

Application: Vertus Charter School

Locey Julie - jlocey@vertusschool.org
2020-2021 Annual Report

Summary

ID: 0000000007

Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed - Jul 29 2021

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

VERTUS CHARTER SCHOOL 261600861069

a1. Popular School Name

Vertus

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

d. DATE OF INITIAL CHARTER

12/2013

e. DATE FIRST OPENED FOR INSTRUCTION

9/2014

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

KDE 1	<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>
KDE 2	<p>Personalized year-round academics: With a year-round program offering more than 200 instructional days (20 more than a traditional school), and a 7 hour day (half 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</p>

	<p>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. The school's mission to serve students at most risk includes students who are over-aged and under-credited. Students must master the material before moving forward.</p>
KDE 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. Seminars are based on the three virtues of character, leadership, and responsibility as expressed in the Vertus Creed as well as character strengths that have been proven to lead to adult well-being.</p>
KDE 4	<p>Career Preparation: Students will have the opportunity to take college preparatory courses as well as courses towards a career certification to prepare him for a good job. Internal career programs focused on barbering and the construction trade are a new part of possible career preparation. Our college and career readiness program provides intensive traditional guidance as well as exposure to many colleges and workplaces. Every student can receive help finding and succeeding in a part-time job while completing their education.</p>
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.vertusschool.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

340

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

276

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served

9, 10, 11, 12

l1. 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 2021-2022?

	No, just one site.
--	--------------------

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for 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	21 Humboldt Street. Rochester, NY 14609	585-747-8911	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	585-747-8911	585-362-1998	jlocey@vertusschool.org
Operational Leader	Timothy Hill	585-747-8911	228-990-6380	thill@vertusschool.org
Compliance Contact	Julie A. Locey	585-747-8911	585-362-1998	jlocey@vertusschool.org
Complaint Contact	Timothy Hill	585-747-8911	228-990-6380	thill@vertusschool.org
DASA Coordinator	Julie A. Locey	585-747-8911	585-362-1998	jlocey@vertusschool.org
Phone Contact for After Hours Emergencies	Richard Maez	585-747-8911	480-241-3071	rmaez@vertusschool.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy_2020-21.pdf](#)

Filename: Certificate of Occupancy_2020-21.pdf **Size:** 136.3 kB

Site 1 Fire Inspection Report

[fireinspection7.21.pdf](#)

Filename: fireinspection7.21.pdf **Size:** 51.5 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 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 Bylaws	The authorized number of trustees shall be not less than five and no greater than fifteen, with the exact number of authorized trustees to be fixed by the Board from time to time. The number of trustees shall not be fewer than 5 nor more than 9. The number of trustees elected at the most recent election shall constitute the exact number of trustees, unless otherwise fixed by board Board resolution.	08/11/2020	
2				
3				
4				
5				

More revisions to add?

No

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Julie A. Locey
Position	School Leader
Phone/Extension	585-747-8911
Email	jlocey@vertusschool.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

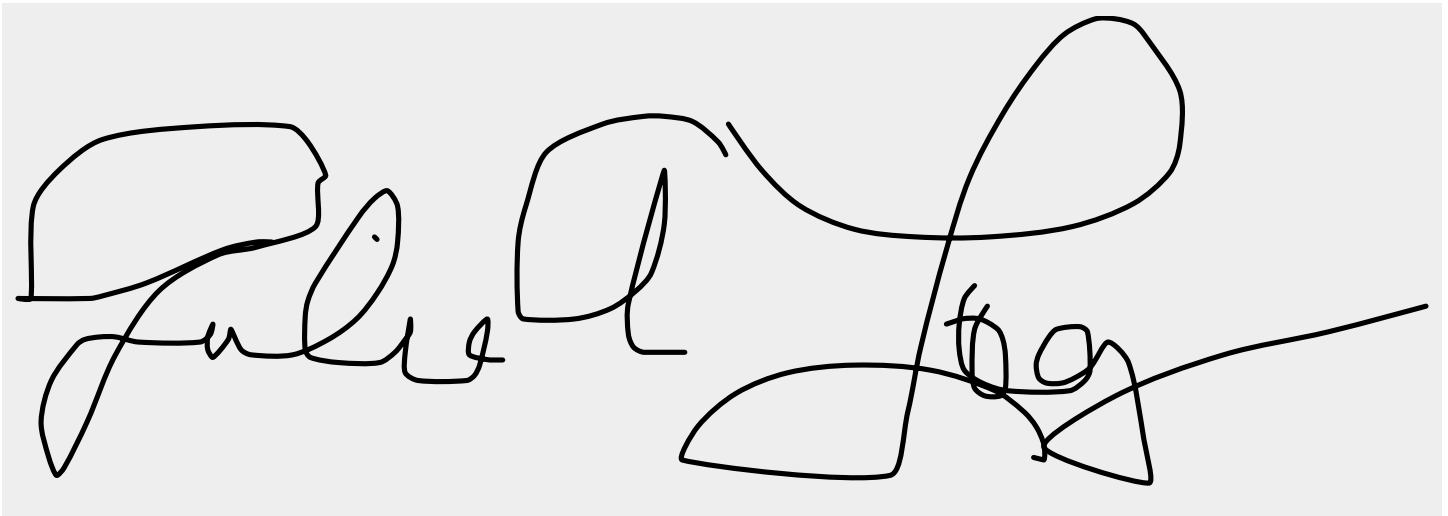
Yes

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is stylized and cursive, appearing to read "Julia [unclear]". It features large, sweeping loops and a long horizontal line extending to the right.

Signature, President of the Board of Trustees



Date

Jul 28 2021

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 19 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A". **Deadline is November 1, 2021.**

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Average NWEA growth of students taking the NWEA exceeds 1.5 years in reading and math	NWEA test scores fall to spring	Unable to Assess	N/A
				75% 4 year , 85% 5 year, 85% 6 year

Academic Goal 2	More than 80% of each graduation cohort graduates within 4, 5 or 6 years	Graduation rates	Met	We will continue to utilize our data to flag students that are behind and provide AIS in a way that will move them forward towards graduation with their cohort in 4 years
Academic Goal 3	<ul style="list-style-type: none"> ● The annual Regents Cohort Regents pass rate meets or exceeds the following percentage per test ELA 75%, Math 80%, Science 80%, Global History 75%, US History 75% 	Regents results	Unable to Assess	N/A
Academic Goal 4	<ul style="list-style-type: none"> ● 85% of fourth year students have at least 16 credits, 75% of third year students have 11 credits and 55% of second year students have 5.5 credits at the end of each year meeting the on-track graduate metrics based on credit accumulation 	Credit earning totals at end of summer session	Not Met	This is a continued focus of our AIS program. We flag students that are not earning credits at the rate to keep them on track. We also incentivize on track metrics. Goal setting has been inserted into weekly and daily life as a way to have students feel ownership of this metric.
Academic Goal 5				
Academic Goal 6				

Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2020-2021 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	75% net positive responses on connection questions on student, parent and staff surveys	Survey results	Met	
	More than 85% of families have			

Org Goal 2	family conferences (either at school or through home visits)	Conference tracking	Met	
Org Goal 3	Fewer than 15% of students transfer (after BEDS day); fewer than 3% drop out of school	End of year data	Met	
Org Goal 4	Less than 6% undesirable staff attrition.	End of year data	Met	
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

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed - Oct 27 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

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

[Annualreportauditedfinancialreports10](#)

Filename: Annualreportauditedfinancialreports10.21.pdf **Size:** 512.2 kB

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

Completed - Oct 27 2021

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

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

Audited Financials Report for NYSED

Filename: Audited_Financials_Report_for_NYSED.xlsx **Size:** 86.7 kB

Entry 4c - Additional Financial Documents

Completed - Oct 27 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

Annualreportadditionalfinancedocs10

Filename: Annualreportadditionalfinancedocs10_pLc5CHy.pdf **Size:** 639.1 kB

Entry 4d - Financial Services Contact Information

Completed - Oct 27 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Julie Locey	jlocey@vertusschool.org	585-747-8911

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Eric Cruz	ecruz@mmb-co.com	585-672-1888	7

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
	DeJoy, Knauf and Blood	Amy Brisson	280 E Broad St #300, Rochester, NY 14604	abrisson@teamdkb.com	585-697-9314	3

Entry 5 - Fiscal Year 2021-2022 Budget

Completed - Oct 27 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021.**

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

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

Vertus 2021 Budget NYSED Format - Draft 10

Filename: Vertus_2021_Budget_NYSED_Format_-_evqwUU4.xlsx **Size:** 39.1 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 29 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

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

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

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

Calvinfindis7

Filename: Calvinfindis7.21.pdf **Size:** 66.2 kB

toryfindisclo21

Filename: toryfindisclo21.pdf **Size:** 221.7 kB

evanfindis21

Filename: evanfindis21.pdf **Size:** 170.4 kB

bryanfindis21

Filename: bryanfindis21.pdf **Size:** 180.4 kB

[davidcarrfindis21](#)

Filename: davidcarrfindis21.pdf **Size:** 165.9 kB

[timfindis21](#)

Filename: timfindis21.pdf **Size:** 575.9 kB

[Mikefindis](#)

Filename: Mikefindis.pdf **Size:** 655.3 kB

[fredfindis7](#)

Filename: fredfindis7.21.pdf **Size:** 155.1 kB

[CarolGfindis7](#)

Filename: CarolGfindis7.21.pdf **Size:** 150.7 kB

Entry 7 BOT Membership Table

Completed - Jul 29 2021

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

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

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	Voting Member Per By- Laws	Number of Terms Served	Start Date of Current Term	End Date of Current Term	Board Meeting s Attende
--	-----------------	-----------------------------	-----------------------------	-----------------------------------	-------------------------------------	------------------------------	-------------------------------------	-----------------------------------	----------------------------------

					(Y/N)		(MM/DD /YYYY)	(MM/DD /YYYY)	d During 2020- 2021
1	Victoria VanVoorhis	tory@secdave.nuclearnig.com	Chair	Accountability Governance	Yes	2	01/01/2020	12/31/2023	12
2	Bryan Hickman	Bryan.Hickman@e3rochester.org	Trustee/Member	Governance Fundraising Finance	Yes	3	02/01/2020	01/31/2023	11
3	Timothy Brown	Tjb423@gmail.com	Treasurer	Finance Fundraising	Yes	1	12/19/2018	12/18/2021	7
4	Evan Gallina	evan@gallinadev.com	Secretary	Fundraising Finance	Yes	4	01/01/2019	12/31/2022	12
5	Michael Mandina	mmandina@optimaxsi.com	Trustee/Member	Governance Fundraising	Yes	6	01/31/2019	01/30/2022	11
6	Frederick Johnson	revjohnson@rochester.rr.com	Trustee/Member	Community Engagement Finance	Yes	1	01/31/2020	01/30/2023	12
7	David Carr	Davidcarr335@yahoo.com	Trustee/Member	Fundraising	Yes	1	01/31/2020	01/30/2023	10
8	Calvin Gantt	cgantt@monroe.cc.edu	Trustee/Member	Accountability	Yes	1	01/31/2021	01/30/2024	5 or less

9	Carol Garrett	Rev.cgarrett@yahoo.com	Trustee/Member	Governance	Yes	1	03/01/2021	02/28/2024	5 or less
---	---------------	--	----------------	------------	-----	---	------------	------------	-----------

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, 2021	9
b.Total Number of Members Added During 2020-2021	3
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 29 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

Minutes_July 2020

Filename: Minutes_July_2020_zr2FgJe.pdf **Size:** 471.4 kB

Minutes_September 2020

Filename: Minutes_September_2020.pdf **Size:** 771.2 kB

Minutes_August 2020

Filename: Minutes_August_2020.pdf **Size:** 701.0 kB

October 2020 Board Minutes

Filename: October_2020_Board_Minutes.pdf **Size:** 603.7 kB

November 2020 Board Minutes (4)

Filename: November_2020_Board_Minutes_4.pdf **Size:** 613.9 kB

December 2020 Board Minutes (1)

Filename: December_2020_Board_Minutes_1.pdf **Size:** 735.8 kB

January 2021 Board Minutes (1) (1)

Filename: January_2021_Board_Minutes_1_1.pdf **Size:** 621.4 kB

February 2021 Board Minutes

Filename: February_2021_Board_Minutes.pdf **Size:** 704.9 kB

March 2021 Board Minutes (1)

Filename: March_2021_Board_Minutes_1.pdf **Size:** 709.7 kB

April 2021 Board Minutes (1)

Filename: April_2021_Board_Minutes_1.pdf **Size:** 707.3 kB

May 2021 Board Minutes (1)

Filename: May_2021_Board_Minutes_1.pdf **Size:** 699.0 kB

[June 2021 Board Minutes](#)

Filename: June_2021_Board_Minutes.pdf Size: 709.2 kB

Entry 9 Enrollment & Retention

Completed - Jul 29 2021

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
		Vertus' recruiting efforts primarily target families who live in the city of Rochester. The recruiting plan for the 2021-22 school year includes mailings, phone calls, social media, television, and in person

Economically Disadvantaged

COVID made recruitment difficult and impeded our ability to hold events and be present in the community. We maintained our marketing strategy but it was near impossible to follow up in any sort of concrete way.

interactions. This year, Vertus mailed out newsletters and flyers to all Rochester families with young men entering 8th and 9th grade. With the same population, Vertus staff participated in a phone-thon where they cold called all of these families.

In addition, Vertus partnered with three local radio station; WDKX, The BEAT, and LA MEGA. With these partnerships, advertisements were played three times a day, seven days a week, on a monthly basis during recruitment peak times. With these partnerships, each station also shared Vertus promotional material on their social media pages.

To assist with marketing Vertus, Vertus employs a marketing firm called Mason digital. Mason assist Vertus in overseeing targeted ads via YouTube, google, and more. Apart from this, Vertus independently manages it Facebook, Instagram, Twitter, and YouTube content. On social media, there are new post added 5-7 times a week.

With Covid numbers decreasing and venues reopening, Vertus has attended various community events to promote. For instance music night at Parcel 5, various latino night events, and public market.

To help spread the word, Vertus has also worked towards establishing a stronger presence in the media. This year, Vertus had feature stories done by Spectrum News, WROC-TV, News 10WHEC, and 13WHAM. In

		<p>addition to that, Vertus also ran 30, 15, and 5-second ads on WROC-TV. Two of the ads promoting school enrollment and the other celebrate the Vertus Man of the Month.</p> <p>Throughout the city of Rochester, Vertus has promotional material planted at several local libraries, rec-centers, barbershops, and more.</p>
		<p>To recruit English Language Learners, Vertus distributes promotional materials in both Spanish and English. On social media, we run targeting ads and post content in both English and Spanish. The Vertus website, also has the ability to be translated into Spanish. This year we hired a prominent figure in the Rochester Latino community, Freddy Colon. Freddy is a member of the recruiting team and has been pivotal in connecting Vertus with various Latino community events. From this event Vertus has had a presence at Latino night at the Beach twice, Latino Night at the public market, Puerto Rican Festival, and La Marketa (a community gathering space in the most prominent Latino community in Rochester).</p> <p>On social media, Vertus has been intentional about sharing spanish speaking student and staff testimonial videos. By doing this, we are providing information about Vertus in more than one language. In efforts, to expand our testimonials Vertus did a</p>

English Language Learners

COVID made recruitment difficult and impeded our ability to hold events and be present in the community. We maintained our marketing strategy but it was near impossible to follow up in any sort of concrete way.

feature story on 13Wham and Spectrum News. For these stories, we had our Valedictorian Jesus Henriquez and his mother share their Vertus experience and life story. Jesus was an English Language Learner who was motivated by his mother who moved their family to America from the Dominican republic

To assist in reaching more households where English is not the primary language. Vertus has made an effort to further establish relationship with organizations, and people who are prominent in the Latino community. For instance, Vertus sponsors an age 13-16 team in the Rochester Hispanic Youth Baseball League. Vertus has also maintained a relationship with Daisy Algarin, (Director of Neighborhood Service Centers), Liliana Ruiz (City of Rochester, Liaison to the Hispanic Community and Northeast & Southwest Neighborhood Liaison) they have provided Vertus with opportunities to promote at a couple fundraisers, job fair, and community givebacks. These events took place in the northeast area of the city, where the predominant demographic is latino, but there is also a large presence of somalian and arabs families.

We have establish a relationship with Dan Lil, who is a representative with the Rochester Refugee Resettlement Services. Through Dan, Vertus has had the opportunity to reach

		<p>the Refugee community and inform them about the school. To help promote Vertus, we ran ads in Spanish on 97.5FM LA MEGA. The promotional deal with this station also included live radio interviews, radio mentions, Vertus social media post shared on their page.</p> <p>We are consistently seeking new ways to expand our efforts to reach ELL students and families. Vertus will continue these efforts and will always look for new opportunities.</p>
Students with Disabilities	<p>COVID made recruitment difficult and impeded our ability to hold events and be present in the community. We maintained our marketing strategy but it was near impossible to follow up in any sort of concrete way.</p>	<p>Since Vertus' rate of enrolling students with disabilities has met or exceeded the district rate in each of our first seven 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>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<p>Vertus's four pillars are all geared toward retaining students regardless of subgroup, particularly our focus on building strong relationships. This was even more apparent during COVID when we took to social media to keep our young men connected and to provide them structure. Our #VertusDifference facebook group allowed staff to</p>	<p>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</p>

Economically Disadvantaged	<p>hold morning meeting and circles virtually with all of our students. The Preceptors and teachers did homevisits regularly, even if they had to stay outside on the sidewalk or porch just to check in and determine how students were doing. We also started our own food pantry or help families that were struggling with food insecurities. Our family engagement liason was assigned a caseload of our most transient students and worked with the Director of Student Support to determine a plan for returning to school.</p>	<p>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. We held our first in-person family night in July to be sure our families are aware of their students academic progress during COVID and to establish communication of our plan to transition to fully open in the Fall (unless otherwise directed by state health department)</p>
English Language Learners	<p>We maintained the same efforts for our ELL students as we did for the economically disadvantaged but had our Spanish-speaking staff make regular contact with the families to communicate important information, provide support and help in any way necessary.</p>	<p>Regular access through our online curriculum to instruction in Spanish and providing social and emotional support through our team/Preceptor model, assists to retain ELL students and families, Vertus will continue to seek out bi-lingual candidates for all positions as they become available. These efforts should result in consistent retention of ELL students, which are primarily Spanish-speaking in Rochester.</p>
Students with Disabilities	<p>Again, we maintained the same supports for our special education students but of course added in the special educator of each student. Our special educators supported their caseload, taking guided notes home to them to facilitate their accommodations, calling daily if the student was remote to provide academic and emotional</p>	<p>Our special education staff works collaboratively with all departments to ensure that our special education students are having their needs met academically and social emotionally. We have recently hired a new Specialized Services Coordinator who has experience in professional development and will be able to provide training to staff as needed in regards to behavioral or academic</p>

support, and communicated regularly with the families to ensure remote students were able to engage and learn.

accommodations for staff. Success in the classroom and lab as well as feeling safe will ultimately result in the retention of these young men.

Entry 10 - Teacher and Administrator Attrition

Completed - Jul 29 2021

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

A. TEACH System - Employee Clearance

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

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

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Jul 29 2021

Instructions

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	1
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category A: 5 or 30% whichever is less	4.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category B: not to exceed 5	2.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	10

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	16



Thank you.

Entry 12 Organization Chart

Completed - Jul 29 2021

[Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[orgchart8](#)

Filename: orgchart8.5.20JL.pdf Size: 500.6 kB

Entry 13 School Calendar

Completed - Oct 27 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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

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

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

[Academic Vertus Calendar 2021-22 \(2\)](#)

Filename: Academic_Vertus_Calendar_2021-22_2.pdf **Size:** 59.9 kB

Entry 14 Links to Critical Documents on School Website

Completed - Jul 29 2021

Instructions

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Vertus Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://www.vertusschool.org/resources/
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.vertusschool.org/board/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.vertusschool.org/board/
3. Link to NYS School Report Card	https://www.vertusschool.org/results-2/
4. Lottery Notice announcing date of lottery	https://www.vertusschool.org/enroll/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.vertusschool.org/resources/
6. District-wide Safety Plan	https://www.vertusschool.org/resources/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.vertusschool.org/resources/
7. Authorizer-Approved FOIL Policy	https://www.vertusschool.org/resources/
8. Subject matter list of FOIL records	https://www.vertusschool.org/resources/

Thank you.



Entry 15 Staff Roster

Completed - Jul 29 2021

INSTRUCTIONS

Required of Regents-Authorized Charter Schools ONLY

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

AnnualReportBoRStaffRoster (1) (1)

Filename: AnnualReportBoRStaffRoster_1_1.xlsx **Size:** 34.2 kB

VERTUS CHARTER SCHOOL

ADVISORY COMMENT LETTER

JUNE 30, 2021



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 5, 2021

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, 2021, 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.

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.

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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During the course of our audit of the financial statements of Vertus Charter School as of June 30, 2021, 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 noted the following which we do not consider to be significant deficiencies or material weaknesses.

Status of matters included in our letter as of June 30, 2019, dated October 29, 2019

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 at June 30, 2020

During our audit, we noted contributions, per-pupil and federal revenues were incorrectly recorded resulting in an overall material adjustment to revenues as a whole. We continue to recommend the Charter School review the detail of all transactions to assure proper accounting treatment.

Status at June 30, 2021

During our audit, we noted there were no material adjustments to contributions, per-pupil and federal revenues.

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 at June 30, 2020

During our audit, we reviewed student files and noted one instance where a birth certificate for a student was not available in the student's file.

Status at June 30, 2021

During our audit, we reviewed student files and noted no instances where a birth certificate for a student 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 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 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.

Status at June 30, 2020

During our audit, we noted the Financial Associate did not sign off on certain bank statements documenting review. 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 without documented approval from the Principal 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.

Status at June 30, 2021

During our audit, we noted the Principal approved her own expense reimbursements and the reimbursements were not approved by the Board. We understand the Charter School updated their FPPM as of June 2021 and continue to recommend to implement these internal controls as documented in the new 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 CHARTER SCHOOL

ROCHESTER, NEW YORK

AUDITED FINANCIAL STATEMENTS

REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2021

(With Comparative Totals for 2020)



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

CONTENTS

<u>AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Statement of Financial Position	5
Statement of Activities and Changes in Net Assets	6
Statement of Functional Expenses	7
Statement of Cash Flows	8
Notes to Financial Statements	10
 <u>REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS</u>	
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 <i>Government Auditing Standards</i>	22
Schedule of Findings and Responses	24

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, 2021, and the related statements of activities and changes in net 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, 2021, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Vertus Charter School's June 30, 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 29, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 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 5, 2021 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 5, 2021

VERTUS CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2021

(With Comparative Totals for 2020)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 859,448	\$ 920,691
Grants and other receivables	171,169	71,238
Prepaid expenses and other current assets	38,681	2,135
TOTAL CURRENT ASSETS	1,069,298	994,064
<u>PROPERTY AND EQUIPMENT, net</u>	364,720	430,548
<u>OTHER ASSETS</u>		
Cash in escrow	100,000	75,000
TOTAL ASSETS	\$ 1,534,018	\$ 1,499,612
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Current portion of long-term debt	\$ -	\$ 54,428
Accounts payable and accrued expenses	206,226	203,929
Accrued payroll and benefits	136,274	143,268
Capital lease payable	3,009	20,604
Deferred revenue	-	50,000
TOTAL CURRENT LIABILITIES	345,509	472,229
<u>DEFERRED LEASE LIABILITY</u>	225,817	219,897
<u>LONG-TERM DEBT</u>	583,730	583,730
TOTAL LIABILITIES	1,155,056	1,275,856
<u>NET ASSETS</u>		
Without donor restrictions	341,205	222,155
With donor restrictions	37,757	1,601
TOTAL NET ASSETS	378,962	223,756
TOTAL LIABILITIES AND NET ASSETS	\$ 1,534,018	\$ 1,499,612

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

VERTUS CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2021
(With Comparative Totals for 2020)

	Year ended June 30,			
	2021			2020
	Without donor restrictions	With donor restrictions	Total	Total
Operating revenue and support:				
State and local per pupil				
operating revenue	\$ 4,496,241	\$ -	\$ 4,496,241	\$ 5,016,457
Government grants	429,813	-	429,813	287,130
Contributions	164,734	47,133	211,867	78,690
Fundraising	-	-	-	25,829
In-kind contributions	-	-	-	24,500
Other income	-	-	-	4,637
Net assets released from restriction	10,977	(10,977)	-	-
TOTAL OPERATING REVENUE AND SUPPORT	5,101,765	36,156	5,137,921	5,437,243
Expenses:				
Program:				
Regular education	2,997,650	-	2,997,650	3,288,582
Special education	1,462,296	-	1,462,296	1,233,651
Management and general	515,502	-	515,502	464,997
Fundraising and special events	7,267	-	7,267	4,501
TOTAL EXPENSES	4,982,715	-	4,982,715	4,991,731
CHANGE IN NET ASSETS	119,050	36,156	155,206	445,512
Net assets (deficiency) at beginning of year	222,155	1,601	223,756	(221,756)
NET ASSETS AT END OF YEAR	\$ 341,205	\$ 37,757	\$ 378,962	\$ 223,756

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

VERTUS CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2021
(With Comparative Totals for 2020)

Year ended June 30, 2021									
		Program Services			Supporting Services				Year ended June 30, 2020
	No. of Positions	Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total	Total	
Personnel services costs:									
Administrative staff personnel	9	\$ 126,879	\$ 32,339	\$ 159,218	\$ 206,972	\$ 6,961	\$ 213,933	\$ 373,151	\$ 432,330
Instructional personnel	47	1,385,863	759,999	2,145,862	2,300	-	2,300	2,148,162	2,093,468
Non-instructional personnel	13	184,086	56,044	240,130	30,961	-	30,961	271,091	272,351
Total salaries and wages	69	1,696,828	848,382	2,545,210	240,233	6,961	247,194	2,792,404	2,798,149
Fringe benefits and payroll taxes		312,367	158,743	471,110	40,966	-	40,966	512,076	529,410
Retirement		47,821	24,302	72,123	6,272	-	6,272	78,395	74,618
Legal services		-	-	-	43	-	43	43	321
Accounting/Audit fees		-	-	-	92,240	-	92,240	92,240	17,715
Professional fees - other		58,091	29,521	87,612	49,929	-	49,929	137,541	98,904
Building and land rent		296,666	150,764	447,430	38,907	-	38,907	486,337	490,921
Repairs and maintenance		60,922	30,961	91,883	7,990	-	7,990	99,873	79,529
Insurance		35,567	18,075	53,642	4,664	-	4,664	58,306	60,819
Utilities		21,055	10,700	31,755	2,761	-	2,761	34,516	35,372
Supplies and materials		90,448	29,078	119,526	992	-	992	120,518	113,859
Non-capitalized equipment and furnishings		16,374	7,176	23,550	1,410	-	1,410	24,960	45,820
Professional development		5,344	1,802	7,146	545	-	545	7,691	18,849
Student and staff recruitment		46,714	14,235	60,949	8	-	8	60,957	85,277
Information technology		79,235	40,266	119,501	10,391	-	10,391	129,892	148,648
Food service		70	21	91	-	-	-	91	709
Student services		79,312	24,450	103,762	194	-	194	103,956	140,043
Office expenses		39,821	20,236	60,057	5,222	-	5,222	65,279	79,423
Depreciation and amortization		85,823	43,615	129,438	11,255	-	11,255	140,693	154,413
Other		25,192	9,969	35,161	1,480	306	1,786	36,947	18,932
		\$ 2,997,650	\$ 1,462,296	\$ 4,459,946	\$ 515,502	\$ 7,267	\$ 522,769	\$ 4,982,715	\$ 4,991,731

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

VERTUS CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2021
(With Comparative Totals for 2020)

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 155,206	\$ 445,512
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	140,693	154,413
Bad debt expense	18,139	
Loss on sale of property and equipment	13,240	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(118,070)	(36,511)
Prepaid expenses and other current assets	(36,546)	(1,879)
Accounts payable and accrued expenses	(11,144)	62,371
Accrued payroll and benefits	(6,994)	21,954
Deferred revenue	(50,000)	50,000
Deferred lease liability	<u>5,920</u>	<u>6,337</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	110,444	702,197
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	<u>(74,664)</u>	<u>(16,499)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(74,664)	(16,499)
<u>CASH FLOWS- FINANCING ACTIVITIES</u>		
Repayments on capital lease payable	(17,595)	(10,607)
Repayments on line of credit	-	(150,000)
Borrowings on long term debt	-	583,730
Repayments on note payable - related party	-	(125,000)
Repayments on long-term debt	<u>(54,428)</u>	<u>(63,130)</u>
NET CASH (USED FOR) PROVIDED FROM FINANCING ACTIVITIES	<u>(72,023)</u>	<u>234,993</u>
NET (DECREASE) INCREASE IN CASH AND RESTRICTED CASH	(36,243)	920,691
Cash and restricted cash at beginning of year	<u>995,691</u>	<u>75,000</u>
CASH AND RESTRICTED CASH AT END OF YEAR	<u>\$ 959,448</u>	<u>\$ 995,691</u>

VERTUS CHARTER SCHOOL

STATEMENT OF CASH FLOWS, Cont'd

YEAR ENDED JUNE 30, 2021
(With Comparative Totals for 2020)

	<u>Year ended June 30,</u>	
	<u>2021</u>	<u>2020</u>
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Cash paid during the year for interest	<u>\$ 4,191</u>	<u>\$ 7,140</u>
<u>NON-CASH INVESTING AND FINANCING ACTIVITIES</u>		
Capital leases entered into for property and equipment	<u>\$ -</u>	<u>\$ 31,211</u>
<u>NON-CASH OPERATING AND INVESTING ACTIVITIES</u>		
Purchases of property and equipment included in accounts payable	<u>\$ 13,441</u>	<u>\$ -</u>

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

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2021

(With Comparative totals for 2020)

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. In May 2021, the Charter School was awarded a three-year renewal through June 30, 2024.

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 \$37,757 and \$1,601 of net assets with donor restrictions at June 30, 2021 and 2020, respectively.

Revenue and support recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

The Charter School records revenue both over time and at a point in time as follows:

	Year ended June 30,	
	2021	2020
Revenues earned over time	\$ 4,574,769	\$ 5,082,547
Revenues earned at a point in time	-	25,829
	<u>\$ 4,574,769</u>	<u>\$ 5,108,376</u>

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

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

State and local per pupil operating revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns state and local per pupil revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the Charter School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

Fundraising

The Charter School conducts fundraising events in which a portion of the gross proceeds paid by the participant represents payment for the direct cost of the benefits received by the participant at the event— the exchange component, and a portion represents a contribution to the Charter School. Unless a verifiable objective means exists to demonstrate otherwise, the fair value of meals and entertainment provided at fundraising events is measured at the actual cost to the Charter School. The contribution component is the excess of the gross proceeds over the fair value of the direct donor benefit. The direct costs of the fundraising events, which ultimately benefit the donor rather than the Charter School, are recorded as fundraising expense in the statement of functional expenses. The performance obligation is delivery of the event. The event fee is set by the Charter School. Fundraising event fees collected by the Charter School in advance of its delivery are initially recognized as liabilities (deferred revenue) and recognized as special event revenue after delivery of the event. For fundraising event fees received before year-end for an event to occur after year-end, the Charter School follows AICPA guidance where the inherent contribution is conditioned on the event taking place and is therefore treated as a refundable advance along with the exchange component.

The following table summarizes contract balances at their respective statement of financial position dates:

	June 30,		
	2021	2020	2019
Grants and other receivables	\$ 31,324	\$ -	\$ 7,190

Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

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

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.

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position. There was no deferred revenue related to grants at June 30, 2021. There was \$50,000 in deferred revenue related to grants at June 30, 2020.

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.

Cash and restricted cash balances at June 30, 2021 and 2020 consisted of the following:

	June 30,	
	2021	2020
Cash	\$ 859,448	\$ 920,691
Cash in escrow	100,000	75,000
	<u>\$ 959,448</u>	<u>\$ 995,691</u>

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

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

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, 2021 and 2020.

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 \$60,957 and \$85,277 for the years ended June 30, 2021 and 2020, respectively.

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, speech therapy, a social worker, an autism specialist, a nurse and food supplies from local school districts. The Charter School was unable to determine a value for these services.

The Charter School received contributed equipment which was valued at \$24,500 for the year ended June 30, 2020. There was no contributed equipment for the year ended June 30, 2021.

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, 2018 through June 30, 2021 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.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

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

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, 2020

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, 2020, from which the summarized information was derived.

Reclassifications

Certain prior year amounts have been reclassified to conform with current year presentation.

New accounting pronouncements

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 FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. 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.

Gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kind recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and will be applied on a retrospective basis. The Charter School is currently evaluating the provisions of this update to determine the impact it will have on the Charter School's financial statements.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 5, 2021, which is the date the financial statements are available to be issued. See Note G.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

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.

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, 2021 and 2020:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Cash	\$ 859,448	\$ 920,691
Grants and other receivables	<u>171,169</u>	<u>71,238</u>
Total financial assets available within one year	1,030,617	991,929
Less:		
Amounts unavailable for general expenditures within one year due to:		
Restricted by donors with purpose restrictions	<u>(37,757)</u>	<u>(1,601)</u>
Total amounts unavailable for general expenditures within one year	<u>(37,757)</u>	<u>(1,601)</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 992,860</u>	<u>\$ 990,328</u>

The Charter School has a \$150,000 line of credit that they could draw upon in the event of unanticipated liquidity needs. There were no outstanding borrowings on this line at June 30, 2021 or 2020.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following;

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Furniture and fixtures	\$ 148,428	\$ 148,428
Computers and equipment	502,306	618,712
Software	11,090	7,319
Vehicles	33,673	33,673
Leasehold improvements	437,819	437,819
	<u>1,133,316</u>	<u>1,245,951</u>
Less accumulated depreciation and amortization	768,596	815,403
	<u>\$ 364,720</u>	<u>\$ 430,548</u>

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 \$40,400 per month. Rent expense incurred under this lease agreement was approximately \$486,000 and \$491,000 for the years ended June 30, 2021 and 2020, respectively. 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>
2022	\$ 531,000
2023	536,000
2024	536,000
2025	541,000
2026	541,000
	<u>\$ 2,685,000</u>

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE E: CAPITAL LEASE PAYABLE

The Charter School entered into a capital lease payable during July 2019, payable in monthly installments of \$1,536 including interest at 1.37% per annum, through July 2021. The capital lease payable is secured by certain equipment. The capital lease had \$3,009 and \$20,604 outstanding as of June 30, 2021 and 2020, respectively, and is classified as a current liability at June 30, 2021 and 2020.

The lease agreement is through July 2021 and is for the right to use certain equipment which is included in property and equipment in the accompanying statement of financial position at June 30, 2021. The net book value of this equipment was \$19,247 and \$25,489 at June 30, 2021 and 2020, respectively. Depreciation expense related to the capital lease was \$6,242 and \$5,722 for the years ended June 30, 2021 and 2020, respectively.

Interest expense related to the capital lease was \$2,001 and \$3,580 during the years ended June 30, 2021 and 2020, respectively.

NOTE F: LEASE COMMITMENTS

The Charter School leases office equipment under non-cancelable lease agreements at a monthly cost of approximately \$784 that will expire at various dates through July 2023. Total costs under these agreements were approximately \$18,300 for the year ended June 30, 2021 and \$25,200 for the year ended June 30, 2020.

The Charter School has entered into a capital lease agreement which is described in Note E.

Future undiscounted minimum lease payments for all leases are as follows:

<u>Year ending June 30,</u>	<u>Operating leases</u>	<u>Capital leases</u>	<u>Total</u>
2022	\$ 7,761	\$ 3,071	\$ 10,832
2023	6,756	-	6,756
2024	563	-	563
	<u>\$ 15,080</u>	<u>\$ 3,071</u>	<u>\$ 18,151</u>

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE G: LONG-TERM DEBT AND LINE OF CREDIT

Long-term debt is summarized as follows:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Paycheck Protection Program note payable to a bank. The loan has a maturity of 2 years and an interest rate of 1%. The loan has the potential for forgiveness provided certain requirements are met by the Charter School. The loan was funded in April 2020. Due to the potential of forgiveness, the loan is classified as long-term at June 30, 2021 and 2020. The loan was forgiven in full on July 27, 2021.	\$ 583,730	\$ 583,730
Note repaid in 2021	<u>-</u>	<u>54,428</u>
	583,730	638,158
Less: current portion	<u>-</u>	<u>54,428</u>
	<u>\$ 583,730</u>	<u>\$ 583,730</u>

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, 2021 was 4.75%. The Charter School had no outstanding borrowings as of June 30, 2021 or 2020. The line of credit is personally guaranteed by a board member of the Charter School.

NOTE H: 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 I: CONCENTRATIONS

At June 30, 2021 and 2020, approximately 84% and 100% of grants and other receivables are due from the federal government relating to certain grants, respectively. At June 30, 2021, approximately 16% of grants and other receivables are due from New York State related to per-pupil funding.

For the years ended June 30, 2021 and 2020, approximately 88% and 92%, respectively, 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, 2021

(With Comparative totals for 2020)

NOTE J: 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 \$78,395 and \$74,618 to the Plan for the years ended June 30, 2021 and 2020, respectively.

NOTE K: NET ASSETS

Net assets without donor restrictions consist of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Undesignated	\$ (20,506)	\$ (133,361)
Invested in property and equipment, net of related debt	<u>361,711</u>	<u>355,516</u>
	<u>\$ 341,205</u>	<u>\$ 222,155</u>

Net assets with donor restrictions consist of the following:

	<u>June 30,</u>	
	<u>2021</u>	<u>2020</u>
Equipment for Optics Course	\$ 2,600	\$ -
O'Shae Imes Donor Advised Fund	-	1,435
Staff Curiosity Scholarship Program	283	166
Career Development	15,000	-
Marketing Project	15,500	-
Help for Families in Need	4,273	-
Other	<u>101</u>	<u>-</u>
	<u>\$ 37,757</u>	<u>\$ 1,601</u>

NOTE L: 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 ended June 30, 2019 leaving a balance of \$125,000. The balance was paid in full in July 2019.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2021

(With Comparative totals for 2020)

NOTE M: 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 N: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2022.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The School has recognized approximately \$156,896 of revenue relative to ESSER grants during the year ended June 30, 2021.

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, 2021 and the related statements of activities and changes in net 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 5, 2021.

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.

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.

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. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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 one instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Findings and Responses as item 2021-001.

We noted certain matters that we have reported to management of Vertus Charter School in a separate letter dated October 5, 2021.

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 5, 2021

VERTUS CHARTER SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2021

Finding 2021-001

Statement of condition

During our audit, we noted the Charter School did not adhere to the terms of their charter agreement as the Charter School's enrollment fell below 85% of the projected enrollment for the 2020-2021 academic year and written approval from NYSED was not obtained.

Criteria and effect of conditions

During our audit, we noted the Charter School's charter agreement requires the Charter School to obtain written approval from NYSED prior to commencing or continuing instruction when the total number of students enrolled is less than 85% of the projected enrollment for a given academic year. We noted the Charter School's enrollment was 75% of the projected enrollment for the 2020-2021 academic year.

Recommendation

We recommend the Charter School obtain written approval from NYSED if enrollment falls below 85% of projected enrollment for a given academic year.

Management response

The Charter School was in communication with NYSED about its enrollment; however, it will ensure to receive written approval should enrollment fall below 85% in future years.

VERTUS CHARTER SCHOOL

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

YEAR ENDED JUNE 30, 2021

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

Finding 2020-001

Statement of condition

During our audit, we noted state and local per pupil operating revenue was overstated and federal revenues were understated. This resulted in material adjustments.

Criteria and effect of conditions

The per pupil reconciliations and federal grant tagging reports were prepared incorrectly resulting in material audit adjustments.

Recommendation

We recommend the Charter School's finance team gain more experience and training in these areas to be sure revenue is calculated correctly.

Management response

Management agrees. When recording revenue, management will review all reconciliations and confirm that revenues are allocated properly.

Current status

During our 2021 audit, we noted there were no material adjustments to state and local per pupil operating revenue and federal revenues.

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.

Current status

During our 2020 audit, we noted contribution revenue was overstated. This resulted in a significant audit adjustment. During our 2021 audit, we noted contribution revenue was appropriately stated.

VERTUS CHARTER SCHOOL

REPORT TO THE BOARD OF TRUSTEES

JUNE 30, 2021



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



October 5, 2021

Board of Trustees
Vertus Charter School

We have audited the financial statements of Vertus Charter School as of and for the year ended June 30, 2021, and have issued our report thereon dated October 5, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 1, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing 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 over financial reporting. Accordingly, as part of our audit, we considered the internal control of Vertus Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding control deficiencies and other matters noted during our audit in a separate letter to you dated October 5, 2021.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

- 1 -

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced finance committee and outsourced finance team who review the financial statements prior to issuance and accept responsibility for them.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Vertus Charter School is included in Note A to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

The most sensitive accounting estimates affecting the financial statements are the allocations of operating expenses to program expenses and management and general expenses and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Vertus Charter School's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

Identified or Suspected Fraud

We have not identified or obtained information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all such misstatements. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Vertus Charter School's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with Vertus Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Vertus Charter School's auditors.

Other Matters

We communicated with management that the Charter School could be billing certain school districts for special education services provided to students who are not from the Rochester City School District.

* * * * *

Should you desire further information concerning these matters, Michelle Cain or Caitlin Langmead will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees, Finance Committee and management of Vertus Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Annual Report: Additional Financial Documents

1. Federal Single Audit: N/A was not required because the school did not expend federal funds of more than the \$750,000 threshold
2. CSP Agreed-Upon Procedure Report N/A – CSP Agreed-Upon Procedures were not required because the school did not expend CSP funds of more than the \$50,000 threshold.
3. Corrective Action Plan for Audit Findings and Management Letter
Recommendations: As noted in the Advisory Comment Letter, the School has implemented a policy to ensure that the principal's expense reimbursements are approved by the Board of Trustees going forward.



FOR INQUIRIES CALL: HENRIETTA
(585) 427-2906

00 0 00172M NM 017

000000

N

VERTUS CHARTER SCHOOL
ESCROW ACCOUNT
21 HUMBOLDT ST
ROCHESTER NY 14609

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
9863149721	06/01/21 - 06/30/21
BEGINNING BALANCE	\$100,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,000.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
06/01/2021	BEGINNING BALANCE			\$100,000.00
	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

VERTUS CHARTER SCHOOL

ADVISORY COMMENT LETTER

JUNE 30, 2021



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 5, 2021

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, 2021, 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.

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.

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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During the course of our audit of the financial statements of Vertus Charter School as of June 30, 2021, 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 noted the following which we do not consider to be significant deficiencies or material weaknesses.

Status of matters included in our letter as of June 30, 2019, dated October 29, 2019

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 at June 30, 2020

During our audit, we noted contributions, per-pupil and federal revenues were incorrectly recorded resulting in an overall material adjustment to revenues as a whole. We continue to recommend the Charter School review the detail of all transactions to assure proper accounting treatment.

Status at June 30, 2021

During our audit, we noted there were no material adjustments to contributions, per-pupil and federal revenues.

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 at June 30, 2020

During our audit, we reviewed student files and noted one instance where a birth certificate for a student was not available in the student's file.

Status at June 30, 2021

During our audit, we reviewed student files and noted no instances where a birth certificate for a student 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 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 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.

Status at June 30, 2020

During our audit, we noted the Financial Associate did not sign off on certain bank statements documenting review. 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 without documented approval from the Principal 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.

Status at June 30, 2021

During our audit, we noted the Principal approved her own expense reimbursements and the reimbursements were not approved by the Board. We understand the Charter School updated their FPPM as of June 2021 and continue to recommend to implement these internal controls as documented in the new 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

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Vertus Charter School

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

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 related, by blood or marriage, to any person employed by the school? *NO*

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? *NO*

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? *NO*

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

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

 Yes ☒ No


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

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

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

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

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


Signature

7/20/21
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.

Business Telephone:

(585) 292-2122

Business Address: 1000 E. Henrietta Rd., Rochester NY 14623

E-mail Address: CGANTT@MONRDECC.EDU

Home Telephone: (585) 259-2049

Home Address: 2 LOYALIST AVENUE, ROCHESTER, NY 14624

last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name: Vertus Charter School

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

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

Board Member
Board Chair

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 related, by blood or marriage, to any person employed by the school?

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

no

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

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

no

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

no

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

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

___ Yes X No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>None</i>			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Second Avenue <i>Please write "None" if applicable. Do not leave this space blank.</i>	ACT coaching for faculty & students multiple sessions	\$1,600	VICTORIA VAN VOORHIS founder, shareholder	• performed at cost or below cost • customized content at no charge for this demographic

Victoria Van Voorhis

Signature

7/19/2021

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.

Business Telephone:

585-419-6530

Business Address:

280 E. Broad Street, Suite 310 Rochester, NY 14604

E-mail Address:

Tory@secondavenuelearning

Home Telephone:

585.259. ~~2~~ 5817

Home Address:

661 Highland Avenue Rochester NY 14620

last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name: Vertus Charter School

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).

Treasurer, Secretary

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

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

No

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

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

No

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

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

No

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

☐ Yes ☒ No

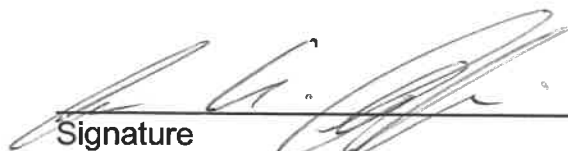
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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


Signature

7/16/21
Date

EVAN A. GALLINA

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.

Business Telephone: 585 - 654 - 6650

Business Address: 1890 S. Winton Rd., Suite 100 Rochester, NY
14618

E-mail Address: evan@gallinadev.com

Home Telephone: 585-739-6158

Home Address: 32 Oliver St., Rochester, NY 14607

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Vertus Charter School

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

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

Board of Trustees members, Governance Committee

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 related, by blood or marriage, to any person employed by the school?

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

No

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

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

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

No

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

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

 Yes X No

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

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

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
MISC. Please write several years ago	No interest None - if applicable bridge loan to school	Done with Board Do not leave assent	All loans paid this space blank. back quickly. by school

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

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

Bryan D. Hickman 7/20/2021
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.

Business Telephone: 585-396-2028

Business Address: E3 Rochester Inc
315 Alexander street, Suite 300
Rochester NY 14604

E-mail Address: bryan.hickman@e3rochester.org

Home Telephone: 585-396-2028

Home Address: 6233 Bapple Hill Rd, Naples NY 14512

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Vertus Charter School

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

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

Board member fundraising Committee

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 related, by blood or marriage, to any person employed by the school?

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

no

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

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

no

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? *no*

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

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

 Yes X No

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

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

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

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

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

Land Can
Signature

7-20-21
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.

Business Telephone:

585-978-0806

Business Address:

473 Hudson Ave

E-mail Address:

David.Scarr.335@yahoo.com

Home Telephone:

585. 978-0806

Home Address:

473 Hudson Ave Rochester NY 14605

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Vertus Charter School

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

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

chair of finance

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 related, by blood or marriage, to any person employed by the school?

NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? *NO*

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? *NO*

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

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

___ Yes ☒ No

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

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

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

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

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

Signature



Date

7/22/21

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.

Business Telephone:

585-238-4153

Business Address:

1700 Bausch + Lomb Place, Rochester NY 14604

E-mail Address:

timothy-j-brown@keybank.com

Home Telephone:

585-233-7824

Home Address:

379 Thrushwood Lane Webster NY 14580

last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of
Trustees Member**

Name: Vertus Charter School

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

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

FUND RAISING COMMITTEE
MARKETING COMMITTEE

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

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

3. Are you related, by blood or marriage, to any person employed by the school?

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

NO

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

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

NO

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

NO

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

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

___ Yes ☒ No

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

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

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

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

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

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.

Business Telephone:

585-820-9541

Business Address: 6367 DEAN PKWY, ONTARIO, NY
~~7732 TAMARACK~~ 14519

E-mail Address: MMANDINA@OPTIMAXSI.COM

Home Telephone: 585-820-9541

Home Address: 7732 TAMARACK LN. ONTARIO NY
14519

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Vertus Charter School

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

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

Board member

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 related, by blood or marriage, to any person employed by the school?

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

NO

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

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

NO

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

NO

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

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

☐ Yes ☒ No

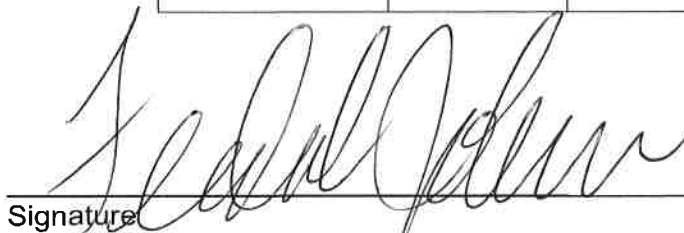
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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

Signature  Date 7/27/21

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.

Business Telephone:

Business Address:

292 Hudson Ave

E-mail Address:

REUTOWNSON@ROCHESTER.RR.COM

Home Telephone:

585-820-5645

Home Address:

35 OSPREY DRIVE
WEST RENNIE PA, NY 14886

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Vertus Charter School

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).

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 related, by blood or marriage, to any person employed by the school? No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

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

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

☐ Yes ☒ No

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

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

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

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

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



 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.

Business Telephone: 585-966-9116

Business Address: - 1124 Culver Rd Rochester 14609

E-mail Address: rev.cgarrett@yahoo.com

Home Telephone: 585-966-9116

Home Address: PO Box 10670 Rochester NY 14610

last revised 06/8/2020



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Board Meeting Minutes
July 21, 2020

Board Members in Attendance (via video conference): Bryan Hickman, Evan Gallina, Victoria Van Voorhis, Mike Mandina, and David Carr

Vertus Staff in Attendance (via video conference): Julie Locey, Jason Trzeciak

Bryan Hickman called the meeting to order at 4:03 pm.

Resolution 1: Upon a motion by Evan Gallina, seconded by Mike Mandina, the Board unanimously approved the minutes for the June 2020 Board meeting.

Julie Locey presented the Month at a Glance report, highlighting the development of Vertus' plan for reopening school for in-person instruction in the fall as required by NYSED. The plan is required to prioritize having students physically in the building, though Vertus' small footprint will require us to have half the student body in the building at a time, creating a hybrid in-person/remote model. She went on to discuss our recent graduation where 67 students graduated in a three way split ceremony. The Board then discussed the graduation rates which reflect an overall improving graduation rate for our 2014, 2015, and 2016 cohorts.

Jason Trzeciak discussed the student recruitment efforts for the 2020-21 school year, highlighting the slower than usual rate of applications, likely as a result of the COVID-19 pandemic, and efforts to highlight our reopening plan, focused on in-person and remote learning in order to keep students and staff safe. The discussion moved on to the statistics report, which was amended to include the difference in reporting requirements based on the COVID-19 situation. The report also highlighted two new statistics; credits earned and courses completed. Julie explained some of the expectations and incentives used to keep students actively working while home.

Jason went on to present the preliminary 2020 Actual vs. Budget report and the Cash Flow report. Both reports show a very strong financial picture, and a healthy cash flow through the projected months with no need for borrowing from our line of credit to accommodate projected expenditures. Once finalized, the Actual vs. Budget will reflect a slightly better than anticipated revenue for the year, and a substantially lower than expected expenditures.

The Board then entered into Executive Session to discuss the School Leader Evaluation at 4:55 pm and left the session at 5:15 pm.

Mike Mandina moved to adjourn, seconded Victoria Van Voorhis at 5:21 pm.

Next Meeting – Scheduled for August 11, 2020 at 21 Humboldt St., Rochester



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

September 22, 2020

Time and Place of Meeting

A meeting of the Board of Directors (the “Board”) via video conference on September 22, 2020
at 4:00 p.m. EST

Quorum and Attendees

The following directors were present:

Bryan Hickman
Victoria Van Voorhis
Evan Gallina
Mike Mandina
David Carr
Dr. Fred Johnson (late due to personal reasons)

The following staff members were present:

Julie Locey
Jason Trzeciak

Call to Order

Mr. Bryan Hickman called the meeting to order at 4:03 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Mr. Hickman then announced that the meeting was ready to proceed with its business. All directors could hear and be heard by each other. Mr. Hickman then reviewed the agenda for the meeting.

Governance and Resolutions

Approval of Prior Minutes: The Board reviewed the minutes of the meeting of the Board held on August 11, 2020. Following discussion, and upon a motion made by Mr. Mandina, seconded by Mr. Hickman, the Board unanimously approved the Prior Minutes.

Charter Renewal Application and Related Matters

Benchmark Goals: Ms. Locey shared the Benchmark Goals for the Charter Renewal, which were openly discussed, and agreed upon.

Approval of the Benchmark Goals for 2020-2021 School Year: Upon a motion by Mr. Hickman and seconded by Mr. Mandina, the Board unanimously approved the proposed revisions to the Benchmark Goals for the 2020-2021 School year.

School Reports

Principal Report: Ms. Locey gave an update on school activities, including having students back in the building. Vertus is the only high school in Rochester that has opened its doors to



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

students, once again differentiating the Vertus experience. The school leaders continue to push for new programs this year, including trades programs, from general trades to Drivers Education. Ms. Locey explained that Vertus will offer “rolling admissions” this year as the pandemic continues to create uncertainty in the short term. Approximately 50% of students have opted to continue on remote learning, rather than coming to the building.

CFO Report/Finance: Vertus is currently below the projected enrollment due to the ongoing pandemic. Furthermore, Vertus is currently operating at approximately 80% of total maximum enrollment. Although Vertus is currently operating per the approved Budget, it appears that Vertus will have to adjust their Budget per a decrease in Revenue due to a lower than projected enrollment. Mr. Trzeciak continues to monitor Vertus’s cashflow very tightly and will continue to update the board as often as necessary. Mr. Trzeciak will begin to prepare adjusted budgets based on worse case scenarios.

Fundraising Committee: The Fundraising Committee met on the morning September 22, 2020 and discussed ways to foster relationships and generate income for Vertus. This will prove extremely important as the pandemic continues and may cause financial shortcomings.

Recruitment Report: The recruitment staff continues to work diligently to recruit students, especially during the COVID-19 pandemic. Since last month, Vertus has enrolled eleven (11) new students, and continues the recruiting efforts as best as possible during the ongoing pandemic. Vertus has offered virtual tours to show to students and their families as they consider Vertus. Targeted YouTube, Google, Spotify, Pandora, and radio ads are ongoing as Vertus will continue the “rolling admissions” approach throughout the pandemic.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Gallina, seconded by Mr. Mandina and unanimously approved, the Board adjourned the meeting at 5:23 p.m. EST.

Evan Gallina
Secretary of the Board



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES VERTUS HIGH SCHOOL

August 11, 2020

Time and Place of Meeting

A meeting of the Board of Trustees (the “Board”) via video conference on August 11, 2020 at 4:00 p.m. EST

Quorum and Attendees

The following Trustees were present:

Bryan Hickman
Victoria Van Voorhis
Evan Gallina
Mike Mandina
Dr. Frederick Johnson
David Carr

The following staff members were present:

Julie Locey
Jason Trzeciak

Call to Order

Mr. Bryan Hickman called the meeting to order at 4:02 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Mr. Hickman then announced that the meeting was ready to proceed with its business. All directors could be heard and be seen by each other. Mr. Hickman then reviewed the agenda for the meeting.

Governance and Resolutions

Resolution 1: *Approval of Prior Minutes:* The Board reviewed the minutes of the meeting of the Board held on July 21, 2020. Following discussion, and upon a motion made by Mr. Mandina, seconded by Mr. Gallina, the Board unanimously approved the Prior Minutes.

Charter Renewal Application and Related Matters

Resolution 2: *Approval of revisions to the By-Laws:* Upon a motion by Mr. Mandina and seconded by Dr. Johnson, the Board unanimously approved the proposed revisions to the By-Laws.

Resolution 3: *Approval of setting the number of Authorized Trustees:* Upon a motion by Mr. Hickman and seconded by Ms. Van Voorhis, the Board unanimously approved the proposed revisions of the number of Authorized Trustees to seven (7).



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Resolution 4: Approval of the School Leader Evaluation for the 2019-2020 School year: Upon a motion by Ms. Van Voorhis and seconded by Mr. Mandina, the Board unanimously approved the School Leader Evaluation for the 2019-2020 School year.

Resolution 5: Approval of the Board Self-Evaluation for the 2019-2020 School year: Upon a motion by Mr. Mandina and seconded by Mr. Gallina, the Board unanimously approved the Board Self-Evaluation for the 2019-2020 School year.

Resolution 6: Approval of the Board Strategic Plan: Upon a motion by Mr. Gallina and seconded by Dr. Johnson, the Board unanimously approved the Board Strategic Plan.

Resolution 7: Approval to Submit Part I of the Charter Renewal Application: Upon a motion by Ms. Van Voorhis and seconded by Mr. Mandina, the Board unanimously approved the application to renew the Charter for Vertus.

School Reports

Principal's Report: Ms. Locey gave an update on school activities, including the process to have students back in the building. This includes all necessary updates and upgrades to comply with all state mandated COVID-19 regulations. Ms. Locey gave an overview of the reopening plan put into place by the school in order to achieve all compliances necessary. Ms. Locey also gave an update on the students that have graduated during the summer months.

CFO Report/Finance: Mr. Trzeciak gave an overview of where the school currently stands financially. As the new fiscal year has now began, Vertus has received all payments as planned and is currently in line with the budget. Vertus is currently operating positively and is in a strong cash position.

Recruitment Report: The recruitment staff continues to work diligently to recruit students, especially during the COVID-19 pandemic. With the governor recently announcing that schools will, in fact, be held this fall, Vertus anticipates there will be last minute applications. Dr. Johnson has been in contact with Vertus recruiter Michael James and continues to push virtual tours and webinars to promote the Vertus mission.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Carr, seconded by Dr. Johnson and unanimously approved, the Board adjourned the meeting at 5:18 p.m. EST.

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

October 20, 2020

Time and Place of Meeting

A meeting of the Board of Directors (the “**Board**”) via video conference on October 20, 2020 at
4:00 p.m. EST

Quorum and Attendees

The following directors were present:

Bryan Hickman
Victoria Van Voorhis
Evan Gallina
Mike Mandina
David Carr
Dr. Fred Johnson (late due to personal reasons)

The following staff members were present:

Julie Locey
Jason Trzeciak

Call to Order

Mr. Bryan Hickman called the meeting to order at 4:03 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Mr. Hickman then announced that the meeting was ready to proceed with its business. All directors could hear and be heard by each other. Mr. Hickman then reviewed the agenda for the meeting.

Governance and Resolutions

Approval of Prior Minutes: The Board reviewed the minutes of the meeting of the Board held on September 22, 2020. Following discussion, and upon a motion made by Mr. Hickman, seconded by Mr. Mandina, the Board unanimously approved the Prior Minutes.

Charter Renewal Application and Related Matters

It has been confirmed that the dates for the renewal site visit will be December 15th and 16th.

School Reports

Principal Report: Ms. Locey gave an update on school activities, including the continued challenges facing the school in the midst of the current pandemic. For the prior month, attendance continues to fluctuate, however, the students continue to make progress at a strong rate and our benchmarks are on track. Currently, the fourth-year cohort has an on track to graduate rate of 75%.



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

CFO Report/Finance: Vertus is currently below the projected enrollment due to the ongoing pandemic. Although Vertus is slightly below the approved income portion of the Budget, Vertus continues to adjust the expense portion of the Budget per the reduced income. Mr. Trzeciak continues to monitor Vertus's cashflow very tightly and will continue to update the board as often as necessary. Mr. Trzeciak has begun to prepare adjusted budgets, and action plans, based on worse case scenarios.

Fundraising Committee: The Fundraising Committee has discussed the involvement of Grant Writers. The Committee identified an individual who can help in this regard, and has received a proposal from her. The Committee has also engaged Causewave to help Vertus' fundraising and enrollment efforts. It has been noted by all that Fundraising will be needed to help offset operating cost shortfalls.

Nominating Committee: Mr. Hickman discussed a Board prospect, and her willingness to join the Board. She has a background in education and is very involved in the Rochester Community. Mr. Hickman has set up a Zoom call for the Board to meet her and discuss her interest in Vertus.

Accountability Committee: Ms. Locey spoke with REOC (Rochester Educational Opportunity Center) to discuss a program in which Vertus could custom build to suit students needs. This could then provide Vertus Students with opportunities to learn and gain experience in professions that they so choose.

Recruitment Report: The current enrollment is 259 Students, however, Vertus will continue to offer "rolling admissions" as students show interest. Vertus continues to offer virtual tours to show to students and their families as they consider Vertus. Targeted YouTube, Google, Spotify, Pandora, and radio ads are ongoing as Vertus will continue the "rolling admissions" approach throughout the pandemic.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Ms. Van Voorhis, seconded by Mr. Gallina and unanimously approved, the Board adjourned the meeting at 5:21 p.m. EST.

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

November 17, 2020

Time and Place of Meeting

A meeting of the Board of Directors (the “Board”) via video conference on November 17, 2020
at 4:00 p.m. EST

Quorum and Attendees

The following directors were present:

Bryan Hickman
Victoria Van Voorhis
Evan Gallina
Mike Mandina
Dr. Fred Johnson
Tim Brown

The following staff members were present:

Julie Locey

Call to Order

Mr. Bryan Hickman called the meeting to order at 4:04 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Mr. Hickman then announced that the meeting was ready to proceed with its business. All directors could hear and be heard by each other. Mr. Hickman then reviewed the agenda for the meeting.

Governance and Resolutions

Motion #1. Approval of Prior Minutes: The Board reviewed the minutes of the meeting of the Board held on October 20, 2020. Following discussion, and upon a motion made by Ms. Van Voorhis, seconded by Mr. Hickman, the Board unanimously approved the Prior Minutes.

Motion #2. Approval of Calvin Gantt to the Board of Trustees:

The Vertus Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Calvin Gantt as a final candidate to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by SED. The resolution approving David Carr is formally adopted upon SED’s approval.



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Following discussion, and upon a motion made by Ms. Van Voorhis, seconded by Mr. Brown, the Board unanimously approved the addition of Mr. Gantt to the Board of Trustees.

Charter Renewal Application and Related Matters

The dates for the renewal site visit will be December 15th and 16th.

School Reports

Principal Report: Ms. Locey gave an update on school activities, including the continued challenges facing the school in the midst of the current pandemic, especially as Monroe County experiences an increase in cases and faces a reduction of in person capabilities. Vertus will continue to hold in person school, so long as the State of New York allows. Vertus has expressed concern for the number of students who have fallen behind throughout the pandemic and the learning loss that has occurred. Although nothing has been formalized, a comprehensive plan to help catch those students up whom have fallen behind is being discussed.

CFO Report/Finance Committee: It is with a heavy heart that Vertus announced the passing of Mr. Jason Trzeciak, the Chief Operating Officer. Ms. Locey, with guidance of the Finance Committee, has decided to lean on our existing accountants to help bridge the gap and help with succession planning to find the most permanent organizational solution and replacement for Mr. Trzeciak.

The Finance Committee chair, Tim Brown, reported that the committee has reviewed the latest revised budget that Mr. Trzeciak completed prior to his passing, showing lower revenues caused by the reduction in enrollment due to the Covid-19 pandemic. Ms. Locey will continue to manage operations including various offsetting cuts to expenditures so as to manage cashflow. However, a formal revision to the budget will not be done until it is clear what changes the state may make to school funding. Ms. Locey will continue to manage the financials with the guidance of the Board and Finance Committee until someone is appointed to do this work.

Fundraising Committee: Evan Gallina reported that the Fundraising Committee has engaged a Grant Writer and will have the first formal meeting on November 19, 2020. The Committee has also engaged Causewave to help Vertus' fundraising and enrollment efforts. Members of the Fundraising Committee have had multiple meetings with Causewave to date and are feeling very confident in the strategy that they will propose and pursue. Vertus has also been awarded a \$50,000 grant from E3 Rochester that will most likely be received in January of 2021.

Executive Session

At 4:53, the board went into executive session.

Adjournment



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Dr. Johnson, seconded by Mr. Gallina and unanimously approved, the Board adjourned the meeting at 5:15 p.m. EST.

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

December 15, 2020

Time and Place of Meeting

A meeting of the Board of Directors (the “**Board**”) via video conference on December 15, 2020
at 5:00 p.m. EST

NOTE: The regular scheduled board meeting started later than anticipated due to the Charter Renewal Site Visit that was scheduled for 4:00 p.m. EST and ran long.

Quorum and Attendees

The following directors were present:

Bryan Hickman
Victoria Van Voorhis
Evan Gallina
Mike Mandina
Dr. Fred Johnson
David Carr

The following directors were excused:

Tim Brown

The following directors were absent:

None

The following staff members were present:

Julie Locey

Call to Order

Mr. Bryan Hickman called the meeting to order at 5:30 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Mr. Hickman then announced that the meeting was ready to proceed with its business. All directors could hear and be heard by each other. Mr. Hickman then reviewed the agenda for the meeting.

Governance and Resolutions

Motion #1. Approval of Prior Minutes: The Board reviewed the minutes of the meeting of the Board held on November 17, 2020. Following discussion, and upon a motion made by Ms. Van Voorhis, seconded by Mr. Carr, the Board unanimously approved the Prior Minutes.

Approval of Calvin Gantt to the Board of Trustees: NYSED, having approved Mr. Gantt to the Board of Trustees, along with the Board of Trustees approving Mr. Gantt to the Board of Trustees, and upon a motion by Dr. Johnson, and seconded by Ms. Van Voorhis, the Board unanimously approved Mr. Gantt to be seated to the Board of Trustees.

Charter Renewal Application and Related Matters

The Board met with Susan Gibbons and answered her questions to the best of its ability. School leaders, preceptors, and academic team met with the renewal team as well, and will continue to on December 16th.

School Reports

Principal Report: Ms. Locey gave an update on school activities, including that Vertus has gone fully remote due to current nature of the ongoing pandemic. Vertus will remain fully remote through the holidays and continue to monitor the situation and guidance of the CDC and local and state governments. Due to the changing of in person to remote, attendance has fluctuated, however, Ms. Locey believes that consistency of remote learning will stabilize attendance. Vertus continues to try and help as many students as possible throughout the pandemic, especially through a food bank the school tirelessly operates in order to ensure students and their families have food security.

CFO Report/Finance Committee: With the passing of Mr. Trzeciak, Vertus has contracted with DeJoy, Knauf & Blood LLP to help manage finances in the interim. It is reported that the school is currently in a strong cash position and will not have to tap into the LOC anytime soon in order to bridge payroll or operating expenses. Ms. Locey continues to monitor cashflow very tightly, and has reduced staff slightly in order to stay in line with the approved budget.

Fundraising Committee: Ms. Locey reported that Vertus has received approximately \$2,000 of monetary or in-kind contributions in honor of the late COO Jason Trzeciak. The Fundraising Committee also met with the Grant Writer and she is compiling a list of foundations to strategically approach.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Ms. Van Voorhis, seconded by Mr. Mandina and unanimously approved, the Board adjourned the meeting at 6:14 p.m. EST.



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

January 19, 2021

Time and Place of Meeting

A meeting of the Board of Directors (the “Board”) via video conference on January 19, 2021 at
4:00 p.m. EST

Quorum and Attendees

The following directors were present:

Bryan Hickman
Victoria Van Voorhis
Evan Gallina
Mike Mandina
Dr. Fred Johnson
David Carr
Tim Brown
Calvin Gantt

The following directors were excused:

None

The following directors were absent:

None

The following staff members were present:

Julie Locey
James Daniels

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

Call to Order

Mr. Bryan Hickman called the meeting to order at 4:03 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Mr. Hickman then announced that the



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

meeting was ready to proceed with its business. All directors could see, hear and be seen and heard by each other. Mr. Hickman then reviewed the agenda for the meeting.

Governance and Resolutions

Annual Meeting: It shall be noted that this meeting, taking place on the 19th of January, 2021 at 4:00 p.m. via video conference shall serve as the Annual Meeting for the Board of Trustees for Vertus.

Motion #1. Approval of Prior Minutes: The Board reviewed the minutes of the meeting of the Board held on December 15, 2020. Following discussion, and upon a motion made by Ms. Van Voorhis, seconded by Dr. Johnson, the Board unanimously approved the Prior Minutes.

Motion #2. Approval of Adjustment to the Board By-Laws Section 5.2: After further review, the Board approved, upon a motion by Mr. Hickman and seconded by Ms. Van Voorhis and unanimously agreed upon, to amend the first sentence of Section 5.2 of the By-Laws to read "Regular meetings of the Board shall be held monthly throughout the year and at other times as the Board determines." This deletes the reference to bi-monthly meetings. The Board of Trustees of Vertus has always held meeting monthly.

Motion #3. Approval of Ms. Van Voorhis as Board Chair for a Two-Year Term: The Board reviewed the changing of Board Chair from Mr. Hickman to Ms. Van Voorhis. Following discussion, and upon a motion made by Mr. Hickman, seconded by Mr. Gallina, the Board unanimously approved Ms. Van Voorhis to serve as Board Chair for a two-year term starting immediately.

Charter Renewal Application and Related Matters

It was noted by the Board that T. Andrew Brown has resigned from the NYS Board of Regents and that it is currently unknown who the new Regent from Rochester will be. With Vertus' charter renewal pending, it is important to have the support of our local Regents.

School Reports

Principal Report: Ms. Locey gave an update on school activities. Vertus has renewed in-person classes as of Tuesday January 19th with students having a choice of up to 4 days a week of in-school classes and remote learning on the other days. Students generally prefer in-school classes and attendance has been on a steady rise with this plan, and the staff is anxious to continue in person learning.

With students back in the building, the staff has prepared college and career readiness programs, including Barbering, Construction 101, and Drivers Education. Mr. Daniels presented to the Board, via a shared screen PowerPoint Presentation, an overview of all of the career readiness programs Vertus was implementing, as well as the reasons behind each program. It was also noted by Ms. Locey that with the lack of students in the building due to a period of



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

remote learning due to high COVID-19 positivity rates, the facilities team has been able to paint classrooms, convert an existing room to a Music Production Room, and further develop the Community Cupboard.

CFO Report/Finance Committee: DeJoy, Knauf & Blood LLP has now prepared our monthly financial statements as they are acting as the interim CFO in the midst of the passing of Mr. Trzeciak. Amy Brisson of DKB will remain Vertus' representative until Vertus fills the open position of CFO. After discussion of the financial performance and cash flow year to date, more in-depth review was referred to the Finance Committee with the goal of assuring positive results during the spring term, with a report to be made to the full board at the February board meeting.

Committee Reports: Due to the holidays, there were no committee meetings since the last board meeting. The Fundraising Committee has a series of meetings planned in January with groups helping with messaging and grant writing and will report at the February meeting. The governance committee reported that Carol Garrett has nearly completed her paperwork for joining the board and that fingerprint results should be available shortly. The committee chair asked board members for additional people to be considered with possible expertise in PR, fundraising, law and community connections, who may also serve as role models for our students. An ad hoc committee on career preparation will meet with Mr. Daniels during the final week of January to seek ways to augment these programs.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Ms. Van Voorhis, seconded by Mr. Mandina and unanimously approved, the Board adjourned the meeting at 5:42 p.m. EST.

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

February 23, 2021

Time and Place of Meeting

A meeting of the Board of Directors (the “**Board**”) via video conference on February 23, 2021 at
4:00 p.m. EST

Quorum and Attendees

The following directors were present:

Victoria Van Voorhis
Bryan Hickman
Evan Gallina
Frederick Johnson
David Carr
Timothy Brown
Calvin Gantt

The following directors were excused:

Mike Mandina

The following directors were absent:

None

The following staff members were present:

Julie Locey
Michael James
Tim Hill

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

The following members of the public were present:

Carol Garrett – pending board member
Brittany Rumph
Aqua Porter



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Call to Order

Ms. Tory Van Voorhis called the meeting to order at 4:02 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting, assisted by Mr. Hickman. Ms. Van Voorhis then announced that the meeting was ready to proceed with its business. All directors could see, hear and be seen and heard by each other.

Governance and Resolutions

Resolution 1: That the board approve the minutes of the January Vertus Board meeting.

The motion was moved by Mr. Brown and seconded by Rev. Johnson, and passed unanimously at 4:03 pm.

Resolution 2: The Board reviewed the addition of Dr. Carol Garrett to the Board of Trustees. Following discussion, and upon a motion made by Mr. Hickman, seconded by Mr. Gallina, the Board unanimously approved the following resolution:

The Vertus Charter School Board of Trustees, having conducted a thorough background check via a fingerprints scan as required and having discovered no state or federal criminal history, or having provided such history to SED if found, has voted to select Carol Garrett as a final candidate to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by SED. The resolution is formally adopted upon SED's approval.

As New chair of the Board of Trustees, Ms. Van Voorhis reported that she has had individual discussions with each board member to ascertain their view on how the board can improve its functioning in the coming year and goals for the school. She briefly summarized what she had heard, but suggested that discussion take place at the next board meeting.

Finance Committee Report: Mr. Brown reported that the finance committee met with Ms. Brisson on February 11, 2021 and reviewed school finances in depth. The result is a more forward-looking financial summary to be submitted to the board each month, to avoid any surprises. The school is expected to operate on a cash positive basis for the final five months of the current school year, allowing plenty of time to prepare a budget for next year for sustainable operations.

School Reports

Principal Report: Ms. Locey gave an update on school activities. She noted that 58% of students still have chosen fully remote learning, while 48% of the in-person students are attending in person four days a week. It is expected that more students will be encouraged to attend in-person as the spring term proceeds. The Introduction to the Building Trades and the Barbering courses are now underway and doing well. The school has attracted a growing number of students from suburban districts in recent weeks, attracted by the school's large



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

number of staff members of color. The Brothers Keepers Cupboard continues to be a great success, as it is currently full with food and allows Vertus to give food boxes to all students and families in need. The school would like to start a school band, as music is highly desired by students. The school also needs a van to make transportation of students to outside activities more convenient and less expensive, if the board can help secure funds.

Mr. Hill then presented on how he has picked up the duty of meeting all state reporting requirements. With the passing of former COO, Mr. Trzeciak, a number of items dropped through the cracks, and he has been working with NYSED to assure that the school has a full calendar of all reporting requirements plus documentation on how to meet each requirement and a plan and assignments in place to do so. All delinquent reporting has now been remedied.

Fundraising Committee / Enrollment Promotion Report: In Mr. Mandina's absence, Mr. James reported that the committee received a proposal from CauseWave suggesting a large number of initiatives to better promote the school to students and families. Due to the high cost and overlap with what the school is doing, only a couple of the CauseWave initiatives will be pursued. However, six new students have been added or are about to start this week and next, and the belief is that enrollment will continue to grow during this school year.

A grant writer has been contracted and has already submitted applications for two grants in support of the school. No results yet.

Other Committees: The Fundraising Committee and Community Engagement Committees will meet in March and report at the next board meeting.

Public Comment

Ms. Rumph explained that she is resubmitting an application for a K-4 charter school to NYSED this spring and attended our board meeting in order to better understand the workings of charter school boards.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Hickman, seconded by Mr. Gantt, and unanimously approved, the Board adjourned the meeting at 5:22 p.m. EST.

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

March 16, 2021

Time and Place of Meeting

A meeting of the Board of Directors (the “**Board**”) via video conference on March 16, 2021 at
4:00 p.m. EST

Quorum and Attendees

The following directors were present:

Victoria Van Voorhis
Bryan Hickman
Evan Gallina
Frederick Johnson
David Carr (camera inactive)
Mike Mandina
Calvin Gantt

The following directors were excused:

Timothy Brown

The following directors were absent:

None

The following staff members were present:

Julie Locey

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

The following members of the public were present:

Carol Garrett – pending board member

Call to Order



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Ms. Tory Van Voorhis called the meeting to order at 4:02 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Ms. Van Voorhis then announced that the meeting was ready to proceed with its business. All directors could see, hear and be seen and heard by each other.

Governance and Resolutions

Resolution 1: That the board approve the minutes of the February Vertus Board meeting.

The motion was moved by Mr. Hickman and seconded by Rev. Johnson, and passed unanimously at 4:06 pm.

Finance Committee Report: In Mr. Brown's absence, Ms. Brisson reported that the finance committee met on March 12, 2021 and reviewed school finances in depth. The goal of these meetings is to continue to closely monitor the school's cashflow in the midst of the pandemic. The school is expected to operate on a cash positive basis for the final four months of the current school year, allowing plenty of time to prepare a budget for next year for sustainable operations. The Finance Committee also continues to monitor all state and federal grants and support that are expected to be received. It should also be noted that Vertus received a rent credit for overpayments of rent dating back to 2018.

School Reports

Principal Report: Ms. Locey gave an update on school activities. The school is currently waiting on a response from NYS for Regent Waivers for the majority of exams with the exception of a few subjects. Vertus is working with Urban Engineers Workforce Development Program, which will run for seven weeks. In addition, Adrian Hale from the Greater Rochester Chamber of Commerce will conduct an employment fair on March 18th. These efforts are directly focused on career readiness, which remains a focal point of Vertus. It should be noted that Vertus has added 3 students since the previous Board Meeting.

Fundraising Committee / Enrollment Promotion Report: Mr. Mandina reported that Vertus has engaged CauseWave in order to develop a more aggressive campaign to increase enrollment. Vertus is pursuing a referral program, a Man of the Month media highlight, along with assorted media campaigns.

Vertus has a site visit with The Wegman Foundation on March 17th in hopes of receiving a grant, which was pursued through the school's grant writing efforts.

Based on general Board conversation, and in an effort to be fully transparent, the Board decided that it would be appropriate to formally vote on whether or not to approve the expenditure of up to \$40,000 on the CauseWave marketing campaign, with the understanding that Vertus has \$20,000 of this total amount committed by donations from various Board Members.



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Resolution 2: That the board approves the engagement of Causewave to assist with the referral program, a Man of the Month media highlight and assorted media pitches.

The motion was moved by Rev. Johnson and seconded by Mr. Mandina, and passed unanimously at 4:53 pm.

Charter Renewal Update: The Board received the Renewal Site Visit Document from NYSED. The Board discussed this document and several material mistakes that are within it. A response that details the corrections the board thinks are appropriate will be submitted to NYSED by March 19th.

Other Committees: Community Engagement Committee was postponed and will report at the next board meeting.

Public Comment

None.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Gallina, seconded by Mr. Hickman, and unanimously approved, the Board adjourned the meeting at 5:41 p.m. EST.

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

April 27, 2021

Time and Place of Meeting

A meeting of the Board of Directors (the “**Board**”) via video conference on April 27, 2021 (rescheduled from the April 20, 2021 meeting) at 4:00 p.m. EST

Quorum and Attendees

The following directors were present:

Victoria Van Voorhis
Bryan Hickman
Evan Gallina
Frederick Johnson
David Carr
Mike Mandina
Carol Garrett

The following directors were excused:

Timothy Brown
Calvin Gantt

The following directors were absent:

None

The following staff members were present:

Julie Locey

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

The following members of the public were present:

Call to Order

Ms. Tory Van Voorhis called the meeting to order at 4:03 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Ms. Van Voorhis then announced that



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

the meeting was ready to proceed with its business. All directors could see, hear and be seen and heard by each other.

Governance and Resolutions

Resolution 1: That the board approve the minutes of the March Vertus Board meeting. The motion was moved by Mr. Hickman and seconded by Mr. Carr, and passed unanimously at 4:05 pm.

Resolution 2: That the board approve that the number of authorized Board of Trustee Members is hereby set at 9. The motion was moved by Mr. Hickman and seconded by Rev. Johnson and passed unanimously at 4:07 pm.

Finance Committee Report: In Mr. Brown's absence, Ms. Brisson reported on his behalf and reviewed school finances in depth. The Finance Committee continues to closely monitor the school's cashflow in the midst of the pandemic, and is pleased to announce that we received additional funds per and adjustment in payments from RSCD regarding the quantity of SpEd students currently enrolled. Due to tight budget monitoring and these additional funds, it is expected that the school will finish the school year in a strong cash position. The Finance Committee also continues to monitor all state and federal grants and support that are expected to be received.

School Reports

Principal Report: Ms. Locey gave an update on school activities. The school has invited the newest Regent, Regent Turner for a site visit. The school continues to operate at a reduced capacity, approximately 40% of student body is in the building, but hopes to get students back in the building as quickly as possible. As the school continues to adjust due to COVID regulations, it has had many visitors into the school to help build the career readiness programs. Spring NWEA tests will be administered on April 27th and 28th.

Fundraising Committee: It was reported that Vertus has continued its grant reachout, with grant applications now out to Wilmott Foundation, JM McDonald, the Florence Mueller Foundation, and the McGowan Foundation. Vertus has also received two small grants for the baseball program, one from Dick's Sporting Goods and Pitch in for Softball & Baseball. The work with Causewave continues.

Community Engagement Committee: Rev. Johnson gave a report on the Community Engagement Committee and discussed the most impactful events that Vertus could participate in. There were three main focal points of these discussions, of which are participating in the HBCU distinguished gentleman awards, revisiting the branding behind the Vertus dress code, and strengthening the relationship between Vertus and the local higher education institutions.



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Vertus has also been working on a community job fair, which will be located outside, in the parking lot, in June.

Charter Renewal Update: The Board received the Renewal Site Visit Document from NYSED, and sent back formal comments in which the Board deemed needed corrective action. The School will be up for the rechartering at the May meeting.

Strategic Plan Review: The board reviewed the Vertus Charter School Board of Trustees Strategic Plan. Ms. Van Voorhis reviewed the strategic plan in depth and discussed the potential opportunity to expand Vertus by adding lower grade levels. The board will discuss this further after receiving the charter renewal report in May.

Public Comment

None.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Rev. Johnson, seconded by Mr. Hickman, and unanimously approved, the Board adjourned the meeting at 5:32 p.m. EST.

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

May 18, 2021

Time and Place of Meeting

A meeting of the Board of Directors (the “Board”) on May 18, 2021 at 4:00 p.m. EST at the school, in person.

Quorum and Attendees

The following directors were present:

Victoria Van Voorhis
Bryan Hickman
Evan Gallina
Frederick Johnson
David Carr
Mike Mandina
Carol Garrett

The following directors were excused:

Timothy Brown
Calvin Gantt

The following directors were absent:

None

The following staff members were present:

Julie Locey

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

The following members of the public were present:

Call to Order

Ms. Tory Van Voorhis called the meeting to order at 4:17 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Ms. Van Voorhis then announced that



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

the meeting was ready to proceed with its business. All directors could see, hear and be seen and heard by each other.

Governance and Resolutions

Resolution 1: That the board approve the minutes of the April Vertus Board meeting. The motion was moved by Mr. Hickman, seconded by Mr. Mandina, and passed unanimously at 4:19 pm.

Resolution 2: That the board approve the adoption of the revised discipline code and DASA policy. The motion was moved by Mr. Gallina and seconded by Mr. Carr and passed unanimously at 4:22 pm.

Finance Committee Report: In Mr. Brown's absence, Ms. Brisson reported on his behalf and reviewed school finances in depth. The Finance Committee continues to closely monitor the school's cashflow in the midst of the pandemic, and did receive the additional funds from RCSD regarding the SpEd funding and the ESSER Grant, as discussed at last month's Board Meeting. With these additional funds, and the end of the fiscal year approaching, the school will close the fiscal year in a positive cash position. The budget for the next fiscal year has been drafted and will be presented to the Finance Committee at the next Finance Committee Meeting.

School Reports

Principal Report: Ms. Locey gave an update on school activities, and was happy to announce that graduation will be held on June 22, in an outdoor ceremony, at Dr. Martin Luther King, Jr. park. As remote learning continues, the school has been able to continue offering the NWEA make-up tests in order to assess how well students are reaching their annual benchmarks. In an effort to grow our student body, especially in the midst of the pandemic, the school has done a phone-a-thon to try and attract new students and has seen a strong response thus far.

Charter Renewal Update: The Board received the notice that the school has received a 3-year Charter Renewal.

Public Comment

None.

Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Gallina, seconded by Rev. Johnson, and unanimously approved, the Board adjourned the meeting at 5:49 p.m. EST.



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

Evan Gallina
Secretary of the Board



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
VERTUS HIGH SCHOOL**

June 15, 2021

Time and Place of Meeting

A meeting of the Board of Directors (the “Board”) on June 15, 2021 at 4:00 p.m. EST on the school premises.

Quorum and Attendees

The following directors were present:

Victoria Van Voorhis
Bryan Hickman
Evan Gallina
Frederick Johnson
Mike Mandina
Carol Garrett

The following directors were excused:

Timothy Brown
David Carr
Calvin Gantt

The following directors were absent:

None

The following staff members were present:

Julie Locey

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

The following members of the public were present:

Call to Order

Ms. Tory Van Voorhis called the meeting to order at 4:06 p.m. and acted as Chairperson of the meeting. Mr. Gallina acted as Secretary of the meeting. Ms. Van Voorhis then announced that



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

the meeting was ready to proceed with its business. All directors could see, hear and be seen and heard by each other.

Governance and Resolutions

Resolution 1: That the board approve the minutes of the May Vertus Board meeting. The motion was moved by Mr. Mandina, seconded by Rev. Johnson, and passed unanimously at 4:15 pm.

Resolution 2: That the board approve the increase in salary for the Principal of the school, as outlined in the budget. The motion was moved by Mr. Hickman, seconded by Mr. Mandina, and passed unanimously at 5:09 pm.

Resolution 3: That the board approve a total of up to \$30,000 worth of staff bonuses for extraordinary services for the past school year. The motion was moved by Mr. Gallina, seconded by Ms. Van Voorhis, and passed unanimously at 5:15 pm.

Finance Committee Report: In Mr. Brown's absence, Ms. Brisson reported on his behalf and reviewed school finances in depth. Due to extremely tight monitoring of the budget throughout the pandemic, it appears that the school will finish the fiscal year in a better cash position than originally anticipated and a modest operating surplus. The 2021-2022 Budget, staff salaries, and staff bonuses were also discussed.

Resolution 4: That the board approve the 2021-2022 School year Budget as presented by Ms. Locey and Ms. Brisson. The motion was moved by Mr. Hickman and seconded by Mr. Gallina and passed unanimously at 5:32 pm.

School Reports

Principal Report: Ms. Locey gave an update on school activities including a report on the first annual Community Opportunity Fair, which was a great success, with students attending from two other charter schools as well as all in-person Vertus students. As the summer months approach and spring session comes to an end, attendance has dipped slightly, however, the credits earned by the student body was above average for the month. With graduation on June 22, the expected graduation rate is 76%. Recruiting for the summer session and next school year is well underway and has gained traction in large due to the marketing efforts and school staff.

Fundraising Committee: Vertus received a notice that it was granted \$10,000 from the Wegman Foundation. The Causewave efforts are ongoing, however, it was noted that



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
Fax (585) 254-1251

enrollment for next year is outpacing past years, which suggests that the school's advertising is having a positive impact.

Community Engagement Committee: Rev. Johnson gave a report on the Community Engagement Committee and discussed the successful Community Opportunity Fair. The committee will meet again prior to the next Board Meeting.

Public Comment

None.

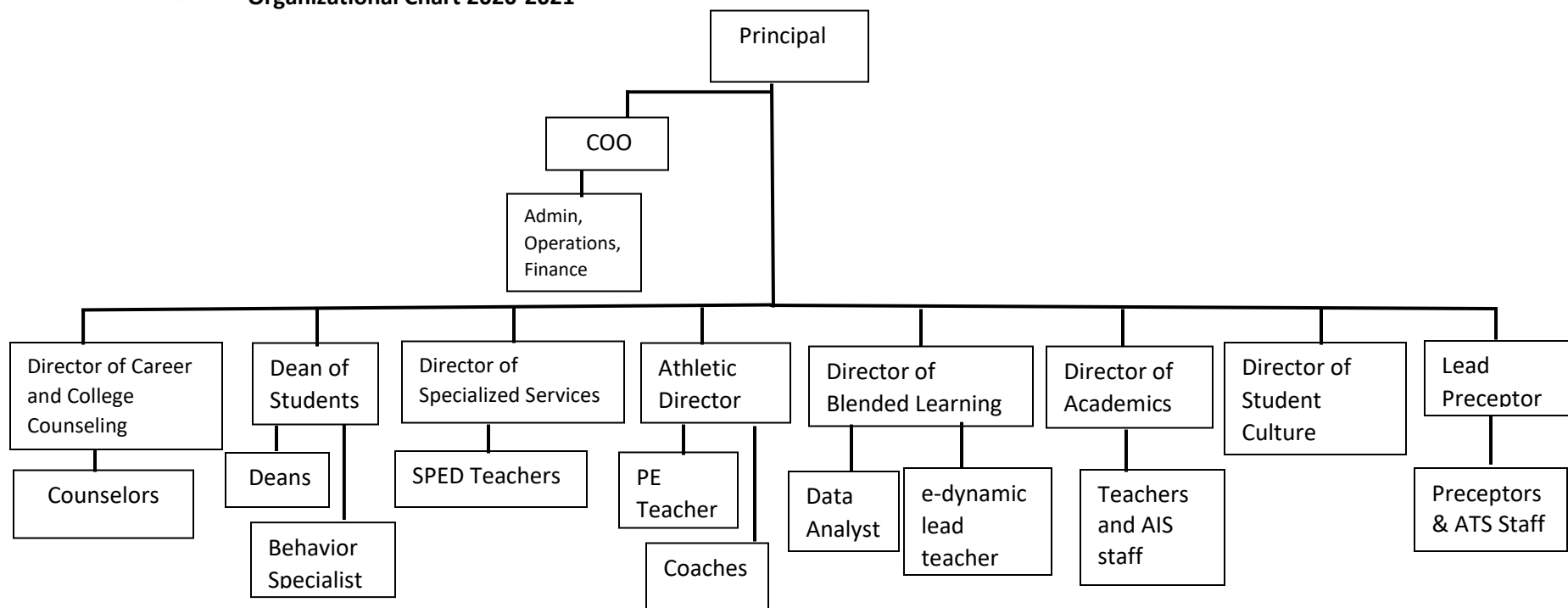
Adjournment

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Gallina, seconded by Rev. Johnson, and unanimously approved, the Board adjourned the meeting at 5:35 p.m. EST.

Evan Gallina
Secretary of the Board



Organizational Chart 2020-2021



Leadership Team:

Principal
COO
Director of Counseling
Dean of Student
Director of Specialized Services
Athletic Director
Director of Blended Learning
Director of Academics
Director of Student Culture
Lead Preceptor



2021-22 Academic Calendar

August 2021				
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			

6th - Staff Report
 11th - Last Day of Summer Session
 11th - Marking Period 5 Ends
 12th - Staff Report
 30-31st - Staff Report

September 2021				
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	

1: Staff Report
 2: Student Start Dates
 6: Labor Day
 7: Superintendent's Day (Students Do Not Report)

October 2021				
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

8: Superintendent's Day (Students Do Not Report)
 11: Columbus Day

November 2021				
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			

2: Superintendent's Day (Students Do Not Report)
 5: Half Day
 11: Veteran's Day
 12: End of Marking Period 1
 24-26: Thanksgiving Recess

December 2021				
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

10: Half Day for Students
 23-31: Winter Recess

January 2022				
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				

17: MLK Day
 21: Marking Period 2 Ends
 25-28: Regents Exams

February 2022				
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				

21: President's Day
 22-25: February Recess

March 2022				
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	

4: Half Day for Students

April 2022				
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

1: Marking Period 3 Ends
 14: Half Day for Students
 15-22: Spring Recess

May 2022				
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			

12: Half Day for Students
 13: Superintendent's Day (Students Do Not Report)
 30: Memorial Day

June 2022				
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	

10: Marking Period 4 Ends
 15-23: Regents Exams
 20: Juneteenth Observance
 24: Regents Rating Day

July 2022				
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

4: Independence Day
 11: Summer Session Begins

August 2022				
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	31		

16-17: Regents Exams
 17: Marking Period 5 Ends

September 2022				
Mo	Tu	We	Th	Fr
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1: First Day of School 2021-2022
 5: Labor Day

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

General Information and Fire/Life Safety History

Inspection Date: 5/19/21
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

4a. Owner Name: Matthew Lester
4a. Owner Address: 1657 East Avenue,
 Rochester, NY 14610
4a. Owner Phone #: (585) 454-4500
4a. Owner E-Mail address: mlester@caliberbrokerage.com

5. Leased To Others?: Yes

5a. Tenant Name: CrazyDog TShirts
5a. Tenant Address: 21 Humboldt Street,
 Rochester, NY14609
5a. Tenant Phone #: (585) 271-6740

5a. Tenant Name: CE (Carrier Enterprise)
5a. Tenant Address: 21 Humboldt St, Rochester,
 NY 14609
5a. Tenant Phone #: (585) 232-4980

6. Square footage: 48800
8a. Fire drill manuals distributed? Yes
8d. Average evacuation time: 3 minutes 16 seconds
8e. Arson/Fire Prevention? Yes
8f. Prevention/Evacuation Training? Yes
9. Fire Dept. notified via alarm? Yes
10. Any Fires? No
10a. Number of fires: Not Applicable
10b. Number of injuries: Not Applicable
10c. Cost of Damage: Not Applicable
Inspector Notified of previous fire report? Yes

FIRE & EMERGENCY DRILLS

	Date	Type
1	Sep 11, 2019	Evacuation
2	Sep 12, 2019	Evacuation
3	Oct 9, 2019	Evacuation
4	Oct 10, 2019	Lockdown
5	Oct 15, 2019	Lockdown
6	Oct 26, 2019	
7	Nov 1, 2019	Evacuation
8	Dec 19, 2019	Lockdown
9	Feb 14, 2020	Evacuation
10		
11		

Building Overview

ID: 261600908002
District Location: VERTUS CHARTER SCHOOL
Building Type: INSTRUCTIONAL
Name & Address: VERTUS HIGH SCHOOL
 21 HUMBOLT STREET
 ROCHESTER, NY 14609

Inspection History

Date Created: Jun 3, 2021
Created By: timothy.hill
Date Modified: Jul 15, 2021
Modified By: julie.locey
Date Certified: Jul 15, 2021
Certified By: julie.locey

Certificate History

Certificate Type	Date Certified	Certified By
Certificate of Occupancy	Jul 15, 2021	julie.locey

Non-conformances

No non-conformances reported.

	Date	Type
12		Lockdown

Insufficient Fire & Emergency Drills Reason

- COVID 19 School Closures

Initial Inspector

Thomas Tawbe

Phone #:(Phone Number) (585) 428-3685

Certification #:(Certification Number) 1211-0341

Email: thomas.tawbe@cityofrochester.gov

Building Administrator

Deane Schneider

Phone #:(Phone Number) (585) 490-0806



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

Building ID: 261600908002

Issuance Date: August 27, 2020

Effective Date: August 01, 2020

Expiration Date: August 01, 2021

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED