

# Application: Vertus Charter School

Locey Julie - jlocey@vertusschool.org  
2022-2023 Annual Report

## Summary

ID: 0000000268  
Last submitted: Oct 30 2023 03:47 PM (EDT)

## Entry 1 School Info and Cover Page

Completed - Aug 1 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [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 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

VERTUS CHARTER SCHOOL 800000082490

**a1. Popular School Name**

(No response)

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

ROCHESTER CITY SD

**e. Date of Approved Initial Charter**

Dec 3 2013

**f. Date School First Opened for Instruction**

Sep 1 2014

## **g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

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.

2. Personalized year-round academics: With a yearround 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 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.

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 the character strengths that have been proven to lead to adult well-being.

4. Career Preparation: Students will have the opportunity to take college preparatory courses as well as courses toward a career certification to prepare them 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 students can receive help in finding and succeeding in a part-time job while receiving their education.

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#### **h. School Website Address**

www. [vertusschool.org](http://vertusschool.org).

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

340

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

318

**k. Grades Served**

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

**Responses Selected:**

9

10

11

12

ungraded

**l. Charter Management Organization**

Do you have a [Charter Management Organization?](#)

No

**FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	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 Humbltd Street Rochester, NY 14609	585-747-8911	Rochester	9-12, ungraded	9-12, ungraded	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	
Operational Leader	Timothy Hill	COO	585-747-8911	228-990-6380	
Compliance Contact	Julie A. Locey	CEO	585-747-8911	585-362-1998	
Complaint Contact	Julie A. Locey	CEO	585-747-8911	585-362-1998	
DASA Coordinator	Julie A Locey	CEO	585-747-8911	585-362-1998	
Phone Contact for After Hours Emergencies	Timothy Hill	COO	585-747-8911	228-990-6380	

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **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, 2023.**

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

[CertificateofOccupancy5.23.pdf](#)

**Filename:** CertificateofOccupancy5.23.pdf **Size:** 151.3 kB

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**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[Facilities Planning - Inspection View - 85841.pdf](#)

**Filename:** Facilities Planning - Inspection View - 85841.pdf **Size:** 214.0 kB

**n. List of owned, rented, leased facilities not used to educate students**

Separate by semi-colon (;)

None

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**CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR**

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**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

## 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	<a href="mailto:jlocey@vertusschool.org">jlocey@vertusschool.org</a>

**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


As outlined in ENTRY 10:

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "Julia Khan".

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

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, appearing to read "Kevin J. Kelly".

**Date**

Aug 1 2023



Thank you.

## Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

### Instructions

#### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy 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 [link](#) from the school's website for each of the items:

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

[\[1\]](#) 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., Report when financials have been submitted in November.)

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Vertus Charter School

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy 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 **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://www.vertusschool.org/resources/">https://www.vertusschool.org/resources/</a>
2. Board meeting notices, agendas and documents	<a href="https://www.vertusschool.org/board/">https://www.vertusschool.org/board/</a>
3. New York State School Report Card	<a href="https://www.vertusschool.org/results-2/">https://www.vertusschool.org/results-2/</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.vertusschool.org/wp-content/uploads/2021/07/Vertus-Student-Discipline-Code-5.21JL.pdf">https://www.vertusschool.org/wp-content/uploads/2021/07/Vertus-Student-Discipline-Code-5.21JL.pdf</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	<a href="https://www.vertusschool.org/wp-content/uploads/2022/09/Vertus-Charter-School-Safety-Plan-2022-2023-1.pdf">https://www.vertusschool.org/wp-content/uploads/2022/09/Vertus-Charter-School-Safety-Plan-2022-2023-1.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.vertusschool.org/wp-content/uploads/2022/09/Vertus-Charter-School-FOIL-Policy-9.13.22.pdf">https://www.vertusschool.org/wp-content/uploads/2022/09/Vertus-Charter-School-FOIL-Policy-9.13.22.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.vertusschool.org/wp-content/uploads/2021/07/Foilsummarylist.pdf">https://www.vertusschool.org/wp-content/uploads/2021/07/Foilsummarylist.pdf</a>

Thank you.



## Entry 3 Progress Toward Goals

Completed - Oct 30 2023

## 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, 2023**.

**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 1, 2023.

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#### **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, 2023**.

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2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	NWEA 75% meets or exceeds expected growth.	NWEA Scores	Not Met	We will use tiered academic intervention to address learning gaps as shown on students score reports. Small group intensive reading and math skills building.
Academic Goal 2	Average ACT score of 16 for the Class of 2023	ACT scores	Unable to Assess	Due to the pandemic colleges and universities have steered away from testing requirements and students have not needed to take the test to apply.
Academic Goal 3	The Cohort Regents pass rate meets or exceeds the following percentage per test: ELA 75%, Math 80%, Science 80%, Global History 75%, United States History 75%.	Regents scores	Met	
Academic Goal 4	4, 5,6 year graduation rate meets or exceeds 80%	Graduation rates	Met	2019 Cohort had an 86% 4 year graduation rate  2018 Cohort had a 71% 5 year

				graduation rate.  2017 Cohort had a 92% 6 year graduation rate
Academic Goal 5	85% of fourth year students have at least 16.5 credits and three regents exams, 75% of third year students have 11 credits and two regents exams and 55% of second year students have 5.5 credits and one regents exam at the end of each year	Credit summary and regents scores	Not Met	3rd years=76% 2nd years=47% 1st Years=54% Per our charter, our school is not time based but we continue to work on providing the students with a clear path to graduation that includes a focus on credit earning and regents passing. We recognize GRIT and attendance achievement and have continual conversation about staying on-track. Team goal setting is a large part of this as well.
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

No

#### 4. ORGANIZATION GOALS

**For the 2022-2023 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”.**

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**2022-2023 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	75% net positive responses on connection questions on student, parent and staff surveys	Survey results	Met	
Org Goal 2	More than 85% of families have in person family conferences three times a year	Family Night attendance tracking	Met	
Org Goal 3	Enrollment exceeds 85% of Charter= (289)		Met	
Org Goal 4	Less than 6% undesirable staff attrition.	Staff attrition rates	Met	
Org Goal 5	Fewer than 15% of students transfer (after BEDS day)	Enrollment data	Met	
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				

Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Raise \$150,000 in fundraising	Financial data	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed - Oct 30 2023

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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 [Annual Report Portal](#) no later than **November 1, 2023**. 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

### VERTUS CHARTER SCHOOL - 06

Filename: VERTUS\_CHARTER\_SCHOOL\_-\_06.30.2023\_OIFEoqi.pdf Size: 419.2 kB

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

Completed - Oct 30 2023

### 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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

**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.**

### annual report NYSED Audited Financials 22-23 Completed

Filename: annual\_report\_NYSED\_Audited\_Finan\_D5nsQtH.xlsx Size: 79.3 kB

## Entry 4c – Additional Financial Documents

Completed - Oct 30 2023

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. 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.”

- Advisory and/or Management letter
- Federal Single Audit
- Agreed-Upon Procedure Report
- Evidence of Required Escrow Account for each school<sup>[1]</sup>
- Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

## [Escrowannualreport23](#)

Filename: Escrowannualreport23.pdf Size: 97.2 kB

### Entry 4d - Financial Contact Information

Completed - Oct 30 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by November 1, 2023.

## Form for "Financial Contact Information"

#### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Julie Locey	<a href="mailto:jlocey@vertusschool.org">jlocey@vertusschool.org</a>	585-747-8911

#### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain	<a href="mailto:mcain@mmb-co.com">mcain@mmb-co.com</a>	585-423-1860	8

#### 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 & Co	Amy Brisson	280 E. Broad St., Suite 300   Rochester, New York 14604	<a href="mailto:amy.brisson@teamdejoy.com">amy.brisson@teamdejoy.com</a>	585-697-9314	4

### Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 25 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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

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

### [NYSED 23-24 Budget Template - Completed](#)

Filename: NYSED\_23-24\_Budget\_Template\_-\_Completed.xlsx Size: 39.4 kB

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

Completed - Aug 1 2023

### Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

### [CGanttDISCLOSURE OF FINANCIAL INTEREST 7](#)

Filename: CGanttDISCLOSURE\_OF\_FINANCIAL\_INTE\_N0XP7Bk.pdf Size: 99.1 kB

### [DekeJohnsonfinance23](#)

Filename: DekeJohnsonfinance23.pdf Size: 547.1 kB

### [egallinafinance23](#)

Filename: egallinafinance23.pdf Size: 160.6 kB

### [joconnelfindis23](#)

Filename: joconnelfindis23.24.pdf Size: 323.1 kB

### [MMandinaVertusDisclosure2023](#)

Filename: MMandinaVertusDisclosure2023.pdf Size: 208.6 kB

### [toryfindocsigned23](#)

Filename: toryfindocsigned23.pdf Size: 391.1 kB

[fjohnsonfin23](#)

Filename: fjohnsonfin23.pdf Size: 163.4 kB

[spencerfindis8](#)

Filename: spencerfindis8.23.pdf Size: 165.2 kB

## Entry 7 BOT Membership Table

Completed - Aug 1 2023

## 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.

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#### Authorizer:

Who is the authorizer of your charter school?

Board of Regents

**1. 2022-2023 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Victoria VanVoorhis	<a href="mailto:tory@secondavenuelearning.com">tory@secondavenuelearning.com</a>	Chair	Accountability, Governance	Yes	1	01/01/2021	01/01/2024	10
2	Evan Gallina	<a href="mailto:evan@gallinadev.com">evan@gallinadev.com</a>	Secretary	Finance, Fundraising	Yes	2	01/01/2022	01/01/2025	11
3	Michael Mandina	<a href="mailto:mmandina@optimaxsi.com">mmandina@optimaxsi.com</a>	Trustee/Member	Fundraising	Yes	2	01/01/2022	01/01/2025	7
4	Frederick JOhnson	<a href="mailto:revjohnson@rochester.rr.com">revjohnson@rochester.rr.com</a>	Trustee/Member	Finance, Community Engagement	Yes	1	06/01/2020	06/01/2023	9
5	Carol Garrett	<a href="mailto:rev.cgarratt@yahoo.com">rev.cgarratt@yahoo.com</a>	Trustee/Member	Community Engagement	Yes	1	05/01/2021	04/01/2023	6
6	Dekedria JOhnson	<a href="mailto:dekedria.n.johnson@gmail.com">dekedria.n.johnson@gmail.com</a>	Trustee/Member	Governance, Fundraising	Yes	1	09/01/2021	09/01/2024	9
7	Spencer Ash	<a href="mailto:spencersh05@gmail.com">spencersh05@gmail.com</a>	Trustee/Member	Community Engagement	Yes	1	09/01/2021	09/01/2024	5 or less
8	John O'Connell	<a href="mailto:jack@jakoconnell.me">jack@jakoconnell.me</a>	Treasurer	Finance, Governance	Yes	1	01/01/2022	01/01/2025	10

9	Calvin Gantt	<a href="mailto:cgantt@monroec.c.edu">cgantt@monroec.c.edu</a>	Trustee/Member	Accountability	Yes	2	12/01/2020	12/01/2023	9
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**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	7
b. Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	2
d. Total Number of members, as set in Bylaws, Resolution or Minutes	15

**3. Number of Board meetings held during 2022-2023**

11

**4. Number of Board meetings scheduled for 2023-2024**

12



**Total number of Voting Members on June 30, 2023:**

7

**Total number of Voting Members added during the 2022-2023 school year:**

1

**Total number of Voting Members who departed during the 2022-2023 school year:**

2

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

15

**Total number of Non-Voting Members on June 30, 2023:**

1

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0

**Total number of Non-Voting Members who departed during the 2022-2023 school year:**

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

3

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

### [Boardminutes22](#)

Filename: Boardminutes22.23.pdf Size: 746.1 kB

## Entry 9 Enrollment & Retention

Completed - Aug 1 2023

**Instructions for submitting Enrollment and Retention Efforts**

**Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

**\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## Entry 9 Enrollment and Retention of Special Populations

**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>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.</p>	<p>Vertus' recruiting efforts primarily target families who live in the city of Rochester. The recruiting plan for the 2023-2024 school year includes mailings, phone calls, social media, television, and in-person interactions. This year, Vertus mailed newsletters and flyers to all Rochester families with young men entering 8th and 9th grade. With the same population, Vertus staff participated in a phone-thon where they cold-called all of these families. 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.</p> <p>We have also continued our push with community events. This summer, we will hold 4 events- Summer of Hope Kick-Off, Latino Community Day, Back to School Jam, and a 3 on 3 Basketball Tournament. We advertise these events and open them up to the whole community, which increases foot traffic on site and builds relationships with the various community stakeholders.</p>
English Language Learners	<p>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</p>	<p>To recruit English Language Learners, Vertus distributes promotional materials in both Spanish and English. On social media, we run targeted ads and post content in both English and Spanish. The Vertus website also</p>

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.

has the ability to be translated into Spanish. Vertus has had a presence at Latino night at the Beach twice, Latino Night at the public market, Puerto Rican Festival, and La Marketa (a community gathering space in the most prominent Latino community in Rochester). We've also hosted our own Latino Community Day and Hispanic Heritage Month event to increase public outreach and get more ELL families on-site, at Vertus. 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. 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 of fundraisers, job fairs, and community givebacks. These events took place in the 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 continued to work with Dan Lil, who is a representative of the Rochester Refugee Resettlement Services. Through Dan, Vertus has had the opportunity to reach the Refugee community and inform them about the school.

Students with Disabilities	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.	Our percentage of Students with disabilities continues to grow without targeted recruitment. We will continue our public outreach and recruitment efforts in the same manner as we have in the past.
----------------------------	--	--

**Good Faith Efforts To Meet Enrollment Retention Targets**

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>We continue to work on developing relationships with our students and families as the the backbone for retention. We survey students and families to look at areas of growth and plan 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 the vocal concert beat battle and started several electives that engage students academically.</p>	<p>Our focus on our Key Design elements has helped us build a strong student culture. The Preceptor role focuses on engaging students and their families and providing an unprecedented level of support that mitigates students' desire to leave Vertus. We continue to survey students and families and add programming in areas of interest to our students as well as build up our academic and extracurricular programs. Student success draws and keeps students at Vertus.</p>
English Language Learners	<p>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.</p>	<p>We lean on our spanish speaking staff, ENL teacher and Preceptors to build strong relationships with our ELL students to keep them engaged in the community. We also continue to build up our resources for Spanish-speaking students, most recently adding Spanish language novels to our library.</p>
Students with Disabilities	<p>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 in the labs</p>	<p>Our special education staff works collaboratively with all departments to ensure that our special education students are having their needs met academically and social emotionally. Success in the</p>

contributes to students' success. We continue to focus on professional development for all staff to develop a level of awareness that addresses students with disabilities' social-emotional and academic needs. All of this results in a high retention rate for students with disabilities.

classroom and lab, as well as feeling safe, will ultimately result in the retention of these young men.

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

Completed - Aug 1 2023

## **Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation**

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office 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 not employed by the school.

#### 1. 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 automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> 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 <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.



## B. Emergency Conditional Clearances

### 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 automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

---

### 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 2023

### Instructions

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

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

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

## Entry 11 Uncertified Teachers

School Name:

---

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	1
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
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	1
iii. Computer Science	0
iv. Technology	1
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>2.0</b>

**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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
<b>Total Category C: not to exceed 5</b>	<b>0.0</b>

### TOTAL FTE COUNT OF UNCERTIFIED 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	7

### 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	2

### CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	9

### CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	18

Thank you.



## Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### [orgchartnonames6](#)

Filename: orgchartnonames6.10.22.pdf Size: 185.1 kB

## Entry 13 School Calendar

Completed - Aug 1 2023

[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, 2023 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, 2023**.

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

Board of Regents-authorized charter schools 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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format 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.**

### [Vertus Calendar 2023-2024 AR \(1\)](#)

Filename: Vertus\_Calendar\_2023-2024\_AR\_1.pdf Size: 80.3 kB

## Entry 14 Staff Roster

Completed - Aug 1 2023

### [INSTRUCTIONS](#)

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

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

#### Roster Data Elements

Authorizer

**NOTE: MUST BE DONE FIRST**

School Name and Institution ID

Faculty/Staff First Name

Faculty/Staff Last Name

#### Explanations

**Select** your school's authorizer from the **drop-down list first**, before completing the roster.

**Select** your school's name from the **drop-down list**.

Enter the first name of the Faculty/Staff person.

Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

[faculty-staff-roster-template-22](#)

Filename: faculty-staff-roster-template-22\_MDc47Xa.xlsx Size: 28.4 kB

## Optional Additional Documents to Upload (BOR)

Incomplete

**VERTUS CHARTER SCHOOL**

**ROCHESTER, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

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

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2023**

**(With Comparative Totals for 2022)**



BUSINESS  
ADVISORS  
AND CPAS

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BUSINESS  
ADVISORS  
AND CPAS

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Vertus Charter School

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of Vertus Charter School, which comprise the statement of financial position as of June 30, 2023, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Vertus Charter School as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Vertus Charter School, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Change in Accounting Principle***

As discussed in Note A to the financial statements, in 2023, the entity adopted new accounting guidance related to accounting for leases. Our opinion is not modified with respect to this matter.

#### ***Responsibilities of Management for the Financial Statements***

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Vertus Charter School's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Vertus Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Vertus Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Report on Summarized Comparative Information***

We have previously audited Vertus Charter School's June 30, 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 25, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2023 on our consideration of Vertus Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Vertus Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 24, 2023

VERTUS CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION

JUNE 30, 2023  
(With Comparative Totals for 2022)

<u>ASSETS</u>	June 30,	
	2023	2022
<u>CURRENT ASSETS</u>		
Cash	\$ 2,584,886	\$ 1,329,921
Grants and other receivables	356,775	256,341
Prepaid expenses and other current assets	113,993	96,325
TOTAL CURRENT ASSETS	3,055,654	1,682,587
<u>PROPERTY AND EQUIPMENT, net</u>	479,865	386,356
<u>OTHER ASSETS</u>		
Right of use assets - operating	1,411,212	-
Cash in escrow	100,000	100,000
	1,511,212	100,000
TOTAL ASSETS	\$ 5,046,731	\$ 2,168,943
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Current portion of lease liabilities - operating	\$ 500,284	\$ -
Accounts payable and accrued expenses	534,698	188,721
Accrued payroll and benefits	69,363	43,718
Deferred revenue	10,182	61,167
TOTAL CURRENT LIABILITIES	1,114,527	293,606
<u>OTHER LIABILITIES</u>		
Deferred lease liability	-	185,737
Long-term lease liabilities - operating	1,052,725	-
	1,052,725	185,737
TOTAL LIABILITIES	2,167,252	479,343
<u>NET ASSETS</u>		
Without donor restrictions	2,679,273	1,626,890
With donor restrictions	200,206	62,710
TOTAL NET ASSETS	2,879,479	1,689,600
TOTAL LIABILITIES AND NET ASSETS	\$ 5,046,731	\$ 2,168,943

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

VERTUS CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2023  
(With Comparative Totals for 2022)

	Year ended June 30,			2022
	2023		Total	
	Without donor restrictions	With donor restrictions		
Operating revenue and support:				
State and local per pupil operating revenue	\$ 5,867,556	\$ -	\$ 5,867,556	\$ 4,812,010
Government grants	880,633	-	880,633	1,042,939
Contributions	66,243	194,146	260,389	145,912
Fundraising	66,790	-	66,790	-
In-kind contributions	42,212	-	42,212	-
School store revenue	43,046	-	43,046	-
Interest income	60,769	-	60,769	-
Paycheck Protection Program loan forgiveness	-	-	-	583,730
Net assets released from restriction	<u>56,650</u>	<u>(56,650)</u>	<u>-</u>	<u>-</u>
TOTAL OPERATING REVENUE AND SUPPORT	7,083,899	137,496	7,221,395	6,584,591
Expenses:				
Program:				
Regular education	3,411,090	-	3,411,090	3,160,940
Special education	1,402,222	-	1,402,222	1,457,343
Management and general	1,078,797	-	1,078,797	642,869
Fundraising and special events	<u>139,407</u>	<u>-</u>	<u>139,407</u>	<u>12,801</u>
TOTAL EXPENSES	<u>6,031,516</u>	<u>-</u>	<u>6,031,516</u>	<u>5,273,953</u>
CHANGE IN NET ASSETS	1,052,383	137,496	1,189,879	1,310,638
Net assets at beginning of year	<u>1,626,890</u>	<u>62,710</u>	<u>1,689,600</u>	<u>378,962</u>
NET ASSETS AT END OF YEAR	<u>\$ 2,679,273</u>	<u>\$ 200,206</u>	<u>\$ 2,879,479</u>	<u>\$ 1,689,600</u>

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

VERTUS CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2023  
(With Comparative Totals for 2022)

	Year ended June 30, 2023								Year ended June 30, 2022
	No. of Positions	Program Services			Supporting Services			Total	
		Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total		
Personnel services costs:									
Administrative staff personnel	16	\$ 281,775	\$ 81,144	\$ 362,919	\$ 502,933	\$ 13,388	\$ 516,321	\$ 879,240	\$ 697,116
Instructional personnel	52	1,279,054	653,556	1,932,610	20,508	2,279	22,787	1,955,397	1,826,726
Non-instructional personnel	14	249,343	68,283	317,626	18,200	43,680	61,880	379,506	339,951
Total salaries and wages	82	1,810,172	802,983	2,613,155	541,641	59,347	600,988	3,214,143	2,863,793
Fringe benefits and payroll taxes		340,085	145,751	485,836	109,313	12,146	121,459	607,295	530,044
Retirement		44,012	18,862	62,874	14,147	1,572	15,719	78,593	76,603
Legal services		-	-	-	9,911	-	9,911	9,911	8,081
Accounting/audit fees		-	-	-	110,870	-	110,870	110,870	103,397
Professional fees - other		477	204	681	74,816	17	74,833	75,514	63,976
Building and equipment leases		279,337	119,716	399,053	89,787	9,976	99,763	498,816	490,920
Repairs and maintenance		71,522	30,652	102,174	22,989	2,554	25,543	127,717	125,945
Insurance		40,752	17,465	58,217	13,099	1,455	14,554	72,771	69,191
Utilities		26,849	11,507	38,356	8,630	959	9,589	47,945	42,373
Supplies and materials		182,042	49,386	231,428	1,536	171	1,707	233,135	167,985
Non-capitalized equipment and furnishings		4,268	1,829	6,097	1,372	152	1,524	7,621	16,513
Professional development		42,327	14,049	56,376	5,463	607	6,070	62,446	41,286
Student and staff recruitment		102,901	27,872	130,773	780	87	867	131,640	102,154
Information technology		91,879	39,377	131,256	29,533	3,281	32,814	164,070	142,313
Food service		32	8	40	-	-	-	40	5,252
Student services		234,717	62,681	297,398	-	-	-	297,398	187,410
Office expenses		57,155	24,495	81,650	18,371	2,041	20,412	102,062	96,155
Depreciation and amortization		79,941	34,260	114,201	25,695	2,855	28,550	142,751	139,284
Other		2,622	1,125	3,747	844	42,187	43,031	46,778	1,278
		<u>\$ 3,411,090</u>	<u>\$ 1,402,222</u>	<u>\$ 4,813,312</u>	<u>\$ 1,078,797</u>	<u>\$ 139,407</u>	<u>\$ 1,218,204</u>	<u>\$ 6,031,516</u>	<u>\$ 5,273,953</u>

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

VERTUS CHARTER SCHOOL  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2023  
(With Comparative Totals for 2022)

	Year ended June 30,	
	2023	2022
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 1,189,879	\$ 1,310,638
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	142,751	139,284
Bad debt expense	-	1,692
In-kind contributed property and equipment	(42,212)	-
Paycheck Protection Program loan forgiveness	-	(583,730)
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(100,434)	(86,864)
Prepaid expenses and other current assets	(17,668)	(57,644)
Accounts payable and accrued expenses	345,977	(17,505)
Accrued payroll and benefits	25,645	(92,556)
Deferred revenue	(50,985)	61,167
Deferred lease liability	(185,737)	(40,080)
Operating lease liabilities, net of right-of-use assets	141,797	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	1,449,013	634,402
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(194,048)	(160,920)
NET CASH USED FOR INVESTING ACTIVITIES	(194,048)	(160,920)
<u>CASH FLOWS- FINANCING ACTIVITIES</u>		
Repayments on capital lease payable	-	(3,009)
NET CASH USED FOR FINANCING ACTIVITIES	-	(3,009)
NET INCREASE IN CASH AND RESTRICTED CASH	1,254,965	470,473
Cash and restricted cash at beginning of year	1,429,921	959,448
CASH AND RESTRICTED CASH AT END OF YEAR	\$ 2,684,886	\$ 1,429,921

VERTUS CHARTER SCHOOL  
STATEMENT OF CASH FLOWS, Cont'd  
YEAR ENDED JUNE 30, 2023  
(With Comparative Totals for 2022)

	Year ended June 30,	
	2023	2022
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Cash paid during the year for interest	\$ -	\$ 62
<u>NON-CASH OPERATING AND INVESTING ACTIVITIES</u>		
In-kind contributed property and equipment	\$ 42,212	\$ -

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

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

(With Comparative totals for 2022)

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

The Charter School

Vertus Charter School (the “Charter School”) is an educational corporation that operates as a charter school in Rochester, New York. On December 17, 2013 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. In April 2019, the Charter School was awarded a two-year renewal through June 30, 2021. In May 2021, the Charter School was awarded a three-year renewal through June 30, 2024.

Financial Statement presentation

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

These classes of net assets are defined as follows:

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

*Net Assets With Donor Restrictions* – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had \$200,206 and \$62,710 of net assets with donor restrictions at June 30, 2023 and 2022, respectively.

Revenue and support recognition

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



VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

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

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

	<u>Year ended June 30,</u>	
	<u>2023</u>	<u>2022</u>
Revenues earned over time	\$ 5,976,245	\$ 4,902,467
Revenues earned at a point in time	<u>109,836</u>	<u>-</u>
	<u>\$ 6,086,081</u>	<u>\$ 4,902,467</u>

State and local per pupil operating revenue

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

Fundraising

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

School store revenue

The Charter School sells school merchandise at its school store. Revenue derived from these sales is recognized at the time of sale as the merchandise is provided to the customer and is included in the accompanying statement of activities and changes in net assets.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

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

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

	<u>June 30,</u>		
	<u>2023</u>	<u>2022</u>	<u>2021</u>
Grants and other receivables	\$ 98,842	\$ 31,363	\$ 31,324

Contributions

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

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

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

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position. There was \$10,182 and \$61,167 in deferred revenue related to grants at June 30, 2023 and 2022. The Charter School received cost-reimbursement grants of \$149,789 that have not been recognized as of June 30, 2023 because qualifying expenditures have not yet been incurred.

Cash

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

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

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

Cash in escrow

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

Cash and restricted cash balances at June 30, 2023 and 2022 consisted of the following:

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Cash	\$ 2,584,886	\$ 1,329,921
Cash in escrow	<u>100,000</u>	<u>100,000</u>
	<u>\$ 2,684,886</u>	<u>\$ 1,429,921</u>

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2023 and 2022.

Property and equipment

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

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs were \$131,640 and \$102,154 for the years ended June 30, 2023 and 2022, respectively.

Deferred revenue

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

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

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

Contributed assets and services

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

The Charter School received contributed assets that were valued at approximately \$42,000 which is included in the accompanying statement of activities and changes in net assets for the year ended June 30, 2023. The Charter School did not receive contributed assets for the year ended June 30, 2022.

In-kind contributions

Gifts and donations other than cash are recorded at fair market value at the date of contribution.

Tax exempt status

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

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2020 through June 30, 2023 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Leases

The Charter School leases its school facility, as well as office equipment, and determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, other current liabilities, and operating lease liabilities on the accompanying statement of financial position. There were no finance leases at June 30, 2023.

ROU assets represent the Charter School’s right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As most of the leases do not provide an implicit rate, the Charter School uses a risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the Charter School will exercise that option.

Lease expense for operating lease payments is recognized on a straight-line basis over the lease term.

The Charter School’s lease agreements do not contain any material residual value guarantees or material restrictive covenants.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

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

In evaluating contracts to determine if they qualify as a lease, the Charter School considers factors such as if the Charter School has obtained substantially all of the rights to the underlying asset through exclusivity, if the Charter School can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

Adoption of new accounting standard - leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School adopted ASC 842 with the date of initial application of July 1, 2022.

The Charter School recognized and measured leases existing at July 1, 2022 (the beginning of the period of adoption) through a cumulative effect adjustment, with certain practical expedients available. Lease disclosures for the year ended June 30, 2022 are made under prior lease guidance in FASB ASC 840.

As part of the adoption of ASC 842, the Charter School elected practical expedients to account for the existing operating leases as operating leases under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard; (b) whether classification of capital leases or operating leases would be different in accordance with the new guidance; or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance, the Charter School recognized on July 1, 2022, a total operating lease liability of \$2,044,651, which represents the present value of the remaining operating lease payments of 2,161,906, discounted using varying risk-free rates, and a right-of-use asset of \$1,858,914, which represents the operating lease liability of \$2,044,651 adjusted for deferred rent of \$185,737.

The standard had a material impact on the accompanying statement of financial position but did not have an impact on the statement of activities and changes in net assets nor statement of cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

New accounting pronouncement – credit losses

In June 2016 the FASB issued ASU 2016-13, "Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments" (ASU 2016-13), which requires entities to use a new impairment model referred to as the current expected credit losses (CECL) model rather than incurred losses. The new standard affects accounting for loans, accounts (trade) receivable, held-to-maturity debt securities, and other financial assets included in the scope. For non-public entities, the new standard is effective for fiscal years beginning after December 15, 2022, including interim periods within those fiscal years. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

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

Use of estimates in the preparation of financial statements

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

Comparatives for year ended June 30, 2022

The financial statements include certain prior year summarized comparative information in total but not by net asset or functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 24, 2023, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

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

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

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

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

NOTE B: LIQUIDITY AND AVAILABILITY, Cont'd

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2023 and 2022:

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Cash	\$ 2,584,886	\$ 1,329,921
Grants and other receivables	<u>356,775</u>	<u>256,341</u>
Total financial assets available within one year	2,941,661	1,586,262
Less:		
Amounts unavailable for general expenditures within one year due to:		
Restricted by donors with purpose restrictions	<u>(200,206)</u>	<u>(62,710)</u>
Total amounts unavailable for general expenditures within one year	<u>(200,206)</u>	<u>(62,710)</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 2,741,455</u>	<u>\$ 1,523,552</u>

The Charter School has a \$150,000 line of credit that they could draw upon in the event of unanticipated liquidity needs. There were no outstanding borrowings on this line at June 30, 2023 or 2022.

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following;

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Furniture and fixtures	\$ 174,644	\$ 148,428
Computers and equipment	735,327	610,666
Software	26,643	26,643
Vehicles	110,453	25,070
Leasehold improvements	<u>449,757</u>	<u>449,757</u>
	1,496,824	1,260,564
Less accumulated depreciation and amortization	<u>1,016,959</u>	<u>874,208</u>
	<u>\$ 479,865</u>	<u>\$ 386,356</u>

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

NOTE D: LEASES

On January 20, 2016 the Charter School entered into a lease at 21 Humboldt Street. The commencement date of the lease was July 1, 2016 and no rent was due prior to the commencement date. The lease agreement expires on June 30, 2026 with options to extend. The lease has escalating payments throughout the 10 year term. Rent for this lease is \$44,667 per month. Rent expense incurred under this lease agreement was approximately \$492,000 and \$491,000 for the years ended June 30, 2023 and 2022, respectively. Total approximate square footage usage for this facility is 48,800. The Charter School also leases office equipment for \$563 per month through August 2023. Total lease expense related to this agreement was approximately \$6,750 for both the years ended June 30, 2023 and 2022.

A summary of lease right-of-use assets and liabilities at June 30, 2023 are as follows:

<u>Assets</u>	<u>Statement of Financial Position Classification</u>	
Right-of-use assets - operating	Other assets	<u>\$ 1,411,212</u>
 <u>Liabilities</u>		
Current portion of lease liabilities - operating	Current liabilities	\$ 500,284
Long-term lease liabilities - operating	Other liabilities	<u>1,052,725</u>
		<u>\$ 1,553,009</u>

The components of lease expense were as follows:

Operating lease expense	<u>\$ 498,816</u>
-------------------------	-------------------

As of June 30, 2023, minimum payments due for lease liabilities are as follows:

	<u>Operating leases</u>
2024	\$ 537,138
2025	541,000
2026	<u>541,000</u>
	1,619,138
Less: interest	<u>(66,129)</u>
Present value of lease liabilities	<u>\$ 1,553,009</u>



VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

NOTE D: LEASES, Cont'd

Supplemental information is as follows for the year ended June 30, 2023:

Cash paid for amounts included in the measurement of lease liabilities:	
Operating cash flows paid for operating leases	\$ 542,768
Right-of-use assets obtained in exchange for new lease liabilities (non-cash):	
Operating leases	-
Weighted-average remaining lease term:	
Operating leases	3 years
Weighted-average discount rate:	
Operating leases	2.88%

NOTE E: LINE OF CREDIT

The Charter School has a line of credit with a limit of \$150,000 with an interest rate of 1.50 points above the Prime Rate. The effective rate at June 30, 2023 was 9.75%. The Charter School had no outstanding borrowings as of June 30, 2023 or 2022.

NOTE F: CONTINGENCY

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

NOTE G: CONCENTRATIONS

At June 30, 2023 and 2022, approximately 71% and 85% of grants and other receivables are due from the federal government relating to certain grants, respectively. At June 30, 2023 and 2022, approximately 28% and 15%, respectively, of grants and other receivables are due from New York State related to per-pupil funding.

For the years ended June 30, 2023 and 2022, approximately 81% and 73%, respectively, of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located. For the years ended June 30, 2023 and 2022, approximately 12% and 16%, respectively, of total operating revenue and support came from the federal government relating to certain grants.

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

NOTE H: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") for its employees. The Plan allows for the Charter School to make a safe harbor match to the Plan of 100% of salary deferrals up to the first 3% of plan compensation plus 50% of salary deferrals up to the next 2% of plan compensation. The Charter School contributed \$78,593 and \$76,603 to the Plan for the years ended June 30, 2023 and 2022, respectively.

NOTE I: NET ASSETS

Net assets without donor restrictions consist of the following:

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Undesignated	\$ 2,199,408	\$ 1,240,534
Invested in property and equipment, net of related debt	<u>479,865</u>	<u>386,356</u>
	<u>\$ 2,679,273</u>	<u>\$ 1,626,890</u>

Net assets with donor restrictions consist of the following:

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
Equipment for Optics Course	\$ 2,600	\$ 2,600
Academic Intervention	10,000	10,000
Robotics	7,271	7,000
Athletics	20,000	11,225
Construction Classes	880	9,268
Career Development	12,004	15,100
Help for Families in Need	4,273	6,895
Other	176	622
Music program	21,350	-
Student enrichment	107,668	-
Scholarship	182	-
Greenhouse	4,802	-
Students with learning disabilities	<u>9,000</u>	<u>-</u>
	<u>\$ 200,206</u>	<u>\$ 62,710</u>

VERTUS CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2023

(With Comparative totals for 2022)

NOTE J: FUNCTIONAL EXPENSES

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

NOTE K: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

In response to the COVID-19 outbreak, in April 2020 the Charter School applied for and was approved by a bank for a loan of \$583,730 through the Paycheck Protection Program established by the Small Business Administration (SBA). The loan had a maturity of 2 years and an interest rate of 1%. The loan had the potential for forgiveness provided certain requirements were met by the Charter School. The loan was funded in April 2020. On July 27, 2021, the SBA approved the forgiveness of the loan and it was recognized as income during the year ended June 30, 2022.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The School has recognized \$488,948 and \$715,596 of revenue relative to ESSER grants during the years ended June 30, 2023 and 2022, respectively.

NOTE L: GIFTS-IN-KIND

The Charter School received donated passenger vans of approximately \$42,000 during the year ended June 30, 2023. There were no associated donor restrictions with the contributions. The assets were valued at fair value as indicated by the donor. The assets are included in property and equipment in the accompanying statement of financial position at June 30, 2023 and benefited the Charter School's regular and special education programs.

NOTE M: RENEWAL PROCESS

The Charter School is currently in the process of renewing its charter as granted by the New York State Board of Regents. The Charter currently expires June 30, 2024. The renewal process includes review by New York State Education Department (NYSED) of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. Upon review of the renewal application and results, NYSED will determine if the charter should be renewed and if so, for how long. Successful charter renewals can range from one to five years. At this time, management of the Charter School expects the charter to be renewed.

**VERTUS CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



BUSINESS  
ADVISORS  
AND CPAS

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

Board of Trustees  
Vertus Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Vertus Charter School, which comprise the statement of financial position as of June 30, 2023 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended and the related notes to the financial statements and have issued our report thereon dated October 24, 2023.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Vertus Charter School’s internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Vertus Charter School’s internal control. Accordingly, we do not express an opinion on the effectiveness of Vertus Charter School’s internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

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

### **Purpose of This Report**

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

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 24, 2023



FOR INQUIRIES CALL: HENRIETTA  
(585) 427-2906

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VERTUS CHARTER SCHOOL  
ESCROW ACCOUNT  
21 HUMBOLDT ST  
ROCHESTER NY 14609

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
9863149721	09/01/23 - 09/30/23
BEGINNING BALANCE	\$100,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,000.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
09/01/2023	BEGINNING BALANCE			\$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

# HOW TO BALANCE YOUR M&T BANK ACCOUNT

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

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

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

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

## TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

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

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

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

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

\$	
----	--

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

\$	
----	--

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

\$	
----	--

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

\$	
----	--

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

\$	
----	--

This amount should be your current account balance.

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





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

**Trustee Name:**

Calvin J. Gantt

---

**Name of Charter School Education Corporation:**

Vertus Charter School

---

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**.

**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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) 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**.

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.*

**Business Telephone:**

(585) 292-2125

---

**Business Address:**

1000 E. Henrietta Road, Rochester, New York 14623

---

**E-mail Address:**

cgantt@monroecc.edu

---

**Home Telephone:**

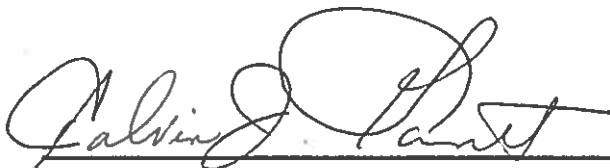
(585) 259-2049

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**Home Address:**

2 Loyalist Avenue, Rochester, New York 14624

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Signature

July 28, 2023

---

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:**

Deke Johnson

---

**Name of Charter School Education Corporation:**

Vertus Charter School

---

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

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.

Third cousin

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**.

**None**

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



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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) 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**.

**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.*

**Business Telephone:**

585-319-7285

---

**Business Address:**

21 Humboldt Street ? Rochester, NY 14609

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**E-mail Address:**

dekedrian.johnson@gmail.com

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**Home Telephone:**

585-319-7285

---

**Home Address:**

Country Gables Circle

---

July 18, 2023

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**Signature**

**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:**

Evan Galma

**Name of Charter School Education Corporation:**

Vertus Charter 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?

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**.

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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) 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**.

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.*

**Business Telephone:**

585-654-6650

**Business Address:**

1890 South Winton Road, Suite 100 Rochester, NY 14618

**E-mail Address:**

evan@gallinadev.com

**Home Telephone:**

585-739-6158

**Home Address:**

32 Oliver St. Rochester, NY 14607

  
Signature

7/18/23  
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:** John O'Connell

---

**Name of Charter School Education Corporation:**

Vertus Charter 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, Finance committee chair

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**.

**None**

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

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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) 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**.

**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.*

**Business Telephone:**

646-391-8275

---

**Business Address:**

111 Cobb Terrace, Rochester, NY 14620

---

**E-mail Address:**

jack@jackoconnell.me

---

**Home Telephone:**

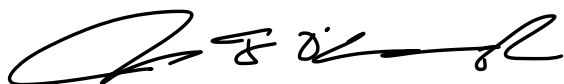
646-391-8275

---

**Home Address:**

111 Cobb Terrace, Rochester, NY 14620

---



7/26/23

---

**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:**

Michael Mandina

---

**Name of Charter School Education Corporation:**

Vertus Charter School

---

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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**None**

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

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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) 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**.

**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.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**

6367 Dean Parkway, Ontario, NY 14519

**E-mail Address:**

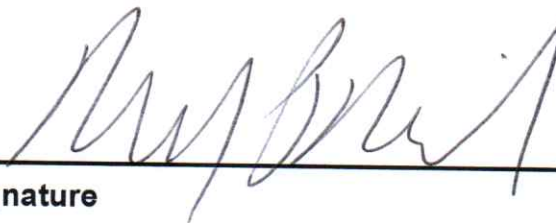
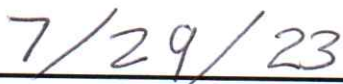
Mmandina@optimaxsi.com

**Home Telephone:**

5858209541

**Home Address:**

7732 Tamarack Lane, Ontario, NY 14519

 \_\_\_\_\_ 

**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:**

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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**.

**None**

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

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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) 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**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

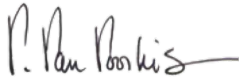
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**Home Telephone:**

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**Home Address:**

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**Signature**

**Date**

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*last revised 04/2022*

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

**Trustee Name:**

Frederick Johnson

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**Name of Charter School Education Corporation:**

Vertus Charter School

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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**.

**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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) 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**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>

*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:**

585-820-5645

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**Business Address:**

292 Hudson Ave Rochester NY 14605

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**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:

- Digitally certified PDF signature
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**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Spencer L. Ash, Esq.

---

**Name of Charter School Education Corporation:**

Vertus Charter School

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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**.

**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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) 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**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>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</b>	<b>Steps taken to avoid conflict of interest</b>



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**Business Telephone:**

585-428-6699

**Business Address:**

30 Church Street, Rochester NY 14613

**E-mail Address:**

spencerash05@gmail.com

**Home Telephone:**

585-314-2019

**Home Address:**

15 Alcazar Street Rochester, NY 14617

  
Signature

8-1-2023  
Date

Acceptable signature formats include:

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**Vertus**  
HIGH SCHOOL

## Vertus High School

### **Minutes**

#### Monthly Board Meeting

**Date and Time**

Tuesday July 19, 2022 at 4:00 PM

**Location**

Vertus Charter School

**Directors Present**

C. Gantt, D. Johnson, E. Gallina, F. Johnson, J. O'Connell, S. Ash, V. VanVoorhis

**Directors Absent**

C. Garrett, M. Mandina

**Directors who arrived after the meeting opened**

C. Gantt

**Ex Officio Members Present**

A. Brisson

**Non Voting Members Present**

A. Brisson

**Guests Present**

J. Locey, T. Hill

**I. Opening Items**

#### **A. Record Attendance**

C. Gantt arrived.

#### **B. Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Jul 19, 2022 at 4:04 PM.

#### **C. Approve Minutes**

D. Johnson made a motion to approve the minutes from the June Board Meeting.

S. Ash seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **II. Reports**

#### **A. Month At A Glance**

Ms. Locey updated the board on school activities, including that the students are back in the building and began summer session on July 13th. Upon return, students enjoyed the first harvest out of the school garden and hope to build a green house over the garden to be able to grow food year round. The school has also received a donation of two (2) passenger vans from Wegmans, which will be branded with a Vertus wrap.

#### **B. Board Statistics**

With graduation in June, the school has already backfilled the forty-seven students that have graduated, which keeps enrollment stable. Recruitment remains a large focus to ensure that the school meets its target goal come September.

#### **C. Recruitment Report**

Recruitment efforts remain a focus and total enrollment for the '22-'23 school year is trending higher than past school years.

### **III. Finance**

#### **A. Budget vs Actual & Cash Flow**

Ms. Brisson updated the board on the budget of the school and ensured that the school is in its best cash position since its inception. Strong enrollment numbers into the new school year will help the school remain financially stable and achieve long term success.

### **IV. Committee Reporting**

#### **A. Accountability Reporting**

Ms. Locey shared Regents' data discussed at the accountability meeting and plans for summer remediation.

**B. Board Committee Structure & Monthly Reporting**

Reviewed reporting chart to establish a timeline for future committee meetings.

**V. Discussion Items**

**A. 501c3**

Trustee Ash presented the steps necessary to create a 501c3 charitable organization for future consideration.

**B. Board Retreat**

The board discussed the need to schedule the annual board retreat.

**C. Investment Options**

Based on the discussion of our current financial status, Evan Gallina will reach out to our banker to discuss possible investment options.

**VI. Closing Items**

**A. Action Item Review**

Review of action items assigned during meeting.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:44 PM.

Respectfully Submitted,  
E. Gallina

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APPROVED



# Vertus HIGH SCHOOL

Vertus High School

## Minutes

Monthly Board Meeting

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### Date and Time

Tuesday August 16, 2022 at 4:00 PM

### Location

Vertus Charter School

### Directors Present

C. Gantt, C. Garrett, D. Johnson, E. Gallina, F. Johnson (remote), J. O'Connell, M. Mandina, V. VanVoorhis

### Directors Absent

S. Ash

### Ex Officio Members Present

A. Brisson

### Non Voting Members Present

A. Brisson

### Guests Present

J. Locey, T. Hill

---

### I. Opening Items

A.

## **Record Attendance**

### **B. Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Aug 16, 2022 at 4:03 PM.

### **C. Approve Minutes**

C. Gantt made a motion to approve the minutes from Monthly Board Meeting on 07-19-22.

D. Johnson seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Reports**

### **A. Month At A Glance**

Ms. Locey updated the board on school activities and summer session, which has ended on August 15th with regent exams being held August 16th and 17th. After regent exams are complete, the school will have a short break before returning to the classroom after Labor Day. School hours for the Fall will be slightly adjusted to reflect RCSD's transportation availability. These new hours will be 7:30 a.m. through 3:00 p.m.

### **B. Board Statistics**

### **C. Recruitment Report**

Mr. Hill reported that the school currently has 298 students enrolled for the Fall. This is the result of strong recruiting efforts by the Vertus staff and great community exposure.

Vertus is on track to have the highest enrollment since inception, pending end of the year attrition.

## **III. Finance**

### **A. Budget vs Actual & Cash Flow**

Ms. Brisson reported on behalf of the finance committee. The school is only one month into the new 2022-2023 fiscal year, but appears to be in a strong financial position. If the recruiting efforts continue see success, there is a strong possibility to have better than expected revenue for the school year.

## **IV. Discussion Items**

### **A. Renewal Year & Expansion**

It was reminded to the board that this is a renewal year and should remain on the forefront of everyone's mind. The goal remains to secure a 5-year charter renewal.

### **B.**



### **Sharing the Good News**

Vertus has been in the news recently for numerous positive events at the school. These events include the Latino Community Event, Vertus Warrior Challenge, and the electives program. It is imperative that the Board and the staff continue to share all the positive news with all potential funders and community stakeholders.

### **C. Grants Update**

Grants for Good will be in attendance at the September Board Meeting to present to the Board their results of the grant writing efforts on behalf of the school. The discussion will also be based around the path forward and honing in on what the needs of the school are.

### **V. Closing Items**

#### **A. Action Item Review**

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:33 PM.

Respectfully Submitted,  
D. Johnson

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**DRAFT**



**Vertus**  
HIGH SCHOOL

## Vertus High School

### Minutes

#### Board Meeting

##### **Date and Time**

Tuesday September 20, 2022 at 4:00 PM

##### **Directors Present**

C. Gantt, C. Garrett (remote), D. Johnson (remote), E. Gallina, F. Johnson, J. O'Connell, V. VanVoorhis

##### **Directors Absent**

M. Mandina, S. Ash

##### **Ex Officio Members Present**

A. Brisson, L. Bennett

##### **Non Voting Members Present**

A. Brisson, L. Bennett

##### **Guests Present**

J. Locey, Margit Brazda Poirier

#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Sep 20, 2022 at 4:06 PM.

##### **C. Approve Minutes**

C. Gantt made a motion to approve the minutes from Monthly Board Meeting on 08-16-22.

F. Johnson seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Consent Agenda Items**

### **A. Month At A Glance**

Ms. Locey updated the Board on recent school activities including that the fall semester is in full swing. The school kicked off the year with Warrior Week, which is a weeklong based around team building activities, school spirit and overall comradery amongst the students and staff. Fall sports have also commenced and currently there are 68 students participating in some capacity.

### **B. Board Statistics**

The School currently has 331 students enrolled, which is a record for the school!

### **C. School Safety Plan**

The Board is going to review the School Safety Plan individually and vote digitally via the Board Portal.

## **III. Finance**

### **A. Budget vs Actual & Cash Flow**

Ms. Brisson presented on behalf of the Finance Committee and brought the Board up to date on the current finances of the school. With the school budget based off an enrollment of 290 students, and current enrollment being 331 students, the actual revenue should be much higher than the budgeted revenue. The school is entering into a Sweep Option with our bank, which will allow the school to earn interest on the money in the bank account.

## **IV. Committee Reporting**

### **A. Board Committee Structure & Monthly Reporting**

Ms. VanVoorhis presented on behalf of the Governance and Nominating Committee and stated that she has a strong candidate for the board.

## **V. Discussion Items**

### **A. Renewal Year & Expansion**

### **B. Grants Update**

As part of the Fundraising Committee, Margit Brazda Poirier presented to the Board on behalf of Grants 4 Good. Grants 4 Good has been a partner of Vertus since December of 2020 and has helped Vertus receive funds of nearly \$300,000. There were continued discussions of areas of need for the school and how to identify potential funding sources.

### **C. Recruitment and Enrollment Report**

Mr. Bennett updated the Board on the ongoing recruitment efforts, which have been extremely successful as we now have a record number of students enrolled. As the school year kicks off, applications continue to come in and enrollment is ongoing.

## **VI. Closing Items**

### **A. Action Item Review**

D. Johnson made a motion to approve the purchase of a 10 passenger van.  
C. Gantt seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:11 PM.

Respectfully Submitted,  
V. VanVoorhis

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**Vertus**  
HIGH SCHOOL

## Vertus High School

### Minutes

#### Board Meeting

**Date and Time**

Tuesday October 25, 2022 at 4:00 PM

<https://us06web.zoom.us/j/87537552218?pwd=MFhnMFo0Q0RRRW1QSWZ6amtBYmhDUT09>

**Directors Present**

D. Johnson (remote), E. Gallina, F. Johnson, M. Mandina, S. Ash, V. VanVoorhis

**Directors Absent**

C. Gantt, C. Garrett, J. O'Connell

**Guests Present**

A. Brisson, J. Locey, L. Bennett, T. Hill

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**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Oct 25, 2022 at 4:06 PM.

**C. Approve Minutes**

V. VanVoorhis made a motion to approve the minutes from Board Meeting on 09-20-22.  
M. Mandina seconded the motion.  
Minutes approved pending a few slight clarifications and adjustments.  
The board **VOTED** unanimously to approve the motion.

## **II. Consent Agenda Items**

### **A. Month At A Glance**

Over the course of the last month, the school has held and participated in multiple events based around career readiness. 120 students were taken on numerous field trips in which they received hands on training for tools used in each respectful field. Delta Sigma Theta Sorority came to the school to discuss with 3rd and 4th years students voting rights and the importance of voting in our elections. Vertus also held its Hispanic Heritage Celebration, which included food, music, and fun and was covered by the local news station.

### **B. Board Statistics**

## **III. Finance**

### **A. Budget vs Actual & Cash Flow**

Ms. Brisson reported on behalf of the Finance Committee and informed the Board that the school has not adjusted the budget based on the higher-than-expected student enrollment. This would cause a positive adjustment to the budget going forward. The annual Audit and Single Audit have both been completed by Mengal Metzger Barr and for the first time in school history, there were no material concerns and no advisory letter written.

## **IV. Discussion Items**

### **A. Renewal Year & Expansion**

The Board reviewed the renewal goals for the school and discussed the ongoing action items for Charter Renewal.

### **B. Recruitment and Enrollment Report**

Enrollment remains steady with a few strong leads in the pipeline. Transfer students continue to show interest in Vertus due to a variety of issues throughout the district. Vertus is actively creating relationships with grade level charter schools to establish a feeder system for Vertus.

## **V. Closing Items**

### **A.**



## **Action Item Review**

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:02 PM.

Respectfully Submitted,  
V. VanVoorhis

### **C. Executive Session**

The Board entered Executive Session at 5:24 p.m.

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**Vertus**  
HIGH SCHOOL

## Vertus High School

### Minutes

#### Board Meeting

##### **Date and Time**

Tuesday November 15, 2022 at 4:00 PM

##### **Directors Present**

C. Gantt (remote), E. Gallina, F. Johnson, J. O'Connell, M. Mandina, V. VanVoorhis

##### **Directors Absent**

C. Garrett, D. Johnson, S. Ash

##### **Guests Present**

A. Brisson, J. Locey, K. Barclay, L. Bennett, T. Hill

#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Nov 15, 2022 at 4:06 PM.

##### **C. Approve Minutes**

J. O'Connell made a motion to approve the minutes from Board Meeting on 10-25-22.

M. Mandina seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Finance

### A. Budget vs Actual & Cash Flow

### B. Cost of Living

J. O'Connell made a motion to approve up to \$21,000 of the approved \$50,000 bonus allocation in the budget to be deployed in December for a cost of living bonus for all returning staff.

M. Mandina seconded the motion.

The board **VOTED** unanimously to approve the motion.

## III. Closing Items

### A. Action Item Review

### B. Adjourn Meeting

E. Gallina made a motion to Adjourn the meeting.

V. VanVoorhis seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:00 PM.

Respectfully Submitted,

E. Gallina

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**APPROVED**



**Vertus**  
HIGH SCHOOL

Vertus High School

## **Minutes**

Monthly Board Meeting

### **Date and Time**

Tuesday December 20, 2022 at 4:00 PM

### **Directors Present**

C. Gantt, C. Garrett, D. Johnson, E. Gallina, F. Johnson, J. O'Connell, S. Ash, V. VanVoorhis

### **Directors Absent**

M. Mandina

### **Ex Officio Members Present**

J. Locey

### **Non Voting Members Present**

J. Locey

### **Guests Present**

A. Brisson, K. Barclay

## **I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Dec 20, 2022 at 4:06 PM.

**C. Approve Minutes**

F. Johnson made a motion to approve the minutes from Board Meeting on 11-15-22.

S. Ash seconded the motion.

Minutes from the November 15th Board Meeting

The board **VOTED** unanimously to approve the motion.

**II. Board Training**

**A. Topic for the Month**

Board training on Governance.

**III. Consent Agenda Items**

**A. Month At A Glance**

No questions.

**B. Board Statistics**

No questions.

**IV. Finance**

**A. Budget vs Actual & Cash Flow**

Monthly review of finances. No questions.

**V. Committee Reporting**

**A. Board Committee Structure & Monthly Reporting**

Finance committee structure- Jack O'Connell to transition to Chair.

**VI. Discussion Items**

**A. Recruitment Report**

Review trends in enrollment to date.

**VII. Closing Items**

**A. Action Item Review**

**B.**

**Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:00 PM.

Respectfully Submitted,  
V. VanVoorhis

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**Vertus**  
HIGH SCHOOL

## Vertus High School

### Minutes

#### Monthly Board Meeting

**Date and Time**

Tuesday January 17, 2023 at 4:30 PM

**Directors Present**

C. Gantt, C. Garrett, D. Johnson, E. Gallina, F. Johnson, J. O'Connell, M. Mandina, V. VanVoorhis

**Directors Absent**

S. Ash

**Ex Officio Members Present**

J. Locey

**Non Voting Members Present**

J. Locey

**Guests Present**

A. Brisson, L. Bennett, T. Hill

**I. Opening Items**

**A. Record Attendance**

**B.**

**Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Jan 17, 2023 at 4:14 PM.

**C. Approve Minutes**

Approval of the minutes was tabled until next months meeting due to incomplete minutes on Board on Track.

V. VanVoorhis made a motion to approve the minutes from Monthly Board Meeting on 12-20-22.

E. Gallina seconded the motion.

The board **VOTED** to approve the motion.

**II. Closing Items**

**A. Action Item Review**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:52 PM.

Respectfully Submitted,

J. O'Connell

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**Vertus**  
HIGH SCHOOL

## Vertus High School

### Minutes

#### Monthly Board Meeting

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#### **Date and Time**

Tuesday February 21, 2023 at 4:00 PM

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#### **Directors Present**

C. Gantt, C. Garrett, D. Johnson, E. Gallina, F. Johnson, J. O'Connell, M. Mandina, V. VanVoorhis

#### **Directors Absent**

S. Ash

#### **Ex Officio Members Present**

J. Locey

#### **Non Voting Members Present**

J. Locey

#### **Guests Present**

A. Brisson, L. Bennett, T. Hill

#### **I. Opening Items**

##### **A. Record Attendance**

##### **B.**

### **Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Feb 21, 2023 at 4:10 PM.

### **C. Approve Minutes**

J. O'Connell made a motion to approve the minutes from Monthly Board Meeting on 01-17-23.

M. Mandina seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. Johnson made a motion to approve the minutes from Annual Board Meeting on 01-17-23.

D. Johnson seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Closing Items**

### **A. Action Item Review**

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:06 PM.

Respectfully Submitted,  
V. VanVoorhis

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**Vertus**  
HIGH SCHOOL

## Vertus High School

### Minutes

#### Monthly Board Meeting

**Date and Time**

Tuesday March 21, 2023 at 4:00 PM

**Directors Present**

C. Gantt, D. Johnson, E. Gallina, F. Johnson, J. O'Connell, M. Mandina

**Directors Absent**

C. Garrett, S. Ash, V. VanVoorhis

**Ex Officio Members Present**

J. Locey

**Non Voting Members Present**

J. Locey

**Guests Present**

A. Brisson, K. Barclay, L. Bennett, T. Hill

**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

C. Gantt called a meeting of the board of directors of Vertus High School to order on Tuesday Mar 21, 2023 at 4:11 PM.

**C. Approve Minutes**

D. Johnson made a motion to approve the minutes from Monthly Board Meeting on 02-21-23.

F. Johnson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Closing Items**

**A. Action Item Review**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:12 PM.

Respectfully Submitted,

C. Gantt

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**Vertus**  
HIGH SCHOOL

Vertus High School

## **Minutes**

Monthly Board Meeting

### **Date and Time**

Tuesday April 25, 2023 at 4:00 PM

### **Location**

1890 South Winton Road  
Suite 100  
Rochester, NY 14619

### **Directors Present**

C. Gantt, E. Gallina, J. O'Connell, M. Mandina, S. Ash, V. VanVoorhis

### **Directors Absent**

C. Garrett, D. Johnson, F. Johnson

### **Ex Officio Members Present**

J. Locey

### **Non Voting Members Present**

J. Locey

### **Guests Present**

A. Brisson, L. Bennett

### **I. Opening Items**

A.

**Record Attendance**

**B. Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Apr 25, 2023 at 4:09 PM.

**C. Approve Minutes**

C. Gantt made a motion to approve the minutes from Monthly Board Meeting on 03-21-23.

M. Mandina seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Consent Agenda Items**

**A. Month At A Glance**

Levi Bennett reviewed Month At A Glance.

**B. Board Statistics**

Julie Locey summarized Board Statistics. No questions were asked.

**III. Finance**

**A. Budget vs Actual & Cash Flow**

Amy Brisson presented the monthly Budget vs Actual and Cash Flow projections.

**IV. Committee Reporting**

**A. Board Committee Structure & Monthly Reporting**

No reports this month.

**V. Discussion Items**

**A. Recruitment Update**

Levi Bennett presented recruitment to date.

**B. Gala**

Finalized Gala details including reviewing silent auction items.

**VI. Closing Items**

**A. Action Item Review & Board Member Report Out**

**B.**



**Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:44 PM.

Respectfully Submitted,  
V. VanVoorhis

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**Vertus**  
HIGH SCHOOL

## Vertus High School

### Minutes

#### Monthly Board Meeting

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#### **Date and Time**

Tuesday June 20, 2023 at 4:00 PM

#### **Directors Present**

D. Johnson, E. Gallina, J. O'Connell, S. Ash, V. VanVoorhis

#### **Directors Absent**

C. Gantt, M. Mandina

#### **Ex Officio Members Present**

J. Locey

#### **Non Voting Members Present**

J. Locey

#### **Guests Present**

A. Brisson, K. Barclay, L. Bennett, T. Hill

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Jun 20, 2023 at 4:06 PM.

**C. Approve Minutes**

J. O'Connell made a motion to approve the minutes from Monthly Board Meeting on 04-25-23.

S. Ash seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Board Training**

**A. Topic for the Month**

The Board continued its Professional Learning Series with a focus on the NYSED Performance Framework.

**III. Consent Agenda Items**

**A. Month At A Glance**

Levi Bennett presented MOA. No questions were asked.

**B. Board Statistics**

Tim Hill presented the monthly Board Statistics.

**IV. Finance**

**A. Budget vs Actual & Cash Flow**

**B. 23-24 Budget**

E. Gallina made a motion to Approve the Annual Budget for the 2023-2024 school year and approve an end of year bonus for CEO.

D. Johnson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**V. Committee Reporting**

**A. Board Committee Structure & Monthly Reporting**

**B. Governance**

Board member recruitment reviewed.

**C. Meeting Dates 23-24**

D. Johnson made a motion to Approve all Board meeting dates for the 2023-2024 school year.

J. O'Connell seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Fundraising-Grants**

To be reviewed in July.

**VI. Discussion Items**

**A. Recruitment Update**

Levi Bennett presented current enrollment and enrollment projections for the 23-24 school year.

**B. Renewal**

Benchmarks 4, 5 and 6 to be reviewed by July 20, 2023.

**VII. Closing Items**

**A. Action Item Review & Board Member Report Out**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:57 PM.

Respectfully Submitted,

V. VanVoorhis

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COURAGE

CEO

Director of Academics

Director of Operations

HR Works

Director of Student Success

DKB Finance

Gen Ed Teachers

SPED Coordinator

AIS Specialist

Counselor

Director of Facilities & Athletics

Main Office Recruiter  
Data Analyst  
Tech Staff

Lead Preceptor

Dean

Director of PR

Attendance Officer & Family Engagement Coordinator

Career Program Manager

SPED Teachers

AIS Support Staff

Coaches

PE

Facilities Manager & Custodian

Preceptors

Deans & Behavior Specialist

LEADERSHIP

DEANS

RESPONSIBILITY

RESPECT



# Vertus HIGH SCHOOL

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

## 2023-24 Academic Calendar

Instructional Days=205

July 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	<del>26</del>	<del>27</del>	<del>28</del>
31				

July 4- Independence Day  
 July 26-27: Staff Report  
 July 31: First Day for Students  
 Instructional Days: 1

August 2023				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	

August 16-17: Regents  
 August 26- 29: Staff Report  
 Instructional Days: 19

September 2023				
Mo	Tu	We	Th	Fr
				1
4	<del>5</del>	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 1: Staff Off  
 Labor Day  
 September 4:  
 September 5: Staff Report  
 Instructional Days:19

October 2023				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October 9: Indigenous People's Day  
 October 27: Half Day  
 Instructional Days: 21

November 2023				
Mo	Tu	We	Th	Fr
		1	2	3
6	<del>7</del>	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 7: Election Day/ Staff Report  
 November 10: Veteran's Day Observance  
 November 22-24: Thanksgiving Holiday  
 Instructional Days: 18

December 2023				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 8: Half Day  
 December 25-29: Winter Recess  
 Instructional Days: 16

January 2024				
Mo	Tu	We	Th	Fr
1	<del>2</del>	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 1: New Year's Day  
 Staff Report  
 January 15: Martin Luther King Jr. Day  
 January 23-26: Regents  
 Instructional Days: 21

February 2024				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

February 19-23: Winter Recess  
 Instructional Days: 16

March 2024				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 1: Half-Day Instructional Days: 21

April 2024				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
<del>22</del>	23	24	25	26
29	30			

April 1-8: Spring Recess  
 22: Staff Report  
 Instructional Days: 16

May 2024				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	<del>17</del>
20	21	22	23	24
27	28	29	30	31

May 17: Staff Report  
 23: Half Day  
 27: Memorial Day  
 Instructional Days: 20

June 2024				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	<del>27</del>	<del>28</del>

June 4: Algebra I Regents  
 14-26: Regents  
 June 19: Juneteenth  
 Instructional Days: 17

July 2024				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	<del>24</del>	<del>25</del>	<del>26</del>
29	30	31		

July 24-26: Staff Report  
 July 29: First Day of School

August 2024				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	30

August 26-29: Staff Report  
 August 20: Building Closed

September 2024				
Mo	Tu	We	Th	Fr
2	<del>3</del>	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

September 2: Labor Day  
 September 3: Staff Report  
 September 4: First Day of Fall Semester



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

**Inspection Date:**

5/10/23

**1. Primary Use:**

INSTRUCTIONAL

**2. Fire Sprinkler System?**

Yes

**2a. Sprinkler alarm?**

Yes

**3. Fire Hydrant System?**

Yes

**3a. Hydrant Ownership:**

Public owned

**4. Building Ownership:**

Leased

**4a. Owner Name:**

21 Humboldt LLC

**4a. Owner Address:**

1657 East Avenue Rochester, NY 14610

**4a. Owner Phone #:**

(571) 451-4091

**4a. Owner E-Mail address:**

tim@streamlinere.com

**5. Leased To Others?:**

Yes

**5a. Tenant Name:**

CrazyDog T-Shirts

**5a. Tenant Address:**

21 Humboldt Street Rochester, NY 14609

**5a. Tenant Phone #:**

(585) 271-6740

**5a. Tenant Name:**

Carrier Enterprise

**5a. Tenant Address:**

21 Humboldt Street Rochester, NY 14609

**5a. Tenant Phone #:**

(585) 232-4980

**6. Square footage:**

48800

**8a. Fire drill manuals distributed?**

Yes

**8d. Average evacuation time:**

2 minutes 25 seconds

**8e. Arson/Fire Prevention?**

Yes

**8f. Prevention/Evacuation Training?**

Yes

**9. Fire Dept. notified via alarm?**

Yes

**10. Any Fires?**

No

**10a. Number of fires:**

Not Applicable

**10b. Number of injuries:**

Not Applicable

**10c. Cost of Damage:**

Not Applicable

**Inspector Notified of previous fire report?**

Yes

**FIRE & EMERGENCY DRILLS**

	Date	Type
1	Sep 8, 2021	Evacuation
2	Sep 16, 2021	Evacuation
3	Oct 12, 2021	Evacuation

	Date	Type
4	Oct 22, 2021	Lockdown
5	Nov 9, 2021	Evacuation
6	May 11, 2022	Evacuation
7	Dec 1, 2021	Lockdown
8	Dec 16, 2021	Evacuation
9	Nov 8, 2021	Lockdown
10	Nov 19, 2021	Lockdown
11	May 5, 2022	Evacuation
12	Dec 1, 2021	Evacuation

### Insufficient Fire & Emergency Drills Reason

- 

### Initial Inspector

#### Stephen Ramos

Phone #: (Phone Number) (585) 509-4645

Certification #: (Certification Number) 1020-0302

Email: stephen.ramos@cityofrochester.gov

### Building Administrator

#### Timothy Hill

Phone #: (Phone Number) (585) 747-8911

### 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 10, 2023

**Created By:** timothy.hill

**Date Modified:** May 10, 2023

**Modified By:** julie.locey

**Date Certified:** May 10, 2023

**Certified By:** julie.locey

### Certificate History

Certificate Type	Date Certified	Certified By
Certificate of Occupancy	May 10, 2023	julie.locey

### Non-conformances

Item	Date Corrected	Date Reinspected
16A-2	May 4, 2023	May 9, 2023

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University of the  
Education



State of New York  
Department

## CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**  
VERTUS HIGH SCHOOL  
21 HUMBOLDT STREET  
ROCHESTER, NEW YORK 14609

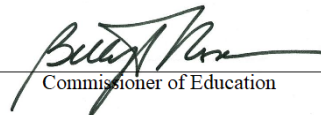
**Building ID:** 261600908002

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

**Issuance Date:** May 10, 2023

**Effective Date:** May 01, 2023

**Expiration Date:** May 01, 2024

  
Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED