# **Application: Vertus Charter School**

Locey Julie - jlocey@vertusschool.org 2021-2022 Annual Report

#### Summary

ID: 000000134 Status: Annual Report Submission

# **Entry 1 School Info and Cover Page**

Completed - Aug 1 2022

#### Instructions

### **<u>Required of ALL Charter Schools</u>**

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 2021-2022 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) <u>before</u> 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, 2022)** or you may not be assigned the correct tasks.

# **BASIC INFORMATION**

#### a. SCHOOL NAME

(Select name from the drop down menu)

VERTUS CHARTER SCHOOL 80000082490

#### a1. Popular School Name

Vertus

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

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

### d. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

### e. DATE OF INITIAL CHARTER

12/2013

### f. DATE FIRST OPENED FOR INSTRUCTION

9/2014

#### c. School Unionized

Is your charter school unionized?

No

### 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 (<u>Briefly</u> 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	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. 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 ensure that every student has a strong mentor. 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.

KDE 2	Personalized year-round academics: With a year- round program offering more than 200 instructional days (20 more than a traditional school), and a 7.5-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 the school where they are safe and supported. Each student is assessed upon entry and enrolled in a 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.
KDE 3	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.
KDE 4	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.

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 Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

340

### j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

264

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

9, 10, 11, 12

# **11. 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 2022-2023?

No, just one site.

#### VERTUS CHARTER SCHOOL 80000082490

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	Title	Work Phone	Alternate Phone	Email Address
School Leader	Julie A. Locey	CEO	585-747-8911	585-362-1998	<u>jlocey@vertuss</u> <u>chool.org</u>
Operational Leader	Timothy Hill	DOO	585-747-8911	228-990-6380	<u>thill@vertussch</u> <u>ool.org</u>
Compliance Contact	Julie A. Locey	CEO	585-747-8911	585-362-1998	<u>jlocey@vertuss</u> <u>chool.org</u>
Complaint Contact	Julie A. Locey	CEO	585-747-8911	585-362-1998	<u>jlocey@vertuss</u> <u>chool.org</u>
DASA Coordinator	Julie A. Locey	CEO	585-747-8911	585-362-1998	<u>jlocey@vertuss</u> <u>chool.org</u>
Phone Contact for After Hours Emergencies	Richard Maez	Director of Athletics and Facilities	585-747-8911	480-241-3071	<u>rmaez@vertuss</u> <u>chool.org</u>

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.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

Site 1 Certificate of Occupancy (COO)

CertificateofOccupancy.pdf

Filename: CertificateofOccupancy.pdf Size: 160.3 kB

#### **Site 1 Fire Inspection Report**

Fireinspectionreport7.22.pdf

Filename: Fireinspectionreport7.22.pdf Size: 94.1 kB

### **CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

#### o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

#### **ATTESTATIONS**

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Julie A. Locey
Position	CEO
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 <u>NYSED CSO</u> <u>Fingerprint Clearance Oct 2019 Memo</u>. 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

### Signature, President of the Board of Trustees

Aug 1 2022



Thank you.

# **Entry 3 Progress Toward Goals**

Incomplete

# **Instructions**

# Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022.** 

# 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** 

### Regents, NYCDOE, and Buffalo BOE-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, 2022.

VERTUS CHARTER SCHOOL 80000082490

#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

#### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022.** 

2021-2022	Progress	Toward	Attainment	of	Academic Goals
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	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				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

(No response)

# 2021-2022 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 Meet	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 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
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Academic Goal 61		
Academic Goal 62		

Academic Goal 63		
Academic Goal 64		
Academic Goal 65		
Academic Goal 66		
Academic Goal 67		
Academic Goal 59		
Academic Goal 60		
Academic Goal 61		
Academic Goal 62		

# 4. ORGANIZATION GOALS

For the 2021-2022 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".

# 2021-2022 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				
Org Goal 2				
Org Goal 3				
Org Goal 4				

Org Goal 5		
Org Goal 6		
Org Goal 7		
Org Goal 8		
Org Goal 9		
Org Goal 10		
Org Goal 11		
Org Goal 12		
Org Goal 13		
Org Goal 14		
Org Goal 15		
Org Goal 16		
Org Goal 17		
Org Goal 18		
Org Goal 19		
Org Goal 20		

# 5. Do have more organizational goals to add?

(No response)

# 6. FINANCIAL GOALS

### 2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	lf 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 response)

### 2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	lf not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

# **Entry 4 - Audited Financial Statements**

### **<u>Required of ALL Charter Schools</u>**

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022.** SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the <u>Annual Report Portal</u> no later than November 1, 2022. 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 protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

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

#### Incomplete

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 <u>2021-2022 Annual Reports</u> webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

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.

# **Entry 4c - Additional Financial Documents**

#### Incomplete

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2022**. 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

# **Entry 4d - Financial Services Contact Information**

Completed - Aug 1 2022

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2022**.

# Form for "Financial Services Contact Information"

### **1. School Based Fiscal Contact Information**

School Based Fiscal	School Based Fiscal	School Based Fiscal
Contact Name	Contact Email	Contact Phone
Julie Locey	jlocey@vertusschool.org	

### 2. Audit Firm Contact Information

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

# 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 Street #300, Rochester, NY 14604	abrisson@te amdkb.com	585-697- 9314	4

# Entry 5 - Fiscal Year 2022-2023 Budget

#### Incomplete

<u>SUNY-authorized charter schools</u> should download the <u>2022-23 Budget and Quarterly Report</u> <u>Template and the 2022-23 Budget Narrative Questionnaire</u> from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022**.

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the <u>2022-2023 Budget Template</u> in the portal or from the Annual Report website. **Due November 1, 2022**.

The assumptions column should be completed for all revenue and expense items unless the item is selfexplanatory. 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.

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

# Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a <u>Trustee Disclosure of Financial Interest Form</u>. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. The education corporation is responsible for completing the form for trustees who left the board during the reporting year.

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

# **<u>CGarrettDisclosure of Financial Interest</u>**

Filename: CGarrettDisclosure\_of\_Financial\_Interest.pdf Size: 2.8 MB

# EGallina2022 Financial Disclosure Form

Filename: EGallina2022\_Financial\_Disclosure\_Form.pdf Size: 170.6 kB

# DJ2021-22-ar-current-former-trustee-financial-disclosure-form\_DJ

Filename: DJ2021-22-ar-current-former-truste\_21qNPny.pdf Size: 421.0 kB

# JO'ConnellVertus2021-22-ar-current-former-trustee-financial-disclosure-form

# **ToryTrustee Doc V3 info Signed**

Filename: ToryTrustee\_Doc\_V3\_info\_Signed.pdf Size: 429.6 kB

# MMandina2021-22-ar-current-former-trustee-financial-disclosure-form (1)

Filename: MMandina2021-22-ar-current-former-\_qLDsPHN.pdf Size: 322.4 kB

# BHickman2021-22-ar-current-former-trustee-financial-disclosure-form

Filename: BHickman2021-22-ar-current-former\_\_GMRSUbq.pdf Size: 323.1 kB

### TBrown2021-22-ar-current-former-trustee-financial-disclosure-form

Filename: TBrown2021-22-ar-current-former-tr\_ugjJqLH.pdf Size: 317.7 kB

### dcarr2021-22-ar-current-former-trustee-financial-disclosure-form

Filename: dcarr2021-22-ar-current-former-tru\_2xSC85v.pdf Size: 317.6 kB

# FJohnsonFindisclosure22

Filename: FJohnsonFindisclosure22.pdf Size: 1.7 MB

cgantt2021-22-ar-current-former-trustee-financial-disclosure-form

Filename: cgantt2021-22-ar-current-former-tr\_1UhXV51.pdf Size: 323.0 kB

# sash2021-22-ar-current-former-trustee-financial-disclosure-form

Filename: sash2021-22-ar-current-former-trus\_KY94p9Y.pdf Size: 323.1 kB

# **Entry 7 BOT Membership Table**

Completed - Aug 1 2022

# **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.

### Authorizer:

Who is the authorizer of your charter school?

Board of Regents

### 1. 2021-2022 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 (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meeting s Attende d During 2021- 2022
1	Victoria VanVoor his	tory@se condave nuelear ning.co m	Chair	Account ability, Governa nce	Yes	2	01/01/2 020	12/31/2 023	12
2	Bryan Hickma n	<u>Bryan.Hi</u> <u>ckman</u> <u>@e3roc</u> <u>hester.o</u> <u>rg</u>	Trustee/ Member	Governa nace, Finanac e	Yes	3	02/01/2 020	06/14/2 022	11
3	Timothy Brown	<u>tjb423@</u> gmail.co <u>m</u>	Treasure r	Finance, Fundrais ing	Yes	1	12/19/2 018	11/1/20 21	5 or less
4	Evan Gallina	<u>evan@q</u> <u>allinade</u> <u>v.com</u>	Secretar y	Finance, Fundrais ing	Yes	5	02/01/2 022	01/31/2 025	11

5	Michael Mandina	<u>mmandi</u> <u>na@opti</u> <u>maxsi.c</u> <u>om</u>	Trustee/ Member	Fundrais ing	Yes	5	02/01/2 022	01/31/2 025	11
6	Frederic k Johnson	<u>revjohns</u> <u>on@roc</u> <u>hester.rr</u> .com	Trustee/ Member	Finance, Commu nity Engage ment	Yes	1	01/31/2 020	01/30/2 023	11
7	David Carr	<u>Davidca</u> <u>rr335@</u> <u>yahoo.c</u> <u>om</u>	Trustee/ Member	Fundrais ing	Yes	1	01/31/2 021	05/01/2 022	8
8	Calvin Gantt	<u>cgantt@</u> <u>monroe</u> <u>cc.edu</u>	Trustee/ Member	Account ability	Yes	1	01/31/2 021	01/30/2 024	10
9	Carol Garrett	<u>rev.cgar</u> <u>rett@ya</u> <u>hoo.com</u>	Trustee/ Member	Commu nity Enagea ment	Yes	1	03/01/2 021	02/28/2 024	10

# 1a. Are there more than 9 members of the Board of Trustees?

Yes

### **1b. Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meeting s Attende d During 2021- 2022
10	Dekedri an Johnson	<u>dekedri</u> an.johns on@gm ail.com	Trustee/ Member	Governa nce, Commu nity Engage ment	Yes	1	10/19/2 021	09/30/2 024	9
11	Spencer Ash	<u>spencer</u> <u>ash05@</u> gmail.co <u>m</u>	Trustee/ Member	Commu nity Engage ment, Fundrais ing	Yes	1	11/16/2 021	10/31/2 024	6
12	John O'Conne II	<u>jack@ja</u> <u>ckoconn</u> <u>ell.me</u>	Trustee/ Member	Finance	Yes	1	06/1/20 22	05/31/2 025	5 or less
13									
14									
15									

# 1c. Are there more than 15 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, 2022	9
b.Total Number of Members Added During 2021- 2022	3
c. Total Number of Members who Departed during 2021-2022	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

# 3. Number of Board meetings held during 2021-2022

12

# 4. Number of Board meetings scheduled for 2022-2023

12

### **Total number of Voting Members on June 30, 2022:**

9

# Total number of Voting Members added during the 2021-2022 school year:

3

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

15

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

#### Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

3

Thank you.

# **Entry 8 Board Meeting Minutes**

Completed - Aug 1 2022

#### **Instructions - <u>Required of Regents, NYCDOE</u>**, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should <u>match</u> the number of meetings held during the 2021-2022 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 1, 2022**.

# August 2021 Board Minutes (1)

Filename: August\_2021\_Board\_Minutes\_1.pdf Size: 235.4 kB

# **December 2021 Board Minutes**

Filename: December\_2021\_Board\_Minutes.pdf Size: 230.3 kB

# **April 2022 Board Minutes**

Filename: April\_2022\_Board\_Minutes.pdf Size: 267.2 kB

# February 2022 Board Minutes

Filename: February\_2022\_Board\_Minutes.pdf Size: 232.6 kB

# July 2021 Vertus Board Minutes V2

Filename: July\_2021\_Vertus\_Board\_Minutes\_V2.pdf Size: 206.8 kB

# January 2022 Board Minutes (1)

Filename: January\_2022\_Board\_Minutes\_1.pdf Size: 223.3 kB

# March 2022 Board Minutes (2)

Filename: March\_2022\_Board\_Minutes\_2.pdf Size: 234.6 kB

# June 2022 Board Minutes

Filename: June\_2022\_Board\_Minutes.pdf Size: 243.1 kB

# May 2022 Vertus Board Minutes 6-2-22

# **October 2021 Board Minutes**

Filename: October\_2021\_Board\_Minutes.pdf Size: 226.7 kB

# November 2021 Board Minutes

Filename: November\_2021\_Board\_Minutes.pdf Size: 234.5 kB

# September 2021 Board Minutes

Filename: September\_2021\_Board\_Minutes.pdf Size: 233.5 kB

# **Entry 9 Enrollment & Retention**

Completed - Aug 1 2022

# Instructions for submitting Enrollment and Retention Efforts

### **<u>Required of ALL Charter Schools</u>**

Describe the good faith efforts the charter school has made in 2021-2022 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 2022-2023.

# Entry 9 Enrollment and Retention of Special Populations

# **Recruitment/Attraction Efforts Toward Meeting Targets**

Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
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 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,	

Economically Disadvantaged

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 posts 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 addition to that, Vertus also ran 30, 15, and 5-second ads on WROC-TV. Two of the ads promoting school enrollment and Vertus continues to serve students that meet the definition of economically disadvantaged at a comparable percentage to the district. Therefore we will continue our annual recruitment and marketing efforts that we have engaged in. Attendance at festivals, social media marketing, and continued presence in the community. We will also host a series of events on campus in an effort to gain awareness in the community and further build relationships with various stakeholders.

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the other celebrates the Vertus Man of the Month. Throughout the city of Rochester, Vertus has promotional material planted at several local libraries,rec-centers, barbershops, and more.	
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 in Rochester). 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 feature story on 13Wham and Spectrum News. For these stories, we had our Valedictorian	Our English Language Learner percentage continues a slow and steady climb. The hiring of

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 toAmerica from the Dominican republic

**English Language Learners** 

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

Freddy Colon has proven to be beneficial, and we continue to have him serve as an assistant recruiter, building on his community relationships and gaining inroads into the Latino community. We will continue our social media push, the sponsoring of a team from the Rochester Hispanic Youth Baseball League, and our relationship with Daisy Algarin. We have also cultivated a relationship with Nativity Prep, a school with a large refugee population. As part of the community event mentioned above, one is a Latino Community Day, where we have patterned with Latino churches, music, and dance groups to increase our visibility among that population. We are confident that our efforts will contribute to the continued growth of our ELL population.

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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's social media post shared 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. on their page.	
Students with Disabilities	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	This is a demographic we have never had an issue recruiting, and we will continue our current efforts. As always, there is no doubt we will continue to meet or exceed the district rate in this category.

# **Retention Efforts Toward Meeting Targets**

Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Generally, Vertus seeks to retain students by providing each student with the structure and support of a learning team led by a full-time mentor called a Preceptor. In part toward retaining students, Preceptors are expected to call each of their student's families at least once every two weeks. In addition, Vertus Preceptors make two visits to families in the summer and early fall for each new entering student. Family Nights for	We continue to work on developing relationships with our students and families as the backbone for retention. We survey students and families to look at areas of growth and plan

Economically Disadvantaged	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 student's 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)	accordingly. We continually measure student culture and review our academic program to make improvements where we can. This year we held our first junior-senior prom, held our first vocal concert, beat battle, and started several electives that engage students academically.
English Language Learners	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.	Regular access through our online curriculum to instruction in Spanish and providing social and emotional support through our team/Preceptor model assists in retaining ELL students and families. We have translated our Creed into Spanish and have hired two more bi-lingual staff. We also utilize our current Spanish- speaking receptionist and administrative assistant to facilitate conversations with families. Having a Spanish- speaking staff provides a comfort level for families that is imperative for retaining students.
	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	Our special education staff focuses on developing relationships with their caseload, which in turn provides a sense of comfort and security for the students and their families. The high level of support given to

	Students with Disabilities	Coordinator who has experience	students in the labs contributes	
	in professional development and	to students' success. We		
		will be able to provide training to	continue to focus on professional	
		staff as needed in regards to	development for all staff to	
		behavioral or academic	develop a level of awareness that	
		accommodations for staff.	addresses students with	
		Success in the classroom and	disabilities' social-emotional and	
		lab, as well as feeling safe, will	academic needs. All of this	
		ultimately result in the retention	results in a high retention rate for	
		of these young men.	students with disabilities.	

# **Entry 10 - Teacher and Administrator Attrition**

Completed - Aug 1 2022

# 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<sup>[1]</sup> receive clearance through <u>the NYSED Office</u> of School Personnel Review and Accountability (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who 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 <u>not</u> employed by the school.

[1] Employees who 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 <a href="http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf">http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf</a> or visit the NYSED website at:

<u>http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html</u> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

#### **Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates <u>automatically</u> 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 <u>NYSED CSO Employee Clearance and Fingerprint Memo 10-2019</u>.

#### **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 - Aug 1 2022

#### Instructions

### **<u>Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY</u>**

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
<ul> <li>i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)</li> </ul>	3
<ul><li>ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)</li></ul>	1
<ul><li>iii. FTE count of uncertified teachers with two years</li><li>of Teach for America experience (as of June 30,</li><li>2022)</li></ul>	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

#### **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, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
<ul><li>iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)</li></ul>	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	0.0

#### TOTAL FTE COUNT OF <u>UNCERTIFIED</u> TEACHERS (Sum of Categories A, B AND C)

(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	5

#### 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 <u>CERTIFIED</u> 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	15



## **Entry 12 Organization Chart**

Completed - Aug 1 2022

#### Instructions

#### **<u>Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY</u>**

Upload the 2021-2022 **Organization Chart.** The organization chart should include position titles and reporting relationships. Employee names should **<u>not</u>** appear on the chart.

#### orgchart6

Filename: orgchart6.10.22.pdf Size: 187.3 kB

## **Entry 13 School Calendar**

Incomplete

Instructions for submitting School Calendar

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

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the <u>minimum instructional requirements</u> 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 also 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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

### **Entry 14 Links to Critical Documents on School Website**

Completed - Aug 1 2022

#### Instructions

#### <u>Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required</u> <u>to submit item 5: Authorizer-approved DASA policy</u> and NYSED-Approved School Discipline Policy

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

- 1. Current Annual Report (i.e., 2021-2022 Annual Report);[1]
- 2. Board meeting notices, agendas and documents;
- 3. New York State School Report Card;
- 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY);
- 5. District-wide safety plan, not a building level safety plan (as per the September 2021 <u>Emergency</u> <u>Response Plan Memo</u>;
- 6. Authorizer-approved FOIL Policy; and
- 7. Subject matter list of FOIL records. (Example: See <u>NYSED Subject Matter List</u>)

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

# Form for Entry 14 Links to Critical Documents on School Website

School Name: Vertus Charter School

<u>Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required</u> <u>to submit item 4: Authorizer-approved DASA policy</u> and NYSED-Approved School Discipline Policy

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.vertusschool.org/resources/
2. Board meeting notices, agendas and documents	https://www.vertusschool.org/board/
3. New York State School Report Card	https://www.vertusschool.org/results-2/
4. Authorizer-approved DASA Policy and NYSED- Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.vertusschool.org/resources/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.vertusschool.org/resources/
6. Authorizer-approved FOIL Policy	https://www.vertusschool.org/resources/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.vertusschool.org/resources/

Thank you.

## **Entry 15 Staff Roster**

Completed - Aug 1 2022

#### **INSTRUCTIONS**

#### **Required of Regents and NYCDOE-authorized Charter Schools ONLY**

Please click on the MS Excel <u>Faculty/Staff Roster Template</u> and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

#### annual report faculty-staff-roster-template-2022 (5)

Filename: annual\_report\_faculty-staff-roste\_gi1WVEn.xlsx Size: 26.5 kB

#### Disclosure of Financial Interest by a Current or Former Trustee

#### **Trustee Name:**

Carol M. Garrett

#### Name of Charter School Education Corporation:

Vertus High School

- List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Member only
- 2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?



If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?



If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes 🖌 No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.



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
6			

7. 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 <u>and</u> in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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
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والتعاويل والمحافظ				-	
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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. The personal contact information provided below will be redacted.

#### **Business Telephone:**

The Historic Parsells Church

Business Address:

P.O. Box 10670, Rochester NY 14610

E-mail Address:

Rev.cgarrett@yahoo.com

Home Telephone:

585-966-9116

Home Address:

56 Holbrooke Street, Rochester NY 14621

Signature

7-26-22

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

#### Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

H. Galling Van

Name of Charter School Education Corporation:

Vertus High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer, Secretary

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?



If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?



If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

		Yes	$\mathbf{X}$	No
F	Vac	nloa	co do	scri

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

5. 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?



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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.



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

7. 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 <u>and</u> in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

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Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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. The personal contact information provided below will be redacted.

**Business Telephone:** 

585-654-6650

**Business Address:** 

S. Wonton Rd. Suite 100 Rechester NY 14618 1890

E-mail Address:

evan@gallmider.com

Home Telephone:

585-739-6158

**Home Address:** 

32 Oliver St., Rachester, NY 14607

LU.

Signature

 $\frac{7/19/22}{\text{Date}}$ 

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

**1.** List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

#### Yes No

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

**5.** 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

-

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

7. 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 <u>and</u> in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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Business Telephone:		
Business Address:	 	
E-mail Address:	 	
Home Telephone:	 	
Home Address:	 	

#### Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

**1.** List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

#### Yes No

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

**5.** 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

-

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

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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

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#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

**1.** List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

#### Yes No

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

**5.** 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.

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

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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

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#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

**1.** List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

#### Yes No

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#### Yes No

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

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#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

**1.** List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

#### Yes No

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**5.** 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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

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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

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#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

**1.** List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

#### Yes No

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

**5.** 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

-

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

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#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

**1.** List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

#### Yes No

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

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#### Yes No

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

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

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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

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## Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Fredrick Johnson

Name of Charter School Education Corporation:

Vertus Charter School

- List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
  Board member, Chair of Finance Committee, Chair of community engagement committee
- 2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?



If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?



If Yes, please describe the nature of your relationship and if the student could benefit from your participation.



Fredrick Johnson

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

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

5. 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.

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\*\*\* \*/diation corporation?

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Vertus Charter School

Fredrick Johnson

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

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





Vertus Charter School

- Fredrick Johnson

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Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



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### **Business Telephone:**

585-820-5645

### **Business Address:**

292 Hudson ave, Rochester, NY 14605

E-mail Address:

revjohnson@rochester.rr.com

Home Telephone:

585-820-5645

Home Address:

35 Osprey Drive, West Henrietta, NY 14586

Signature Date

Acceptable signature formats include:

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#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

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**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

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#### Yes No

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-

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

7. 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 <u>and</u> in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.

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Business Telephone:		
Business Address:	 	
E-mail Address:	 	
Home Telephone:	 	
Home Address:	 	

#### Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

#### Disclosure of Financial Interest by a Current or Former Trustee

#### Trustee Name:

#### Name of Charter School Education Corporation:

**1.** List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

**2.** Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

**3.** Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

#### Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

**4.** Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

#### Yes No

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

**5.** 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

-

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

7. 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 <u>and</u> in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.

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Business Telephone:		
Business Address:	 	
E-mail Address:	 	
Home Telephone:	 	
Home Address:	 	

#### Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF



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

#### August 24, 2021

#### Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") on August 24, 2021 at 4:00 p.m. EST **Quorum and Attendees** 

The following directors were present:

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

None

The following members of the public were present:

#### Call to Order

Ms. Tory Van Voorhis was running late, and in her brief absence, Mr. Hickman, Former Board Chair, called the meeting to order at 4:23 p.m. and acted as Chairperson of the meeting until Ms. Van Voorhis arrived. 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 see, hear and be seen and heard by each other.

#### **Governance and Resolutions**

**Resolution 1:** That the board approve the minutes of the July Vertus Board meeting. The motion was moved by Mr. Gantt, seconded by Mr. Mandina, and passed unanimously at 4:24 pm.

**Resolution 2:** That the board approve the purchase of a used 2015 International 60 child/40 Adult capacity school bus for the agreed upon price of \$24,995.00 plus all associated costs and fees. The motion was moved by Ms. Van Voorhis, seconded by Mr. Hickman, and passed unanimously at 4:36 pm.

**Resolution 3:** Due to the increased obligations at Key Bank caused by the Covid-19 Pandemic, Mr. Brown must step down as the Finance Committee Chair and the Board approve that Rev. Johnson be appointed as acting Chair of the Finance Committee until a permanent Chair is named. The motion was moved by Mr. Hickman, seconded by Mr. Gantt, and passed unanimously at 5:28 pm.

**Finance Committee Report:** In Mr. Brown's absence, Ms. Locey reported on his behalf and reviewed school finances in depth. The school is in a strong cash position to start the year, and is optimistic that with the approved budget and stronger than anticipated enrollment numbers, it will remain cash positive for the upcoming school year. Ms. Locey discussed the need for a new school bus and has proposed purchasing a used bus while the school is in a strong cash position.

#### School Reports

**Principal Report:** Ms. Locey gave an update on school activities including a new mural that students from the mural arts class painted, and the addition of the schools first Advanced Placement offering. The school has now submitted the annual report, began the annual audit, and applied to be a designated donor for the United Way of Rochester. Summer session was a success and as it came to an end, the adjusted 4-year graduation rate was 77%, with the 5-year and 6-year graduation rates being above 80%. Recruiting efforts are ongoing as the new school year begins, in hopes of increasing the overall enrollment of the school.

**Fundraising Committee:** Vertus has applied for donor designation for the United Way of Rochester, which would allow any donor of UW to dedicate funds directly to Vertus. As the new school year begins, the enrollment numbers are outpacing the projections, which in part has been a result of the Causewave efforts. There is also an ongoing effort applying for grants, especially has the school has seen recent success.



**Community Engagement Committee:** The Board discussed ongoing opportunities to engage the community, specifically communities in which English is not the first language. Vertus is going to try and engage the refugees that are arriving in Rochester.

#### 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. Mandina, and unanimously approved, the Board adjourned the meeting at 5:55 p.m. EST.

Evan Gallina Secretary of the Board



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

#### December 21, 2021

#### Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") via video conference on December 21, 2021 at 4:00 p.m. EST **Quorum and Attendees** 

The following directors were present:

Victoria Van Voorhis Evan Gallina (Reverend) Frederick Johnson Calvin Gantt Mike Mandina Carol Garrett Dekedrian Johnson Bryan Hickman

The following directors were excused:

David Carr Spencer Ash

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:

None

#### Call to Order



Ms. Tory Van Voorhis called the meeting to order at 4:08 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 November Vertus Board meeting. The motion was moved by Mr. Johnson, seconded by Mr. Medina, and passed unanimously at 4:10 pm.

**Resolution 2**: That the board approve the allocation of funds for the initiation of expanding the school to include grades 6-8, which will involve a consulting contract with School Works, and work in conjunction with Ms. Locey. The motion was moved by Mr. Gantt, seconded by Ms. Van Voorhis, and passed unanimously at 5:34 pm.

**Finance Committee Report:** Ms. Brisson reported on behalf of the finance committee, and brought the board up to date on the current cash position of the school. As the halfway point of the school year has arrived, the actual spend is in line with the budgetary assumptions outlaid at the beginning of the school year. Pending no major surprises in the spring semester, the school is on track to finish the year in a strong cash positive position.

#### School Reports

**Principal Report:** With the winter break approaching, Ms. Locey gave an update on school activities, including both the modification of remote learning due to COVID-19, as well as cancellation of the January Regents exams. Winter sports have commenced and student participation is over 20%. Furthermore, the NCAA has approved the academic program and courses of Vertus to be eligible for college athletics.

*Fundraising Committee:* Vertus has received a \$30,000 grant from the ESL Foundation, and an \$8,000 grant from the Wilmott Foundation, continuing the positive success rate of the grant writing program.

#### Public Comment

None.

#### **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. Johnson, and unanimously approved, the Board adjourned the meeting at 5:43 p.m. EST.


21 Humboldt Street Rochester, New York 14609

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

# April 26, 2022

## Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") on April 26, 2022 at 4:00 p.m. EST in person at Vertus Charter School. **Quorum and Attendees** 

The following directors were present:

Victoria Van Voorhis Evan Gallina (Reverend) Frederick Johnson Mike Mandina Bryan Hickman Calvin Gantt Dekedrian Johnson

The following Directors were excused:

David Carr (illness) Spencer Ash (Reverend) Carol Garrett

The following directors were absent:

None

The following staff members were present:

Julie Locey Timothy Hill Levi Bennett

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

The following members of the public were present: John O'Connell, prospective board member



# 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 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 approves the minutes of the March Vertus Board meeting. The motion was moved by Mr. Gantt, seconded by Mr. Mandina, and passed unanimously at 4:55 pm.

**Resolution 2:** 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 John O'Connell as a final candidate to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by SED. The resolution approving John O'Connell is formally adopted upon SED's approval.

The motion was moved by Rev. Johnson, seconded by Mr. Gantt, and passed unanimously at 4:57 pm.

**Finance Committee Report:** Ms. Brisson reported on behalf of the finance committee, and informed the board that the projected surplus for the year is slightly higher than the budget, based on student enrollment and various small grants received. It was also reported that the school is the recipient of the Greater Rochester Health Foundation grant, which is a total of \$178,000, to be given over three years, for the mental health program to benefit the students.

# School Reports

**Principal Report:** Ms. Locey is proud to report that March was the highest attended month of the year so far. 143.73 course credits were earned in March and 444 courses were completed, putting the student body on track for a successful academic year. With spring sports returning, the baseball and outdoor track team are in full swing with full rosters. May 4<sup>th</sup> will mark the school's first-ever Voices of Valor Chorus concert, which will showcase the school's new acapella class. The school is prepared for the NYSED mid-term site visit, which will occur on June 2<sup>nd</sup> and 3<sup>rd</sup>.

Ms. Locey took the board through the results of a comprehensive staff survey. The feedback from all levels of staff is generally positive and in alignment with the school's mission and



culture. The areas showing concern were a desire for an increase in salary, more planning time and more professional development. Ms. Locey is already taking action in those areas and others.

Mr. Levi Bennett presented a plan to raise the visibility of Vertus in the community so that more parents of potential students will understand what the school can do for their teenage boys. The plan includes a number of public events, including a Jazz Concert in conjunction with Rochester's Jazz Fest. A lengthy discussion ensued. Applications for the school are up significantly compared to last year to date.

## Public Comment

None.

# <u>Adjournment</u>

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. Hickman, and unanimously approved, the Board adjourned the meeting at 6:05 p.m. EST.



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

# February 15, 2022

## Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") via video conference on February 15, 2022 at 4:00 p.m. EST **Quorum and Attendees** 

The following directors were present:

Victoria Van Voorhis Evan Gallina (Reverend) Frederick Johnson Carol Garrett Dekedrian Johnson Bryan Hickman Calvin Gantt

The following directors were excused:

David Carr Spencer Ash Mike Mandina

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 Kirsten Barclay – Bond, Schoeneck & King PLLC

The following members of the public were present:

None



# 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 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. Johnson, seconded by Rev. Johnson, and passed unanimously at 4:04 p.m.

**Resolution 2:** That the board approve the re-election of current Board Member Evan Gallina for an additional 3-year term. The motion was moved by Mr. Hickman, seconded by Rev. Johnson, and passed unanimously at 4:06 p.m.

**Resolution 3:** That the board approve the re-election of current Board Member Mike Mandina for an additional 3-year term. The motion was moved by Mr. Gallina, seconded by Mr. Hickman, and passed unanimously at 4:07 p.m.

**Finance Committee Report:** Ms. Brisson reported on behalf of the finance committee, and brought the board up to date on the current cash position of the school. Barring no major surprise costs, the school should finish the year in a strong cash position. Vertus has also continued its grant work, and with the recent grant of \$10,000 from the Bill Belichick Foundation, the total amount of grants received for 2021 totals \$103,000.

#### School Reports

**Principal Report:** With Covid cases on the decline in Monroe County, students have reoccupied the building and have had a strong start to the spring semester. Throughout the month of February, students have embraced Black History Month and hosted events from live music to historical presentations. Currently, the school is on track for a 5-Year Graduation Rate of 89%. Vertus will be hosting its second Family Night on March 4<sup>th</sup>.

# **Executive Session**

The Board entered Executive Session at 4:10 p.m. and remained in session until 4:47 p.m., before resuming the normal board meeting.

The Board again entered Executive Session at 5:10 p.m. and remained in session until 5:50 p.m.

#### Public Comment

None.



## **Adjournment**

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Hickman, seconded by Dr. Garrett, and unanimously approved, the Board adjourned the meeting at 5:50 p.m. EST.



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

July 27, 2021

## Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") was held on July 27, 2021 at 4:00 p.m. EST, in person at the school.

## **Quorum and Attendees**

The following directors were present:

Victoria Van Voorhis Bryan Hickman David Carr Calvin Gantt Frederick Johnson Mike Mandina

The following directors were excused:

Timothy Brown Evan Gallina Carol Garrett

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:

None



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## Call to Order

Ms. Tory Van Voorhis called the meeting to order at 4:07 p.m. and acted as Chairperson of the meeting. Mr. Hickman 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 June Vertus Board meeting. The motion was moved by Mr. Mandina, seconded by Rev. Johnson, and passed unanimously at 4:11 pm.

**Resolution 2:** That the board approve the meeting dates submitted by Ms. Locey, with the April date set at April 26 rather than April 12. The meeting dates will be posted on the Vertus website. The motion was moved by Mr. Hickman, seconded by Mr. Gantt, and passed unanimously at 4:17 pm.

#### Principal Report:

Ms. Locey gave an update on school activities, keying off her Month at a Glance report to the board. The summer session has about 120 students, with two thirds of them attending in person and others working remotely. There is no hybrid offering. The plan for the fall is 5 days a week of in-person instruction, as the past year has proven that in-person instruction is far more effective both academically and for student socialization.

Enrollment of new students for the fall is moving ahead more briskly than previous years, with 58 applicants either fully enrolled or nearing completion of enrollment paperwork. An additional 19 applicants have been accepted by Vertus but haven't started paperwork. To meet enrollment goals, it is estimated that an additional 50 applications will be needed, which is believed to be possible based on past summer application experience.

Course completions and credits earned were in line with previous months, given that June is a short month leading up to graduation.

**Finance Committee Report:** In Mr. Brown's absence, Ms. Brisson reported on his behalf and reviewed school finances in depth. Due to extremely tight cost controls throughout the pandemic, the fiscal year ended with a surplus estimated to be just over \$179,000 or 3.5% of revenues, in line with NYSED expectations. The school ended the year with a cash balance



sufficient to fund operations through until the November payment from RCSD makes up for the low payments in July and September, which do not take new enrollees into full account. The on-site audit will take place between August23 and September 2.

## **Accountability Report**

As reported in the committee meeting minutes, the school is reviewing a range of math and reading intervention programs to allow better interventions with the many students who arrive at Vertus 3 or 4 years behind in these subjects. The school is looking for proven programs based on good research and science.

Given the correlation between attendance and student progress, a new Attendance officer role has been created and a working group will focus on ways to draw students in through more interesting offerings and incentives.

#### **Other Committees**

Governance: two prospective board members are going through the vetting process. The Finance, Fundraising and Community Engagement committees will report at the August 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. Gantt, seconded by Mr. Hickman, and unanimously approved, the Board adjourned the meeting at 5:17 p.m. EST.

Bryan Hickman Secretary of the Board Meeting



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

# January 18, 2022

# Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") via video conference on January 18, 2022 at 4:00 p.m. EST **Quorum and Attendees** 

The following directors were present:

Victoria Van Voorhis Evan Gallina (Reverend) Frederick Johnson Mike Mandina Carol Garrett Dekedrian Johnson Bryan Hickman Spencer Ash Calvin Gantt

The following directors were excused:

David Carr

The following directors were absent:

None

The following staff members were present:

Julie Locey Timothy Hill

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

The following members of the public were present:

None



# Call to Order

Ms. Tory Van Voorhis 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. 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 December Vertus Board meeting. The motion was moved by Mr. Johnson, seconded by Rev. Johnson, and passed unanimously at 4:07 pm.

**<u>Finance Committee Report</u>**: Ms. Brisson reported on behalf of the finance committee, and brought the board up to date on the current cash position of the school. As of now, due to increased revenues, the school is hoping to outperform the proposed budget surplus.

# School Reports

**Principal Report:** Due to the spike in Covid cases in Monroe County, Vertus was forced to go remote for two weeks in order to reduce the spread throughout the building. Since the January Regent exams were cancelled, the second semester of the year will begin on February 7<sup>th</sup>, 2022.

**Community Engagement Committee:** The committee met and discussed the constraints that the pandemic has created in regards to community engagement. Vertus is working to develop relationships with prominent community members in order to create awareness and support for the school.

#### Public Comment

None.

# **Adjournment**

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Van Voorhis, seconded by Mr. Hickman, and unanimously approved, the Board adjourned the meeting at 6:01 p.m. EST.



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

# March 15, 2022

## Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") on March 15, 2022 at 4:00 p.m. EST at Vertus Charter School, 21 Humboldt Street, Rochester, NY.

## **Quorum and Attendees**

The following directors were present:

Victoria Van Voorhis Evan Gallina (Reverend) Frederick Johnson Mike Mandina (Reverend) Carol Garrett Bryan Hickman Spencer Ash Calvin Gantt

The following directors were excused:

David Carr Dekedrian Johnson (Jury Duty)

The following directors were absent:

None

The following staff members were present:

Julie Locey Timothy Hill

The following advisors to the Board were present:

Amy Brisson – DeJoy, Knauf & Blood, LLP

The following members of the public were present:

None



# Call to Order

Ms. Tory Van Voorhis called the meeting to order at 4:09 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, seconded by Rev. Johnson, and passed unanimously at 4:10 pm.

**Finance Committee Report:** Ms. Brisson reported on behalf of the finance committee, and informed the board that the budget is on track, with positive cash contributions in February. Via four separate grants, the school was able to receive an additional total of \$55,000 for career development, athletics, and the food cupboard.

## School Reports

**Principal Report:** With in person activities resuming, the school was able to host a family night on March 3<sup>rd</sup> and saw its highest participation rate in school history. After follow ups with families that could not attend, the total participation rate was approximately 90%. The school will also host its Blazer Ceremony on March 26<sup>th</sup>. Graduation has been scheduled and set for June 17<sup>th</sup> at 6:00 p.m.

*Governance & Nominating Committee:* The committee met with a potential new board member and discussed the possibility of adding this person. The committee also discussed the onboarding process and reviewed the current board matrix.

**Accountability Committee:** The committee met and reported on the current projected graduation rate and projected graduation rate going forward. The committee also discussed the important of students having their drivers license upon graduation to ensure that they are prepared for jobs and/or higher education.

# Public Comment

None.

# <u>Adjournment</u>

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Van Voorhis, seconded by Mr. Hickman, and unanimously approved, the Board adjourned the meeting at 6:06 p.m. EST.



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

June 28, 2022

## Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") on June 28, 2022 at 4:00 p.m. EST **Quorum and Attendees** 

The following directors were present:

Victoria Van Voorhis Evan Gallina Reverend Frederick Johnson Spencer Ash Mike Mandina Reverend Carol Garrett Dekedrian Johnson Jack O'Connell Calvin Gantt

The following directors were excused:

None

The following directors were absent:

None

The following staff members were present:

Julie Locey Timothy Hill Levi Bennett

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 4:04 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 May, 2022 Vertus Board meeting. The Board reviewed the minutes and following discussion, the motion was moved by Mr. Johnson, seconded by Mr. Ash, and passed unanimously at 4:07 pm.

**Resolution 2:** That the board unanimously approve the formal resignation of board member Mr. Bryan Hickman. Mr. Hickman played a vital role in the formation of the school and the Board is extremely thankful for all his hard work throughout the course of his tenure on the Board. The motion was made and approved at 4:08 pm.

**Resolution 3:** That the board approve the formal seating of John (Jack) O'Connell to the Board of Trustees, along with NYSED having approved Mr. O'Connell to the Board of Trustees, along with the Board of Trustees approving Mr. O'Connell to the Board of Trustees, and upon a motion by Dr. Johnson and seconded by Mr. Gallina, the board unanimously approved Mr O'Connell to the be seated to the Board of Trustees.

**Finance Committee Report:** Ms. Brisson reported on the behalf of the Finance Committee and reviewed school finances in depth. The school fiscal year comes to an end as of June 30<sup>th</sup>, and it is projected to complete the year in a more positive cash position than previous expected. The school leadership has monitored costs extremely closely and has consistently been under budget from an expense standpoint. The school surplus projected at this point will help the school maintain stability well into next fiscal year.

# School Reports

**Principal Report:** Ms. Locey gave an update on school activities and celebrated the close of the spring session. This past session has brought many challenges, however, the students persisted and the school was able to celebrate numerous milestones, including the first football season, vocal concert, senior banquet, and junior and senior prom. The school will take a short break before returning to session on July 11<sup>th</sup> for the summer. As summer continues, recruitment remains a main focus of the school in hopes of boosting enrollment by the fall. The school had a wonderful graduation ceremony on June 17<sup>th</sup>.

**Recruitment Report:** The school is trending in the proper direction to experience increased enrollment for the fall semester. Efforts continue to ramp up through call a thons, open community nights, and a local basketball tournament.



## The Board entered executive session at 5:38 and remained in executive session until 6:26.

**Resolution 4:** That the Board approve the budget for the 2022-2023 school year, as presented by Ms. Brisson and upon a motion by Mr. Mandina and Seconded by Mr. Gantt, that the base pay for CEO is elevated, as outlined in the budget and that total bonus allocation approved for the budget is \$30,000.

#### Public Comment

None.

#### <u>Adjournment</u>

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Johnson, seconded by Mr. Ash, and unanimously approved, the Board adjourned the meeting at 6:28 p.m. EST.



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

May 24, 2022

# Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") in person at 21 Humboldt Street, Rochester NY, 4:00 p.m. EST **Quorum and Attendees** 

The following directors were present:

Ms. Victoria Van Voorhis Mr. Spencer Ash Mr. Dekedrian Johnson Mr. Bryan Hickman Dr. Fred Johnson Mr. Michael Mandina

The following directors were excused: Mr. Evan Gallina Dr. Calvin Gantt Rev. Carol Garrett

The following directors were absent:

None

The following staff members were present:

Ms. Julie Locey Mr. Timothy Hill

The following members of the general public were present:

Mr. Jack O'Connell, prospective board member Ms. Rachel Ksenyak, Board on Track, via video

# Call to Order

Ms. Van Voorhis called the meeting to order at 4:06 p.m. and acted as Chairperson of the meeting. Mr. Hickman 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. Ms. Van Voorhis 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 April 26, 2022. Following discussion, and upon a motion made by Mr. Mandina, seconded by Mr. Dekedrian Johnson, the Board unanimously approved the Prior Minutes.

Motion #2. Resolved, that the Board of Trustees accepts the resignation from the Vertus Charter School Board of Trustees of David Car, due to health reasons. Following discussion, thanking Mr. Carr for his past service and willingness to assist Vertus as a committee member when his health recovers, and upon a motion made by Mr. Hickman, seconded by Mr. Dekedrian Johnson, the Board unanimously approved the resolution.

Motion #3. Resolved, that former CEO Dr. Leigh McGuigan shall be removed as a signatory on Vertus' bank accounts. In a discussion with the school's bankers, it was discovered that she had not been removed and all agreed that this situation should be remedied immediately. Upon a motion by Mr. Dekedrian Johnson, seconded by Dr. Frederick Johnson, the board voted unanimously to approve this resolution.

*Motion #4. Resolved, that Mr. Dekedrian Johnson be added as a signatory on the Vertus bank accounts.* After discussion, upon a motion made by Mr. Hickman, seconded by Mr. Mandina, the board unanimously approved the resolution.

*Motion #5. Resolved that the CEO may open a separate bank account to support the school store.* The school is a small operation allowing students to purchase snacks and other items without leaving the premises, and since various on-line payment methods may be used, it was thought important not to have this activity linked to any of the Vertus operating accounts. On a motion by Mr. Mandina, seconded by Mr. Dekedrian Johnson, the board unanimously approved the resolution.

#### **Board on Track**

Ms. Rachel Ksenyak made a brief presentation introducing the Board on Track program. All board members have logged in and set up personal accounts and she explained how the program will proceed over the coming year with the goal of improving the efficiency and effectiveness of the board.

#### **School Reports**

**CEO Report:** Ms. Locey gave an update on school activities. The NYSED mid-term site visit will take place June 2 and 3, with an interview with the board at 12:30 pm on June 2. Graduation



will take place on June 17 at 6:00 pm at 321 East Avenue. Ms. Locey expects that the Vertus 5year graduation rate will be close to 90% by the end of summer session.

Applications to the school are running higher than the past two years, and the team will strive to increase enrollment over this year. The school and several surrounding businesses suffered an internet outage for two days in April that impacted the on-line education part of the program. Attendance dipped in April, in part due to the outage, but also because students are still trying to return to normal routines after so much time of remote learning during the pandemic.

**CFO Report/Finance Committee:** Dr. Johnson reported that the school continues to operate with a good surplus and cash position, and that the Finance Committee met to review the draft budget for the 2022-23 school year. Further work is needed keep the budget in balance while providing staff with reasonable increases in compensation in the face of inflation. A final budget will be presented at the June board meeting.

**School expansion:** The board continued its discussion of the expansion of the school to include grades 7 and 8, and possibly 6, as a way to catch students earlier so that they can enter high school more ready for high school work than the current situation where many students test at or below a 5<sup>th</sup> grade level as they enter Vertus' ninth grade and must spend much of their time at Vertus catching up. Assignments were made to explore the practicality of such expansion, starting with the finance committee to report at the August board meeting on financial implications.

**Governance:** The board discussed several possible candidates for addition to the Board of Trustees and directed the committee to continue vetting these candidates.

#### **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 5:45 p.m. EST.

Bryan Hickman Secretary of the meeting



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

# October 19, 2021

## Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") on October 19, 2021 at 4:00 p.m. EST <u>Quorum and Attendees</u>

The following directors were present:

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

The following directors were excused:

Timothy Brown Mike Mandina Carol Garrett

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:

None

#### Call to Order



Ms. Tory Van Voorhis called the meeting to order at 4:07 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 September Vertus Board meeting. The motion was moved by Mr. Gantt, seconded by Mr. Hickman, and passed unanimously at 4:08 pm.

**Finance Committee Report:** Ms. Brisson reported on behalf of the finance committee, which recently reviewed the annual audit with Mengel, Metzger, and Barr. The audit results were very positive and overall, Mengel, Metzger, and Barr had very few suggestions. The school remains in a strong cash position and is operating within the approved budget.

## **School Reports**

**Principal Report:** Ms. Locey gave an update on school activities, including the baseline NWEA results for the incoming students. Baseline results are in line with the past, but with many more students scoring lower in math. Vertus will be hosting a family night on November 18<sup>th</sup>, for all friends and family of Vertus. The inaugural football season is coming to a close and experienced success not only on the field, but also off the field by encouraging school spirit. The growth of the football program will hopefully positively effect enrollment in the coming years. School enrollment is steady at the budget number, with over 100 current students also enrolled in career ready programs through Vertus partnerships.

*Fundraising Committee:* Vertus has prepared the next round of grants with Grants 4 Good, and hopes to continue the momentum of receiving funds via grants. Vertus has also been approved for donor designation by the United Way of Greater Rochester.

# Public Comment

None.

# **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. Gallina, and unanimously approved, the Board adjourned the meeting at 5:51 p.m. EST.



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

# November 23, 2021

## Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") on November 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 Calvin Gantt Mike Mandina Carol Garrett

The following directors were excused:

David Carr Dekerian Johnson Spencer Ash

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:

None

#### Call to Order



Ms. Tory Van Voorhis 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. 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 October Vertus Board meeting. The motion was moved by Mr. Hickman, seconded by Rev. Johnson, and passed unanimously at 4:06 pm.

**Resolution 2**: That the board accept the formal seating of Spencer Ash to the board of trustees. The motion was moved by Rev. Johnson, seconded by Mr. Gallina, and passed unanimously at 4:07 pm.

**Resolution 3**: That the board accept the formal resignation of Tim Brown, who most recently acted as treasurer of the board. Mr. Brown's time on the board was greatly appreciated and the board will be saddened by his resignation. The motion was moved by Mr. Gantt, seconded by Mr. Hickman, and passed unanimously at 4:08 pm.

**Resolution 4**: That the board accept and approve the annual benchmark goals put forth by school leadership for the 2021-2022 school year. The motion was moved by Mr. Gallina, seconded by Ms. Garrett, and passed unanimously at 4:17 pm.

**Finance Committee Report:** Ms. Brisson reported on behalf of the finance committee, and brought the board up to date on the current cash position of the school. Cashflow remains in a strong position, and the approved budget is in line with actual costs. Ms. Brisson will continue to monitor the budget and actual costs closely as the school approaches the midway part of the year.

# School Reports

**Principal Report:** Ms. Locey gave an update on school activities, including its first family night of the year, which was held on November 18<sup>th</sup>. Vertus will also have its first Blazer Ceremony on December 11<sup>th</sup>, with guest speaker Regent Wade Norwood. In the midst of the recent violence in the RCSD, and in Rochester in general, Vertus has taken the initiative and set up an in school safety patrol, which consists of a group of students, and will help promote safety within the school. Vertus will also be hosting a Thanksgiving Dinner the day before the holiday so that students and staff can share a meal and give thanks together.

*Fundraising Committee:* Vertus has received a \$10,000 grant from the McGowen Foundation, as well as asks out to ESL and Key Bank. The board has all been asked to make an individual



donation by end of the year to ensure that Vertus has 100% board participation in charitable contributions.

### Public Comment

None.

## <u>Adjournment</u>

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Mr. Gantt, seconded by Mr. Hickman, and unanimously approved, the Board adjourned the meeting at 5:00 p.m. EST.



# MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS VERTUS CHARTER SCHOOL

# September 21, 2021

## Time and Place of Meeting

A meeting of the Board of Directors (the "**Board**") on September 21, 2021 at 4:00 p.m. EST at Vertus Charter School, 21 Humboldt Street, Rochester, NY.

#### **Quorum and Attendees**

The following directors were present:

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

Dekedrian Johnson (potential board member) Spencer Ash (potential board member)



# Call to Order

Ms. Tory Van Voorhis called the meeting to order at 4:13 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 August Vertus Board meeting. The motion was moved by Mr. Gantt, seconded by Mr. Mandina, and passed unanimously at 4:16 pm.

**Resolution 2:** That the board approve that, 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, Spencer Ash be a final candidate to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by SED. The motion was moved by Mr. Hickman, seconded by Mr. Carr, and passed unanimously at 4:17 pm.

**Resolution 3:** That the board approve that, 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, Dekedrian Johnson be a final candidate to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by SED. The motion was moved by Mr. Gallina, seconded by Mr. Hickman, and passed unanimously at 4:19 pm.

**Finance Committee Report:** Ms. Brisson reported on behalf of the finance committee and reviewed school finances in depth. The school is currently in a strong cash position and hopes that increased enrollment efforts will yield increased revenue. The Finance committee will be meeting with Michele Cain from Mengel, Metzger, and Barr to review the annual audit on October 5<sup>th</sup>.

#### **School Reports**

**Principal Report:** Ms. Locey gave an update on school activities and noted that the school year is now in full swing as students returned to the classroom on September 2<sup>nd</sup>. It was also discussed that the recent shortage in school bus drivers in the Rochester District has been felt by the school. Overall, this has affected the attendance rate, however, the purchase of a replacement school bus has helped mitigate this problem. School enrollment is currently at our



budget number, and recruiting efforts will continue in hopes of attracting more students as the fall semester continues.

*Fundraising Committee:* Vertus has experienced continued success on its grant writing efforts and have recently won 3 separate grants for a total of \$35,000. Vertus also is waiting to hear if they will become a United Way designated donor.

In prior discussions, the Board decided that it would be helpful to undergo diversity, equity and inclusion training. Mr. Gantt led a presentation starting at 5:00 pm, followed by a discussion with all present board members, about best practices when it comes to diversity, equity, and inclusion.

## 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 5:55 p.m. EST.



General Information and Fire/Life Sa	
Inspection Date:	
	5/2/22
1. Primary Use:	
	INSTRUCTIONAL
2. Fire Sprinkler System?	
	Yes
2a. Sprinkler alarm?	
2. Fine Underset Sustaine 2	No
3. Fire Hydrant System?	Yes
3a. Hydrant Ownership:	165
sa. nyarané ownersnip.	Public owned
4. Building Ownership:	
Ç .	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?:	
5. Leased to Others?:	Yes
En Tanant Nama:	
5a. Tenant Name:	CrazyDog TShirts
5a. Tenant Address:	
	21 Humboldt Street, Rochester, NY14609
5a. Tenant Phone #:	
	(585) 271-6740

	radinaes rianning inspection view rices
5a. Tenant Name:	
5a. Tenant Address:	CE (Carrier Enterprise)
Ja. Tenant Address.	21 Humboldt St, Rochester, NY 14609
5a. Tenant Phone #:	· · · · · · · · · · · · · · · · · · ·
	(585) 232-4980
6. Square footage:	
8a. Fire drill manuals distributed?	48800
oa. Fire unii manuais distributeu?	Yes
8d. Average evacuation time:	103
	2 minutes 23 seconds
8e. Arson/Fire Prevention?	
	Yes
8f. Prevention/Evacuation Training?	
	Yes
9. Fire Dept. notified via alarm?	
10. Any Eiroc2	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 repor	
	Yes

# **FIRE & EMERGENCY DRILLS**

	Date	Туре	
1	Sep 10, 2020	Evacuation	
2	Sep 14, 2020	Lockdown	
3	Sep 23, 2020	Evacuation	

7/26/22, 8:20 AM

Facilities Planning - Inspection View - 71862

	Date	Туре
4	Nov 4, 2020	Evacuation
5	Nov 4, 2020	Lockdown
6	Nov 2, 2020	Lockdown
7	Mar 25, 2021	Evacuation
8	Apr 7, 2021	Evacuation
9	May 4, 2021	Evacuation
10	May 20, 2021	Evacuation
11	May 27, 2021	Lockdown
12	Nov 10, 2020	Lockdown

#### **Insufficient Fire & Emergency Drills Reason**

• School Closures due to the COVID 19 Pandemic caused us to miss the window between September 1st and December 31st.

## **Initial Inspector**

## **Thomas Tambe**

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

Certification #: (Certification Number) 1211-0343

Email: thomas.tambe@cityofrochester.org

**Building Administrator** 

## **Deane Schneider**

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

**Building Overview** 

ID:		
	261600908002	
District Location:	VERTUS CHARTER SCHOOL	
Building Type:	INSTRUCTIONAL	
Name & Address:	VERTUS HIGH SCHOOL 21 HUMBOLDT STREET ROCHESTER, NY 14609	
Inspection History		
Date Created:	May 12, 2022	
Created By:	timothy.hill	
Date Modified:	Jul 6, 2022	
Modified By:	julie.locey	
Date Certified: Certified By:	Jul 6, 2022	
	julie.locey	
Certificate History		
Certificate Type	Date Certified	Certified By

**Certificate of Occupancy** 

Jul 6, 2022

julie.locey

## Non-conformances

No non-conformance	es reported.				
NYSED Home	Facilities Planning Home	Terms of Use	Accessibility	Privacy Policy	



# CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

VERTUS HIGH SCHOOL 21 HUMBOLDT STREET ROCHESTER, NEW YORK 14609

Building ID: 261600908002

## DISTRICT:

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

Issuance Date: May 20, 2022 Effective Date: June 01, 2022 Expiration Date: June 01, 2023

ioner of Education Commis

**OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE** 

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED