	-	-	-

-	-	-	-	-	-
-	-	-	-	-	-

**TOTAL REVENUE FROM FEDERAL SOURCES**

<b>142,175</b>	<b>77,181</b>				<b>219,356</b>
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**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

Food Service (Income from meals)

Text Book

Other Local Revenue

141,835	33,165	-	-	-	175,000
33,195	7,818	-	-	-	41,013
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

<b>175,030</b>	<b>40,983</b>				<b>216,013</b>
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**TOTAL REVENUE**

<b>4,354,412</b>	<b>941,746</b>				<b>5,296,158</b>
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

**Vertus Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2019 to June 30, 2020**

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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Net Income	1,237,085	(615,671)	-	(4,636)	(521,935)	94,943
Actual Student Enrollment	235	55				-
Total Paid Student Enrollment	235	55				290

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Executive Management	-	-	-	-	-	-
Instructional Management	1.50	65,183	32,592	-	32,592	130,366
Deans, Directors & Coordinators	6.50	227,295	75,765	-	-	303,060
CFO / Director of Finance	1.00	8,670	8,670	-	69,360	86,700
Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	7.00	83,938	33,575	-	162,279	279,792
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>16.0</b>	<b>385,086</b>	<b>150,602</b>		<b>264,231</b>	<b>799,918</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	11.50	460,205	153,402	-	-	613,607
Teachers - SPED	5.00	-	244,400	-	-	244,400
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	3.00	76,500	25,500	-	-	102,000
Specialty Teachers	6.00	267,227	89,076	-	-	356,303
Aides	-	-	-	-	-	-
Therapists & Counselors	3.00	66,980	66,980	-	-	133,960
Other	14.50	442,160	147,387	-	-	589,547
<b>TOTAL INSTRUCTIONAL</b>	<b>43.0</b>	<b>1,313,073</b>	<b>726,744</b>			<b>2,039,817</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	1.00	-	-	-	31,200	31,200
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>1</b>				<b>31,200</b>	<b>31,200</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>60.0</b>	<b>1,698,158</b>	<b>877,346</b>		<b>295,431</b>	<b>2,870,935</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
	60	30			10	
Payroll Taxes	167,307	83,654	-	-	27,885	278,845
Fringe / Employee Benefits	173,106	86,553	-	-	28,851	288,510
Retirement / Pension	45,780	22,890	-	-	7,630	76,300
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>386,253</b>	<b>193,127</b>			<b>64,376</b>	<b>643,655</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,084,411</b>	<b>1,070,472</b>		<b>359,806</b>	<b>3,514,590</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	-	-	-	-	27,100	27,100
Legal	1,800	900	-	-	300	3,000
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	-	-	-	6,000	6,000
Special Ed Services	-	-	-	-	-	-
Titlement Services (i e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	21,363	11,364	-	3,636	9,091	45,454

**Vertus Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2019 to June 30, 2020**

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

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Actual Student Enrollment	235	55				-
Total Paid Student Enrollment	235	55				290

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>TOTAL CONTRACTED SERVICES</b>	<b>23,163</b>	<b>12,264</b>		<b>3,636</b>	<b>42,491</b>	<b>81,554</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	-	-	-	1,500	1,500
Classroom / Teaching Supplies & Materials	135,888	45,296	-	-	-	181,184
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	1,500	500	-	-	-	2,000
Supplies & Materials other	24,178	8,059	-	-	-	32,237
Equipment / Furniture	5,760	2,080	-	-	160	8,000
Telephone	24,060	12,832	-	-	3,208	40,100
Technology	62,700	33,440	-	-	8,360	104,500
Student Testing & Assessment	2,813	938	-	-	-	3,750
Field Trips	1,500	500	-	-	-	2,000
Transportation (student)	41,250	13,750	-	-	-	55,000
Student Services - other	25,125	8,375	-	-	-	33,500
Office Expense	68,735	36,115	-	-	11,650	116,500
Staff Development	12,600	6,000	-	-	1,600	20,200
Staff Recruitment	4,720	2,480	-	-	800	8,000
Student Recruitment / Marketing	52,500	17,500	-	-	-	70,000
School Meals / Lunch	1,500	500	-	-	-	2,000
Travel (Staff)	885	465	-	-	150	1,500
Fundraising	-	-	-	1,000	-	1,000
Other	17,700	9,300	-	-	3,000	30,000
<b>TOTAL SCHOOL OPERATIONS</b>	<b>483,413</b>	<b>198,130</b>		<b>1,000</b>	<b>30,428</b>	<b>712,971</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	35,400	18,600	-	-	6,000	60,000
Janitorial	41,654	21,886	-	-	7,060	70,600
Building and Land Rent / Lease	286,150	150,350	-	-	48,500	485,000
Repairs & Maintenance	14,160	7,440	-	-	2,400	24,000
Equipment / Furniture	-	-	-	-	-	-
Security	1,475	775	-	-	250	2,500
Utilities	29,500	15,500	-	-	5,000	50,000
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>408,339</b>	<b>214,551</b>			<b>69,210</b>	<b>692,100</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>118,000</b>	<b>62,000</b>	-	-	<b>20,000</b>	<b>200,000</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	<b>-</b>	<b>-</b>	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>3,117,327</b>	<b>1,557,417</b>		<b>4,636</b>	<b>521,935</b>	<b>5,201,215</b>
<b>NET INCOME</b>	<b>1,237,085</b>	<b>(615,671)</b>	-	<b>(4,636)</b>	<b>(521,935)</b>	<b>94,943</b>
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>						
Rochester City School District	225	50	275			
Churchville-Chili Central School District	1	2	3			

**Vertus Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2019 to June 30, 2020**

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	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
East Irondequoit Central School District	1		1			
Greece Central School District	3	2	5			
Rush-Henrietta Central School District	1		1			
Webster Central School District	2	1	3			
Fairport Central School District	1		1			
East Rochester Central School District	1		1			
<b>TOTAL ENROLLMENT</b>	<b>235</b>	<b>55</b>	<b>290</b>			
<b>REVENUE PER PUPIL</b>	<b>18,529</b>	<b>17,123</b>	<b>-</b>			
<b>EXPENSES PER PUPIL</b>	<b>13,265</b>	<b>28,317</b>	<b>-</b>			

[illegible]





[illegible]

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:**

Bryan D. Hickman

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

Vertus Charter School

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

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 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.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) 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
June 6, 2017 Oct 24, 2018 <i>Please write "None" if applicable. Do not leave this space blank.</i>	* 125,000 loan * 90,000 loan	zero interest repaid repayment	Elizabeth Haden Wife

5. 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**."

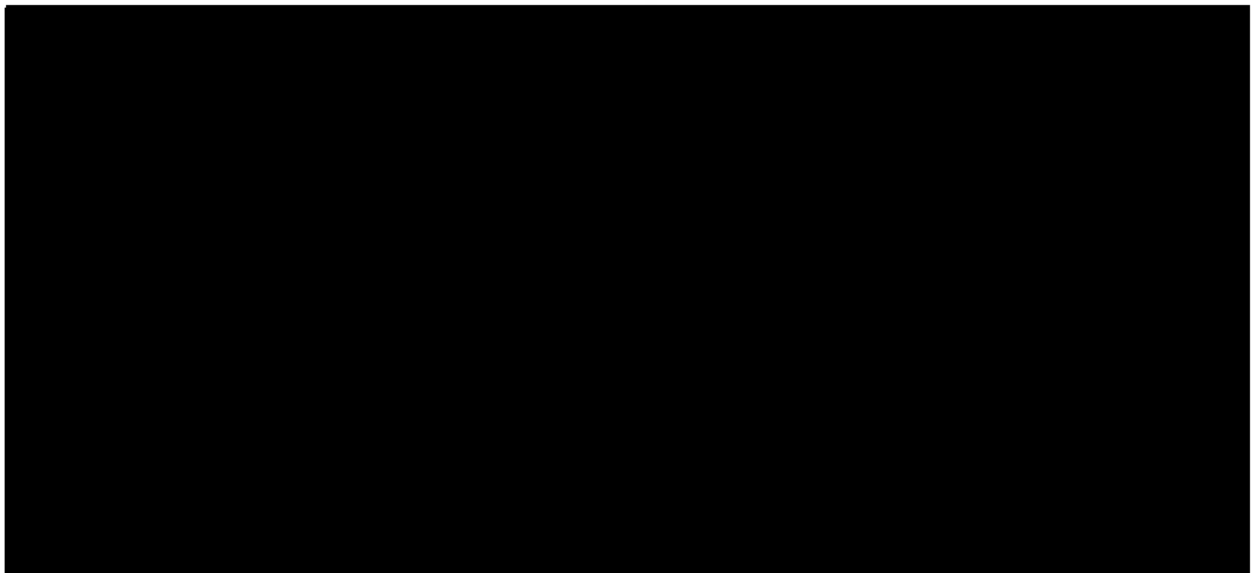
*None*

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

Bryan D. Hickman  
Signature

6/25/2019  
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 08/21/2018*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:**

Stephen Jacobs

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

Ventus High School

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

Trustee

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

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

3. Are you 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.

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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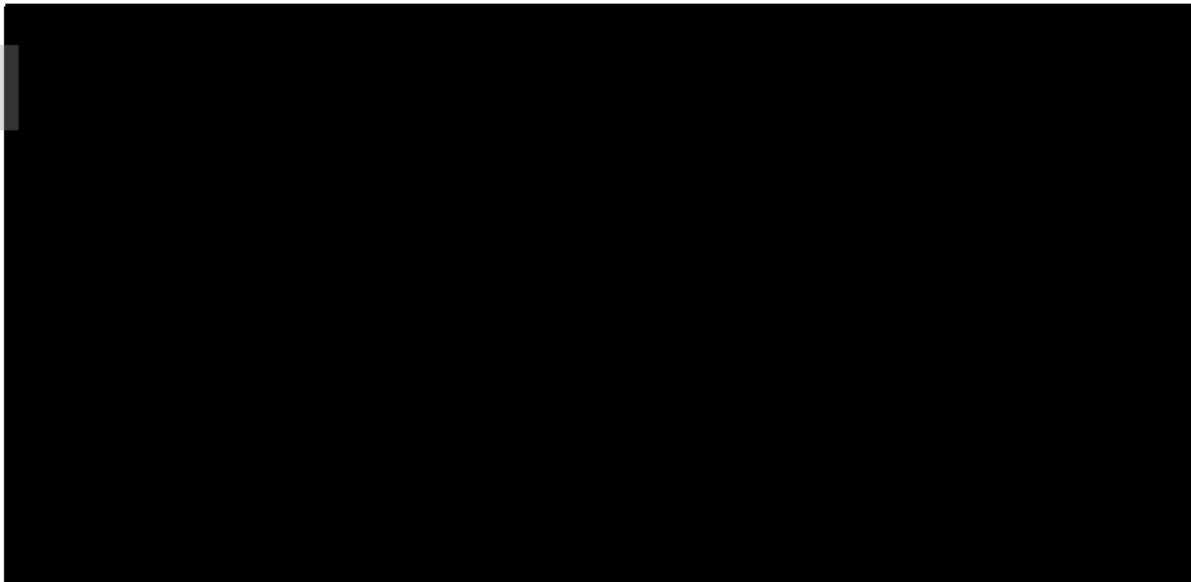
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Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p>NONE</p>				

Signature

Date

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last revised 08/21/2018

**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:**

MICHAEL P MANAWA

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

VERTUS

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

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

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

3. Are you 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

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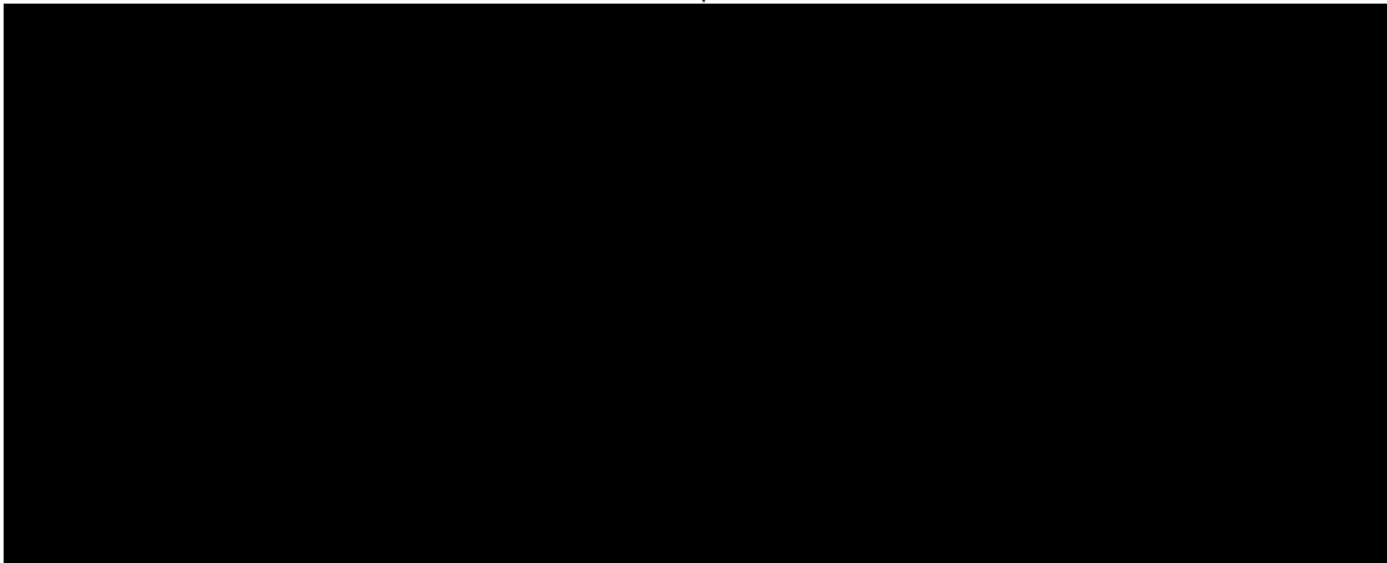
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<i>Please write "None" if applicable. Do not leave this space blank.</i> <div style="font-size: 2em; font-family: cursive;">None</div>				

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Signature

*6-25-19*  
 \_\_\_\_\_  
 Date

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**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:**

Evan A. Gallina

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

Vertus High School

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

Treasurer

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 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.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) 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. <b>None</b>			

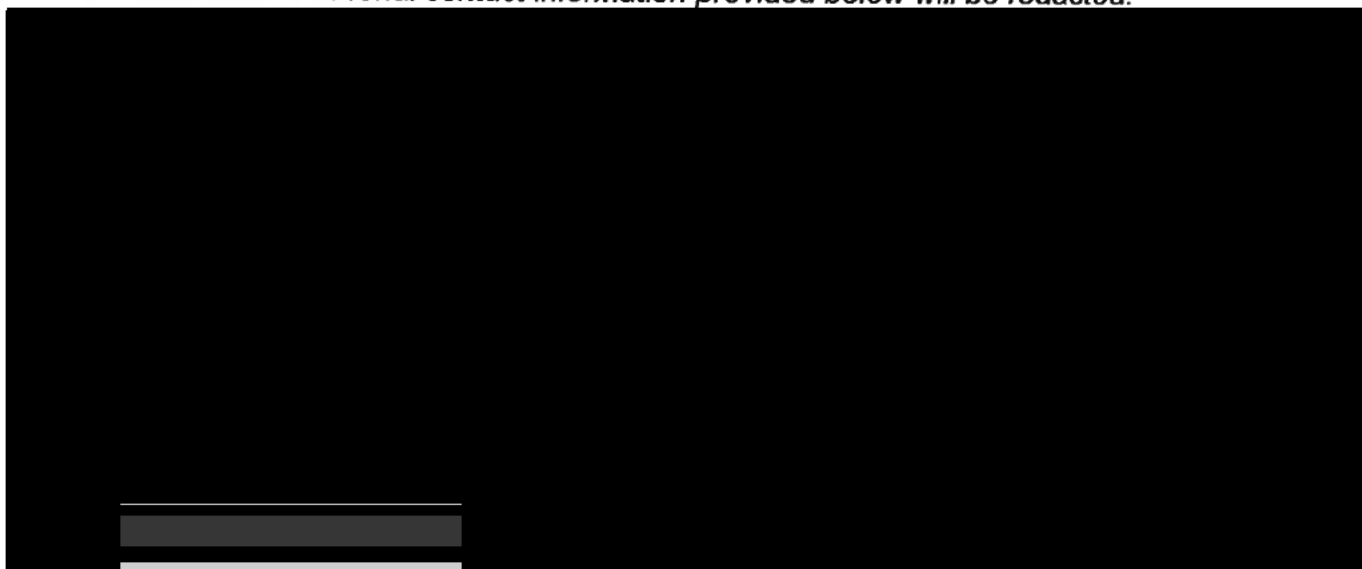
5. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation 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
Please write "None" if applicable. Do not leave this space blank. None				

  
Signature

6/24/19  
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 08/21/2018

**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:**

Victoria Van Voorhis

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

Vertus Charter School

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

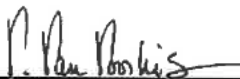
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) 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			

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

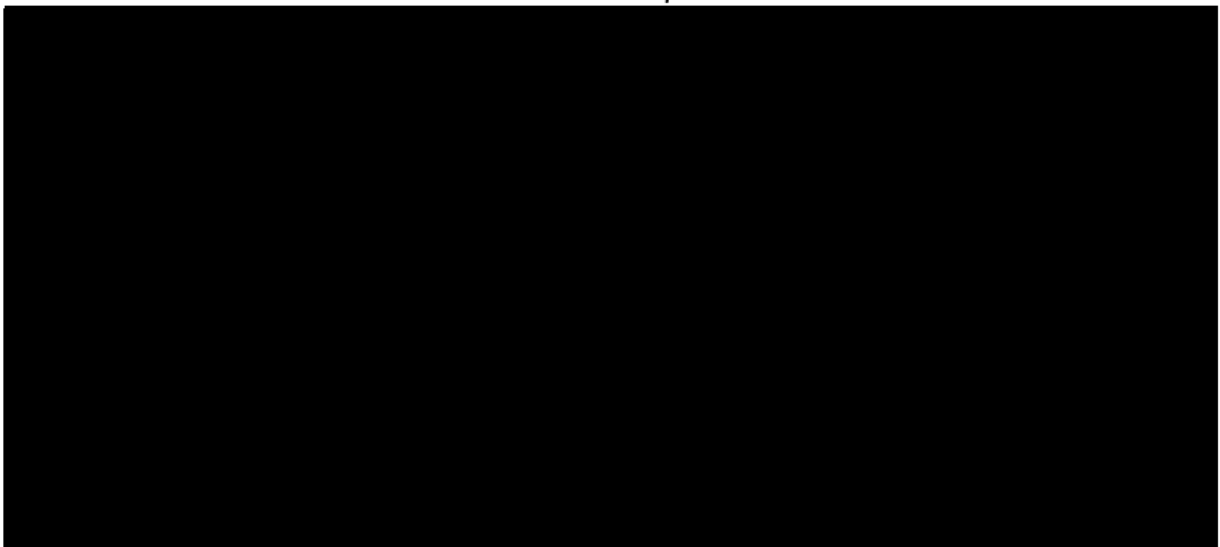
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

  
Signature

6/25/19

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 08/21/2018*

**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member – Board of Regents-Authorized Charter Schools**

**Name:** Timothy J Brown

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

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

**Member**

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 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


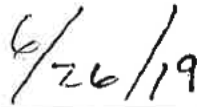
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) 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
NONE	Please write "None" if applicable. Do not leave this space blank.		

5. 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 \_\_\_\_\_ 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.*





# Entry 8 BOT Table

Last updated: 07/25/2019

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

## 1. Current 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 2018-19
1	Bryan Hickman	Chair	Nominating Committee, Finance Committee	Yes	2	01/01/2017	01/01/2020	12
2	Evan Gallina	Treasurer	Nominating Committee, Finance Committee	Yes	2	01/01/2019	01/01/2022	11
3	Stephen Jacobs	Trustee/Member	Nominating Committee	Yes	3	01/01/2018	01/01/2021	10
4	Michael Mandina	Trustee/Member	Nominating Committee	Yes	3	01/01/2019	01/01/2022	11
5	Victoria Van Voorhis	Trustee/Member	Nominating Committee	Yes	1	07/27/2018	01/01/2021	11
6	Timothy Brown	Trustee/Member	Nominating Committee, Finance Committee	Yes	1	12/19/2018	01/01/2022	7
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, 2019	6
b.Total Number of Members Added During 2018 19	1
c. Total Number of Members who Departed during 2018 19	1
d.Total Number of members in 2018 19, as set by in Bylaws, Resolution or Minutes	8

**3. Number of Board meetings held during 2018-19** 12

**4. Number of Board meetings scheduled for 2019-20** 12

**Thank you.**



# Entry 9 - Board Meeting Minutes

Last updated: 07/25/2019

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## Instructions for submitting minutes of the BOT monthly meetings

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2018 June 2019, which should match the number of meetings held during the 2018 19 school year.

### VERTUS CHARTER SCHOOL

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?**

Yes

**A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2018-19 school year.**

<http://www.vertusschool.org/board/>



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/25/2019 • Last updated: 07/28/2019

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018 19 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 2019 20.

### VERTUS CHARTER SCHOOLSection Heading

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018 19	Describe Recruitment Plans in 2019 20
Economically Disadvantaged	Most student's families in Rochester are economically disadvantaged. Vertus’ general recruitment efforts are focused on families within the City of Rochester. The marketing / recruiting plan for 2018 19 includes approximately 4 widely advertised family information sessions and Open Houses / Open Gyms at the school, multiple direct mailings to all Rochester families with young men entering 9th and 10th grade, ads on billboards, ads at the RTS Transit Center, and Radio ads, including WDKX, TheBeat, WXIR, and LaMega, several times daily during peak recruitment periods featuring Vertus students and Lead Recruiter. Vertus has also employed an outside digital marketing firm to oversee targeted ads and boosts on Facebook, Instagram, and Twitter, including several videos about Vertus’ programs, based on demographic analytics. The firm also uses market research to target Google ads that “follow” people showing interest in the school. Vertus continues to recruit at community events, and uses free media coverage, e.g., TV, radio and newspapers whenever possible.	Vertus will continue to employ the tactics described for 2018 19, with the addition of at least 2 major charity fundraising events highlighting Vertus' commitment to it's community, which is largely comprised of economically disadvantaged families. We will continue to assess the impact of radio and social media advertising with the intent to focus on some of the poorest areas of the city and surrounding communities. We plan to continue our weekly radio show on WXIR titled, "The Vertus Way From Boys to Men" which highlights current events and topics intended to increase awareness of paths to success for the cities most disadvantaged young men.
		In addition to continuing the efforts described for 2018 19, Vertus has expanded

Vertus contracts with local DJ and radio personality Freddy Colon to help increase our reach in the Latino Community, particularly at local events. To recruit English language learners we distribute the school brochures and mailings in Spanish and English. We also continue advertising extensively on Poder, a local Spanish language radio station. Vertus employs an outside digital marketing firm to oversee targeted ads and boosts on Facebook, Instagram, and Twitter, including videos about Vertus' programs in Spanish and English. The firm uses market research to target Google ads that "follow" people showing interest in the school. Vertus recruits at community events, relying on its bi lingual staff to attend these events in targeted locations, and during the recruitment period, a team bi lingual staff will make home visits to Spanish speaking families with potential students.

our community connections with the hope of reaching more and more households where English is not the primary language. In the spring of 2019, Vertus began to collaborate with Daisy Algarin (Mayor's office, Director of Neighborhood Service Centers). She will be providing Vertus with opportunities to present in front of the Latino Leadership Development Program (United Way). Each month her team puts together a job fair in different quadrants of the city, which she has invited Vertus to attend and set up a promotional table. These events, because they are neighborhood based, tend to draw very large and diverse crowds; we're hopeful this new avenue will expose Vertus to a variety of ethnic populations. Ms. Algarin is also connecting the school with opportunities to engage and reach ELL students through four predominately Spanish populated churches, and has also agreed to set up meetings with various parents.

We have also begun to work with Liliana M. Ruiz (Mayor's office, Liaison to the Hispanic Community, the Executive Staff Assistant for the Mayor and the Northeast & Southwest Neighborhood Liaison). Vertus will continue to grow this connection, and our Senior Recruiter is currently brainstorming ideas on how to best collaborate with her.

In addition, we will expand our relationship with Ray Mayoliz (Mayor's office, Manager of the City of Rochester's Youth Outreach and Violence Prevention) in the hope of reaching more students and families in various ethnic communities throughout the city. Through this relationship, Vertus will have a promotional tables at Project TIP's (Camp Good Days) [https://www.campgooddays.org/programs/project tips](https://www.campgooddays.org/programs/project_tips)

Vertus plans to have representation at the the main branch of the library, which has a large Teen Space on the second floor of the new building, aimed at kids grades 7 - 12 after school and on weekends. The kids designed the space, saying they wanted "their own space", with computers, no security guards staring at them, field trips, etc. 1,400 kids a month use the space.

		<p>Recognizing that the city is very segregated, Vertus intends to focus recruitment efforts at specific branches of the the library.</p> <p>Latinos cluster in Clinton / Upper Falls area and use Lincoln Branch at 851 Joseph Ave.</p> <p>Somalian, Arab, and African American students gather at the Phillis Wheatley Branch, 33 Dr. Samuel McCree Way.</p> <p>Somalian, Sudanese, and African American students also gather at the Arnett Branch 310 Arnett Blvd.</p> <p>Full range of Latino, Arab, and African American students frequent the Sully Branch, 530 Webster Ave.</p> <p>Nepalese, Burmese, and African American gather at the Maplewood Branch, 1111 Dewey Ave.</p>
Student s with Disabilit ies	<p>In 2018 19 Vertus’ overall recruitment strategy again successfully resulted in enrolling students with disabilities at a rate that matched our home district. Vertus staffmeet proactively with families of students with disabilities who are interested in Vertus to introduce them to our program. The school also has an excellent relationship with its CSE. Since Vertus’ rate of enrolling students with disabilities has met or exceeded the district rate in each of our first three years, our current recruiting strategy assumes that our general efforts will again result in a rate of students with disabilities which is on par with that of the district.</p>	<p>Since Vertus’ rate of enrolling students with disabilities has met or exceeded the district rate in each of our first three years, our current recruiting strategy assumes that our general efforts will again result in a rate of students with disabilities which match that of the district.</p>

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018 19	Describe Retention Plans in 2019 20
Economically Disadvantaged	Vertus' educational model and programs were designed to meet the needs of young men who are economically disadvantaged. All of our students receive free lunch. Generally, Vertus seeks to retain students by providing each student with the structure and support of a learning team led by a full time mentor called a Preceptor. In part toward retaining students, Preceptors are expected to call each of their student's families at least once every two weeks. In addition, Vertus Preceptors make two visits to families in the summer and early fall for each newly entering student. Family Nights for enrolling families are held each August. Family Nights also are held three times annually where students, meet with their parent/guardian, Preceptor, and teachers to review student's progress.	Vertus' educational model and programs were designed to meet the needs of young men who are economically disadvantaged. All of our students receive free lunch. Generally, Vertus seeks to retain students by providing each student with the structure and support of a learning team led by a full time mentor called a Preceptor. In part toward retaining students, Preceptors are expected to call each of their student's families at least once every two weeks. In addition, Vertus Preceptors make two visits to families in the summer and early fall for each newly entering student. Family Nights for enrolling families are held each August. Family Nights also are held three times annually where students, meet with their parent/guardian, Preceptor, and teachers to review student's progress.
English Language Learners/Multilingual Learners	Vertus continued its general efforts regarding this area for 2018 19, such as having regular access through our online curriculum to instruction in Spanish and providing social and emotional support through our team/Preceptor model, to better assist and retain ELL students and families, Vertus will continue to seek out bi lingual candidates for all positions as they become available.	Building on its efforts from the 2018 19 school year, Vertus has added an incentive program for our staff to learn Spanish. This, combined with the efforts described for 2018 19, should result in a consistent retention of ELL students, which are primarily Spanish speaking in Rochester.
Students with Disabilities	For 2018 19 Vertus expanded staff with two full time behavior specialists to provide additional support to ED students and seven full time Teaching Fellows to assist in implementing the RTI process and provide academic support in the school's six learning labs. Vertus will continue to build on our program's capacity to meet student's individual needs through our use of SPED certified teachers, special features in our online curriculum, extra support provided by our team structure/Preceptor model, and regular communication with parents/guardians.	Vertus expanded behavior management staff, now with two full time behavior specialists will continue to provide additional support to ED students. Vertus is refining it's Teaching Fellows program to even better assist in implementing the RTI process and provide academic support in the school's (now) seven learning labs. Vertus will continue to build on our program's capacity to meet student's individual needs through our use of SPED certified teachers (overseen by a dedicated SPED Coordinator), special features in our online curriculum, extra support provided by our team structure/Preceptor model, and regular communication with parents/guardians.



# Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 07/29/2019

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

### 1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 6/30/19	FTE of Classroom Teachers on 6/30/19
	18.0	4.0	2.0	0.0	16.0

### 2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 6/30/19	FTE Administrators Added in New Positions 7/1/18 6/30/19	FTE Administrative Positions on 6/30/19
	4	0	0	0	4

**3. Tell your school's story**

**Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher’s advancement up the ladder to a leadership position within the network or an administrator’s movement to lead a new network charter school.**

Vertus had 4 teachers leave in 2018 19, only 1 of which was an undesirable departure. We were unable to fill the empty positions until this summer (July, 2019).

**4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.**

**Have all employees have been cleared through the NYSED TEACH system?**

Yes

**5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?**

	Not Applicable
--	----------------

**Thank you**



# Entry 12 Uncertified Teachers

Created: 07/29/2019 • Last updated: 08/23/2019

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. 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 column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6 30 19)	4.0
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6 30 19)	3.0
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6 30 19)	1.0
4. FTE count of uncertified teachers with two years of Teach for America experience (6 30 19)	0.0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6 30 19)	0.0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6 30 19)	0.0

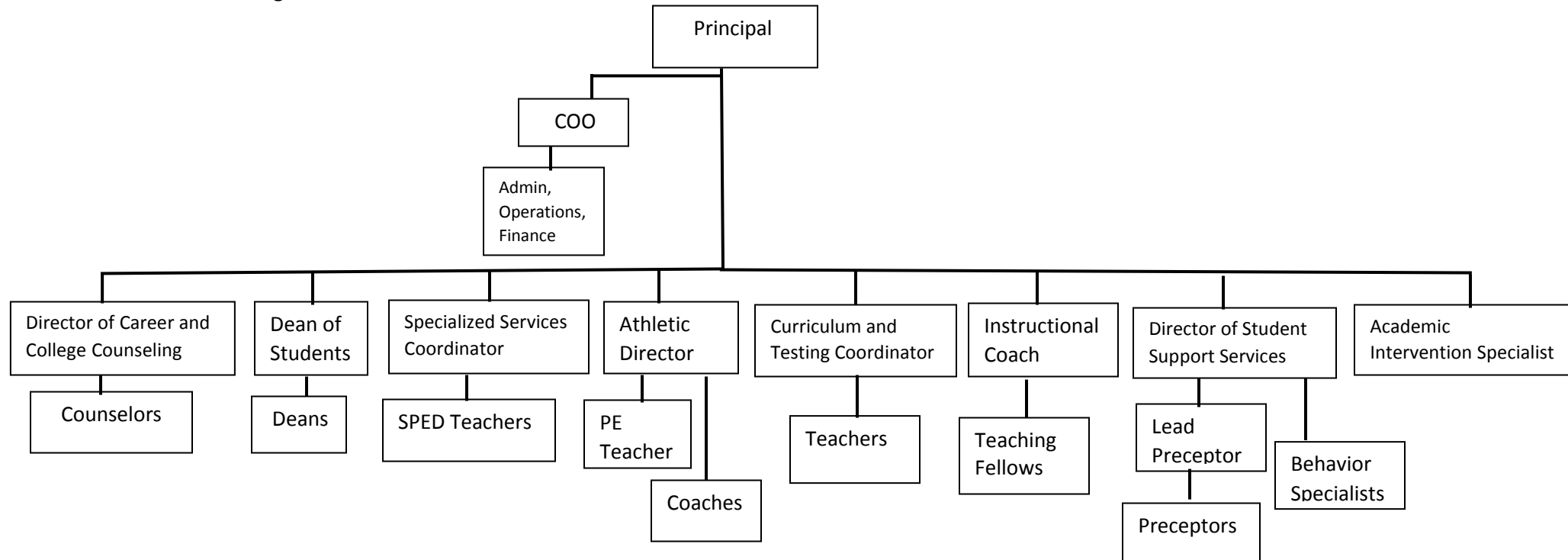
**FTE Count of All Uncertified Teachers as of 6/30/19** 4.0

**FTE Count of All Certified Teachers as of 6/30/19** 16.0

**Thank you.**



## Organizational Chart 2019-2020





# 2019-20 Academic Calendar

September 2019				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2: Labor Day  
4: Students Begin 2018-2019

October 2019				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

14: Columbus Day

August 2019				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

13th - 14th - Regents Exams  
14th - Last Day of Summer Session

November 2019				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11: Veterans Day  
8: Marking Period 1 Ends  
27-29: Thanksgiving Recess

Days of Instruction	
Month	Days
September	19
October	22
November	17
December	15
January	19
February	15
March	22
April	14
May	19
June	19
July	15
August	9

December 2019				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

23-31: Winter Recess

January 2020				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1-3: New Year's Day Holiday/Winter Recess  
20: MLK Day  
21-24: Regents Exams  
24: Marking Period 2 Ends

February 2020				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

17: President's Day  
18-21: February Recess

March 2020				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

6: Half day

April 2020				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

6-13: Spring Recess  
17: Marking Period 3 Ends

May 2020				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22-25: Memorial Day Break

June 2020				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

3, 17-25: Regents Exams  
25: Marking Period 4 Ends

July 2020				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

7: Summer Session Begins

August 2020				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

13-14: Regents Exams  
14: Marking Period 5 Ends

September 2020				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7: Labor Day  
8: First Day of School 2020-2021

## KEY

#	Students in session
#	School Closed
#	Students Off, Staff Report
#	Regents Exams
#	Half Day
#	Marking Period Ends