



## Vertus High School

### Monthly Board Meeting

### Monthly Meeting Rescheduled

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**Date and Time**

Tuesday June 28, 2022 at 4:00 PM EDT

**Location**

Vertus Charter School

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***Vertus Charter School prepares leaders of character.***

The Board has resolved to meet on the third Tuesday of the month unless it is necessary to reschedule. Pursuant to Board bylaws, rescheduled meeting days and times will be posted at least seventy-two hours in advance of the newly scheduled meeting. The Board has resumed in-person meetings on-site at Vertus.

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
<b>A. Record Attendance</b>		Evan Gallina	1 m
<b>B. Call the Meeting to Order</b>			1 m
<b>C. Approve Minutes</b>	Approve Minutes		2 m
<b>D. Resolution 1</b>	Vote		5 m

**Purpose    Presenter    Time**

The Vertus Charter School Board of Trustees, having received a letter of resignation from trustee Bryan Hickman, has voted to accept said resignation.

- |  |      |     |
|--|------|-----|
| <b>E. Resolution 2</b>   | Vote | 2 m |
| That the board accepts the formal seating of John (Jack) O'Connell on the board of trustees. |      |     |

**II. Reports 4:11 PM**

- |                               |         |                 |      |
|-------------------------------|---------|-----------------|------|
| <b>A. Month At A Glance</b>   | FYI     | Julie<br>Locey  | 10 m |
| <b>B. Board Statistics</b>    | FYI     | Tim Hill        | 10 m |
| <b>C. Recruitment Report</b>  | FYI     | Levi<br>Bennett | 10 m |
| <b>D. NYSED Visit Debrief</b> | Discuss |                 | 5 m  |

**III. Finance 4:46 PM**

- |  |         |                 |      |
|--|---------|-----------------|------|
| <b>A. Budget vs Actual &amp; Cash Flow</b> | Discuss | Amy<br>Brisson  | 10 m |
| <b>B. 22-23 Budget Approval</b>            | Discuss | Fred<br>Johnson | 30 m |

**IV. Committee Reporting 5:26 PM**

- |  |         |  |      |
|--|---------|--|------|
| <b>A. Fundraising Reporting</b>                        | Discuss |  | 15 m |
| <b>B. Committee Reporting: July<br/>Accountability</b> | FYI     |  |      |

**V. Discussion Items 5:41 PM**

- |                               |  |     |
|-------------------------------|--|-----|
| <b>A. Expansion Checklist</b> |  | 5 m |
|-------------------------------|--|-----|

**VI. Closing Items 5:46 PM**

- |                           |      |
|---------------------------|------|
| <b>A. Adjourn Meeting</b> | Vote |
|---------------------------|------|

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[info@vertusschool.org](mailto:info@vertusschool.org) | [www.vertusschool.org](http://www.vertusschool.org) |  
FaceBook/VertusHighSchool

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** May 2022 Vertus Board Minutes 6-2-22.pdf



# Vertus HIGH SCHOOL

21 Humboldt Street  
Rochester, New York 14609

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

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

May 24, 2022

### Time and Place of Meeting

A meeting of the Board of Directors (the “Board”) in person at 21 Humboldt Street, Rochester NY, 4:00 p.m. EST

### Quorum and Attendees

The following directors were present:

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

The following directors were excused:

Mr. Evan Gallina  
Dr. Calvin Gantt  
Rev. Carol Garrett

The following directors were absent:

None

The following staff members were present:

Ms. Julie Locey  
Mr. Timothy Hill

The following members of the general public were present:

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

### Call to Order

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



# Vertus

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

### Governance and Resolutions

**Motion #1. Approval of Prior Minutes:** The Board reviewed the minutes of the meeting of the Board held on April 26, 2022. Following discussion, and upon a motion made by Mr. Mandina, seconded by Mr. Dekedrian Johnson, the Board unanimously approved the Prior Minutes.

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

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

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

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

### Board on Track

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

### School Reports

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



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

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

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

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

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

## **Adjournment**

Questions were asked and answered throughout the meeting and general discussion ensued throughout the meeting. Upon a motion by Ms. Van Voorhis, seconded by Mr. Mandina and unanimously approved, the Board adjourned the meeting at 5:45 p.m. EST.

Bryan Hickman  
Secretary of the meeting

# Cover Sheet

## Month At A Glance

**Section:** II. Reports  
**Item:** A. Month At A Glance  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Month At A Glance June 2022.pdf



# Vertus

## HIGH SCHOOL

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### Month at a Glance

June 2022

#### Academics/Character/Career

- As we wrap up our spring session, I am proud to acknowledge that we accomplished many firsts regarding the student culture. Our first football season, vocal concert, senior banquet, beats battle, junior and senior prom. It was so amazing to see our young men enjoying these events and knowing we have planted the seeds for new Vertus traditions.



- We have several community recruitment events for the summer, kicking off on June 25<sup>th</sup> with the “Summer of Hope” event. I will send flyers as we publish them. We would love to see you there.
- Our boys’ football and basketball teams are participating in summer leagues. This sense of organization and participation over the summer months will continue to help build on the success of these two programs. Robust sporting programs are a great recruitment tool.
- School is now out of session for two weeks. Staff return to the building on July 11<sup>th</sup>, and the summer session officially starts for students on July 13<sup>th</sup>. Leadership will continue to work throughout breaks to ensure we are prepared for summer and continue planning for fall.

#### Finance/Operations/Compliance

- Our interim audit is on June 27<sup>th</sup> and 28<sup>th</sup>, and our end-of-the-year audit is on August 22-26<sup>th</sup>. Due to the amount of federal funding we received, we must also complete a single audit, which is new this year. MMB will request finance committee meeting minutes.
- Several community grants require end-of-cycle reporting, which is taking place over the next few months. Once I have compiled those reports, we will continue to take on new possible opportunities.
- End of the year student data and state reporting will also be completed throughout the next two months. Tim Hill oversees our data analyst, who conducts all reporting requirements.
- DKB and I will submit for and finalize all of our title grants and the corresponding reporting that goes along with them.




- Our annual report will also be due to the NYSED Charter Office as of August 1<sup>st</sup>. All Board members must complete a disclosure of financial interest form for us to comply.

# Cover Sheet

## Board Statistics

<b>Section:</b>	II. Reports
<b>Item:</b>	B. Board Statistics
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Statistics Report_2022.5.pdf

	<b>BOARD STATISTICS</b>
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	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	September	October	November	December	January	February	March	April	May	2021-22 Target
<i>School Year data: September through August</i>																	
Enrollment	103 <sup>(1)</sup>	137 <sup>(1)</sup>	256 <sup>(1)</sup>	279 <sup>(1)</sup>	288 <sup>(1)</sup>	283 <sup>(1)</sup>	258 <sup>(1)</sup>	265	266	270	272	269	262	266	259	262	<b>340</b>
African American	83%	79%	85%	78%	71%	81%	76%	69%	68%	68%	68%	68%	68%	69%	68%	68%	
Hispanic	15%	17%	13%	17%	22%	12%	22%	27%	28%	28%	28%	28%	27%	27%	28%	28%	
White	3%	4%	2%	5%	6%	6%	2%	3%	4%	4%	4%	4%	4%	4%	4%	4%	
Asian	NA	NA	NA	NA	NA	NA	<1%	<1%	<1%	<1%	<1%	<1%	<1%	<1%	<1%	<1%	
Native American or Alaskan	0%	0%	0%	0%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Hawaiian/ Pacific Islander	NA	NA	NA	NA	NA	NA	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Special Education <sup>(9)</sup>	23%	26%	23%	22%	19%	28%	33%	NA	NA	30%	29%	29%	29%	29%	30%	30%	<b>20%</b>
ELL	0%	0%	3%	6%	5%	9%	4%	NA	NA	10%	10%	10%	10%	10%	10%	10%	
Attendance - September to June	82.4%	83.3%	86.8%	85.3%	78.8%	80.1%	76.9%	69.3%	74.0%	73.4%	64.9%	74.3%	74.1%	78.2%	71.4%	75.3%	<b>85.0%</b>
Suspensions (Students)	NA <sup>(2)</sup>	87	113	177	207	137	19	3	9	11	7	7	22	30	16	12	
Expulsions	NA <sup>(2)</sup>	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Students Enrolled				31	26	43	29	13	8	9	4	5	1	8	0	5	
Graduation Rate (Total Cohort - 4 Year Outcome)	NA	NA	NA	65%	66%	82%	75%	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Credits Earned by Entire Student Body in Edgenuity	153.50	223.50	321.25	773.75	747.75	730.25	1443.5	70.75	120	92.5	86.75	150.75	86.25	143.75	71.5	126.5	
Total Number of Courses Completed	743	1782	3075	5321	4838	4546	5517	237	378	299	274	443	247	444	214	327	

<i>Assessment Results</i>																	
NWEA Growth - Reading	450%	196%	261%	261%	156%	152% <sup>(10)</sup>	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	<b>150%</b>
NWEA Growth - Mathematics	300%	213%	221%	250%	213%	21% <sup>(10)</sup>	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	<b>150%</b>
Regents - Annual Pass Rate - All Exams	NA	100% <sup>(3)</sup>	71% <sup>(4)</sup>	67% <sup>(5)</sup>	69% <sup>(6)</sup>	66% <sup>(7)</sup>	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	State Average

<i>Fiscal Year Data: July through June</i>																	
Fundraising	\$577,984	\$331,056	\$242,559	\$229,100	\$196,000	\$89,735											<b>\$175,000</b>

<sup>(1)</sup> As of BEDS Day (October)

<sup>(2)</sup> Discipline data for 2014-15 is not accurate

<sup>(3)</sup> 37 Exams Administered

<sup>(4)</sup> 164 Exams Administered

<sup>(5)</sup> 493 Exams Administered

<sup>(6)</sup> 519 Exams Administered

<sup>(7)</sup> 259 Exams Administered (June and August Regents were Cancelled)

<sup>(8)</sup> "On Track" is the percentage of 3rd and 4th year students who are accumulating credits at a sufficient rate to graduate in four years. The on track percentage does not take into account the number of Regents tests students have passed, which can also impact graduation. This is updated quarterly after classroom credits are awarded.

# Cover Sheet

## Recruitment Report

<b>Section:</b>	II. Reports
<b>Item:</b>	C. Recruitment Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Recruiting Update6.22docx.pdf

# Vertus

## Recruiting

**Currently Enrolled: 263**

**Graduated 22': 46**

**Enrolled for next year: 35 are Fully Enrolled**

and an **additional 10 applicants** are just missing a few documents from being fully enrolled. (Graduation Class is almost replaced)

Another **25 applicants Accepted** our offer to attend and need to begin enrollment forms.

### Trends

- There is an increase in applicants coming from RCSD who are unhappy with school placement. These parents don't feel like their kids will be safe at the schools where the district has placed them. (ie. Franklin, Douglass, and Wilson)
- We are also seeing quite a few applicants coming from other charter schools (ie. Eugenio, Rochester Prep, and UPrep)
- Most applicants are coming from RCSD and they are unhappy with their current school environment

### Recent Efforts

- **Call-a-thon-** resulted in **85 people** expressing interest (For those people we mailed them a letter encouraging enrollment and gave follow-up phone calls) ... **21 Tours** (19 applications/working toward enrollment)
- **School tours** (outside of the *call-a-thon*...May-June): **20 tours**
- **3-on-3 Basketball Tournament:** 3 Tours and 3 enrollments
- Mailed personal letters to 8th grade and 9th-grade boys of Leadership Academy
- **Urban Choice-** Spoke to a group of 30 7th and 8th students at Urban Choice, and gave them a Vertus swag bag with applications inside

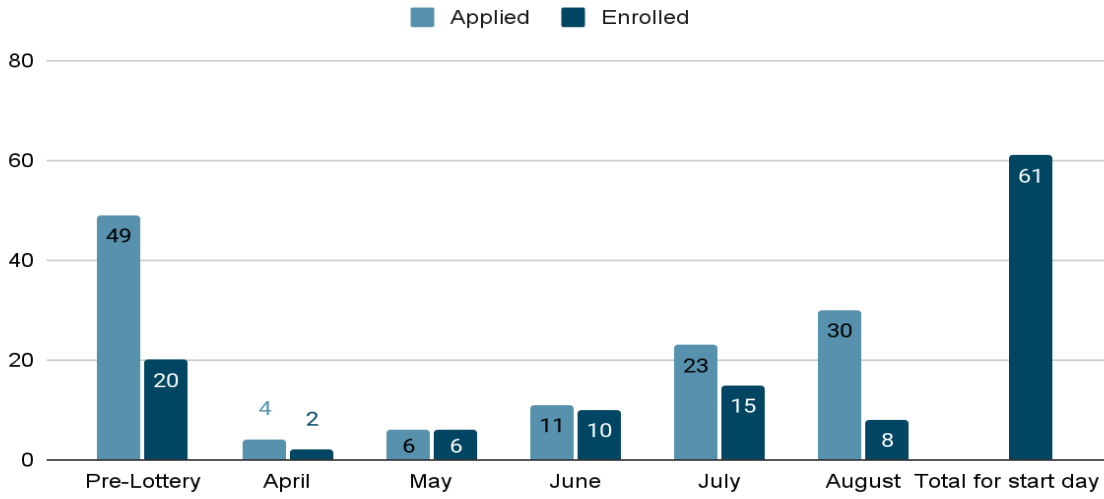
*Success story- A mother who rejected us in April during the lottery time changed her mind and enrolled her son at Vertus. She said that her son told her about the presentation and now wanted to come to Vertus.*

- Social media posts boost
- Juneteenth event- resulted in 1 new applicant and 2 tours

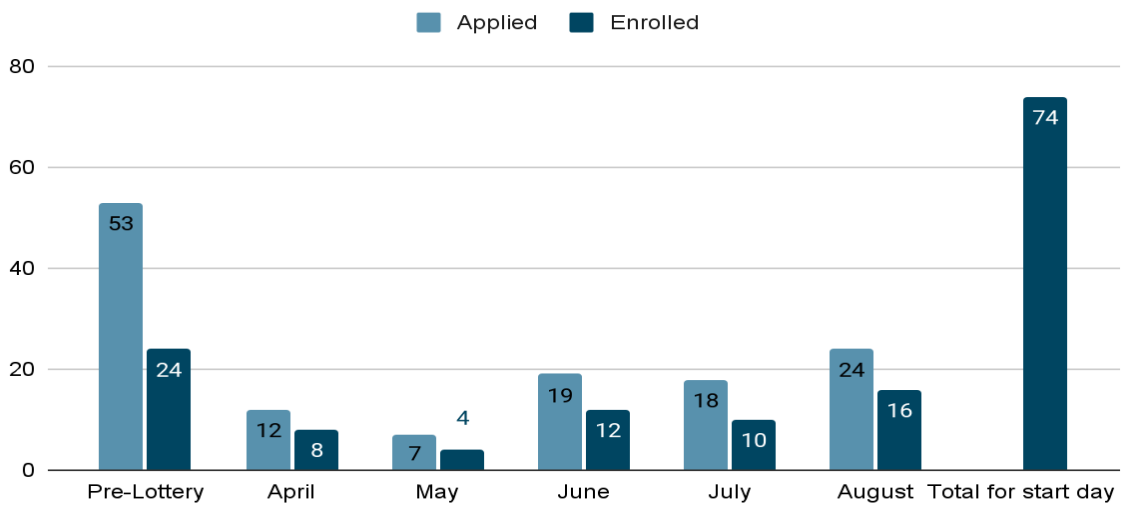
## Upcoming efforts

- Setting up tables at the Roc Summer Soul Fest, and Puerto Rican Festival/ Parade
- Festival of Hope event at Vertus
- Sponsoring Rochester Youth Traveling team RMG Elites. This would include field access, cross-promoting, and opportunities to speak in front of incoming parents. The goal is to develop a feeder program for enrollment and the football team.
- Radio ads on WDKX and Nueva Era
- Submit press releases to news outlets to help draw more positive attention to Vertus. *(Need help with getting News outlets to pick up stories)*
- Incentive-based student competition for promoting Vertus enrollment
- Family Night (July 25th)
- 3-on-3 tournament (July 23rd)
- Latino Event (July 30th)
- Summer Soul Fest (Aug. 27th)
- Back to School Event (Aug 20th)
- Mass Mailing
- Continuing to make cold calls

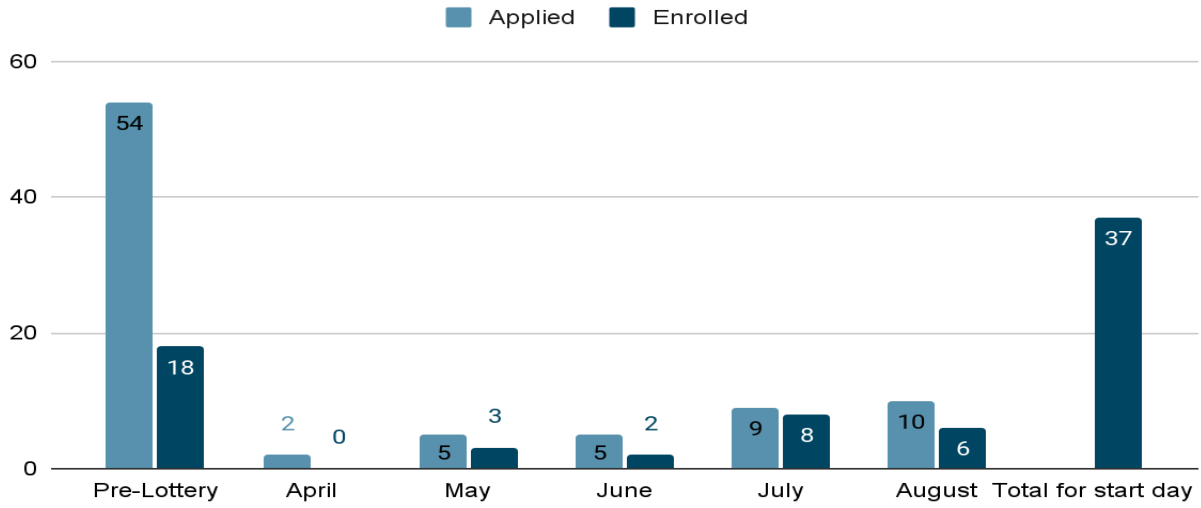
### 2018-2019



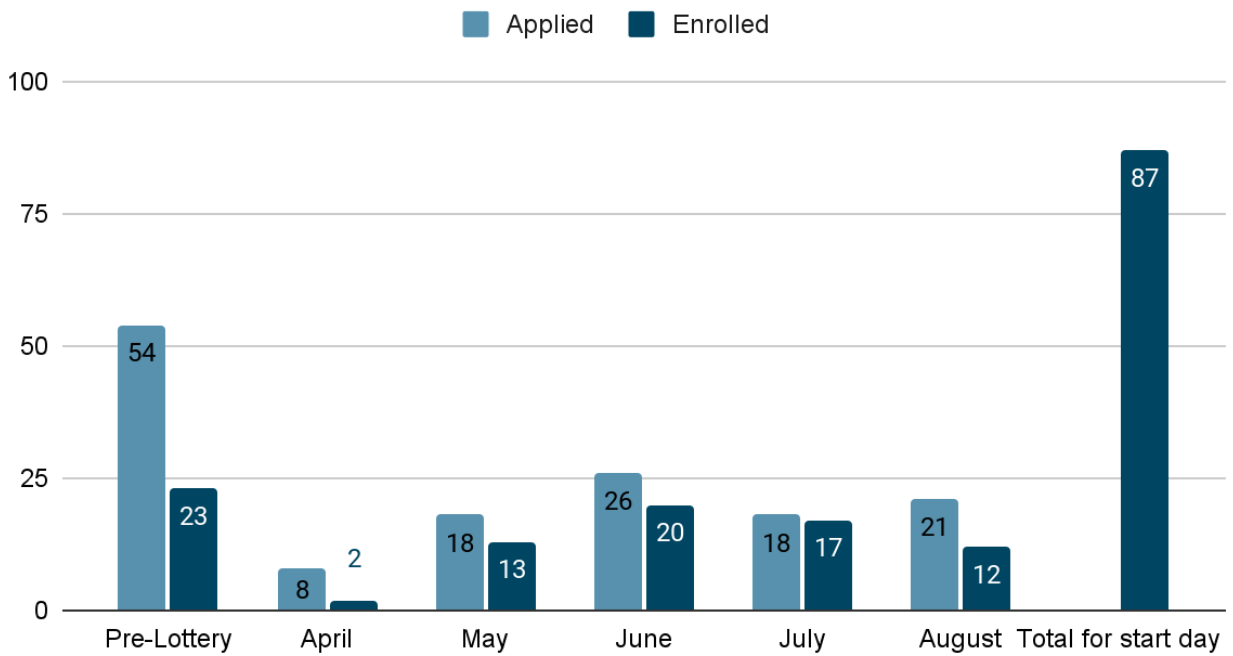
### 2019-2020



### 2020-2021

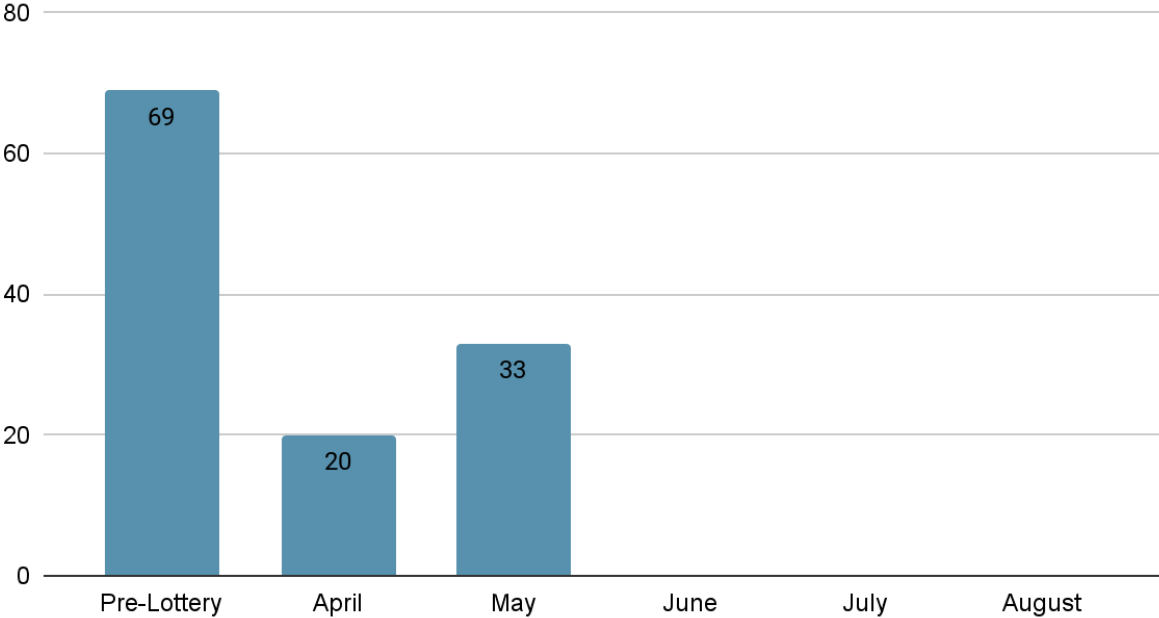


### 2021-2022





### Current Year



# Cover Sheet

## Budget vs Actual & Cash Flow

**Section:** III. Finance  
**Item:** A. Budget vs Actual & Cash Flow  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Budget vs. Actual 5.31.22 for Finance Meeting (1).pdf  
Cash Flow 5.31.22 for BOD (1).pdf

Fiscal Year 2021-22 - Budget vs. Actual Report - May 2022 - Accrual Basis						Notes
	Approved	YTD	Projected	Projected		
	Budget	Total - 5/31/22	Jun-22	Total	Variance	
<b>Revenue</b>						
<b>4100 State Grants</b>						
4101 Per Pupil General Education	3,767,850.00	3,455,633.65	260,904.35	3,716,538.00	-51,312.00	Based on current enrollment, anticipate lower than budget
4102 Per Pupil Special Education	925,000.00	877,693.00	97,307.00	975,000.00	50,000.00	Based on current enrollment, anticipate higher than budget
<b>Total 4100 State Grants</b>	<b>\$ 4,692,850.00</b>	<b>\$ 4,333,326.65</b>	<b>\$ 358,211.35</b>	<b>\$ 4,691,538.00</b>	<b>-\$ 1,312.00</b>	
<b>4200 Federal Grants</b>						
4201 IDEA Special Needs	64,000.00	82,925.89	7,531.11	90,457.00	26,457.00	Received \$90,457 from RCSD in May
4202 Title I	159,232.00	145,962.67	13,269.33	154,500.00	-4,732.00	Adj from PY
4203 Title IIA	17,523.00	16,062.75	1,460.25	17,523.00	0.00	
4204 Title IV	12,375.00	11,343.75	1,031.25	12,375.00	0.00	
4206 E-Rate	11,880.00	38,106.82	0.00	38,106.82	26,226.82	Received catch up E-rate adjust from Spectrum in Feb. anc
4210 CRRSA (ESSER II)	104,933.00	96,188.58	8,744.42	104,933.00	0.00	
4209 CRRSA (ESSERII)/ARP (ESSER)/CSP	633,373.00	580,591.92	52,781.08	633,373.00	0.00	
<b>Total 4200 Federal Grants</b>	<b>\$ 1,003,316.00</b>	<b>\$ 971,182.37</b>	<b>\$ 84,817.44</b>	<b>\$ 1,051,267.82</b>	<b>\$ 47,951.82</b>	
<b>4300 Contributions &amp; Donations</b>						
4301 Restricted Contributions	0.00	118,881.23	0.00	118,881.23	118,881.23	Feb received - \$30k ESL for career development, \$10k Chaparral Glass for Athletics, \$10k Bill Belichick Found for Football, \$5k Perinton Food Shelf for food cupboard
4302 Unrestricted Contributions	0.00	0.00	0.00	0.00	0.00	
4305 Fundraising	50,000.00	13,302.67	0.00	13,302.67	-36,697.33	
<b>Total 4300 Contributions &amp; Donations</b>	<b>\$ 50,000.00</b>	<b>\$ 132,183.90</b>	<b>\$ 0.00</b>	<b>\$ 132,183.90</b>	<b>\$ 82,183.90</b>	
<b>Total Revenue</b>	<b>\$ 5,746,166.00</b>	<b>\$ 5,436,692.92</b>	<b>\$ 443,028.79</b>	<b>\$ 5,874,989.72</b>	<b>\$ 128,823.72</b>	
<b>Expenditures</b>						
<b>2200 Misc. Payables</b>						
2201 Loan Payable	3,000.00	3,008.77	0.00	3,008.77	8.77	
<b>Total 2200 Misc. Payables</b>	<b>\$ 3,000.00</b>	<b>\$ 3,008.77</b>	<b>\$ 0.00</b>	<b>\$ 3,008.77</b>	<b>\$ 8.77</b>	
<b>5000 Compensation</b>						
Total 5100 Administrative Staff	\$ 401,419.00	\$ 367,759.37	\$ 34,000.00	\$ 401,759.37	\$ 340.37	
Total 5200 Instructional Staff	\$ 2,595,756.00	\$ 2,187,822.08	\$ 269,000.00	\$ 2,456,822.08	\$ (138,933.92)	
<b>Total 5000 Compensation</b>	<b>\$ 2,997,175.00</b>	<b>\$ 2,555,581.45</b>	<b>\$ 303,000.00</b>	<b>\$ 2,858,581.45</b>	<b>\$ (138,593.55)</b>	
Total 5300 Other	\$ 43,000.00	\$ 8,500.00	\$ 50,000.00	\$ 58,500.00	\$ 15,500.00	Assume bonuses of \$30k (saly) and other sports stipends
Total 5500 Payroll Taxes and Benefits	\$ 272,137.00	\$ 219,288.64	\$ 31,770.00	\$ 251,058.64	\$ (21,078.36)	
Total 5600 Employee Benefits	\$ 275,000.00	\$ 268,748.31	\$ 25,036.06	\$ 293,784.37	\$ 18,784.37	Anticipated overrun for health insurance
Total 5700 Retirement & Pension	\$ 85,200.00	\$ 67,960.84	\$ 6,924.06	\$ 74,884.90	\$ (10,315.10)	
<b>TOTAL Comp, Taxes, Benefits, Bonus, Retirement</b>	<b>\$ 3,672,512.00</b>	<b>\$ 3,120,079.24</b>	<b>\$ 416,730.12</b>	<b>\$ 3,536,809.36</b>	<b>\$ (135,702.64)</b>	
Total 6100 General Administrative	\$ 120,241.00	\$ 121,950.10	\$ 12,000.00	\$ 133,950.10	\$ 13,709.10	Estimated overrun for staff appreciation/teambuilding
Total 6200 Insurance	\$ 78,200.00	\$ 58,831.26	\$ 9,000.00	\$ 67,831.26	\$ (10,368.74)	
Total 6300 Professional Services	\$ 226,000.00	\$ 163,059.02	\$ 32,000.00	\$ 195,059.02	\$ (30,940.98)	
Total 6400 Professional Development	\$ 35,500.00	\$ 39,949.87	\$ 2,000.00	\$ 41,949.87	\$ 6,449.87	
Total 6500 Recruitment	\$ 116,000.00	\$ 83,856.81	\$ 17,143.19	\$ 101,000.00	\$ (15,000.00)	
Total 6600 Fundraising Expenses/External Relations	\$ 1,000.00	\$ 12.99	\$ 0.00	\$ 12.99	\$ (987.01)	

## Fiscal Year 2021-22 - Budget vs. Actual Report - May 2022 - Accrual Basis

	Approved	YTD	Projected	Projected	Variance	Notes
	Budget	Total - 5/31/22	Jun-22	Total		
Total 7100 Curriculum and Classroom	\$ 299,419.00	\$ 286,643.18	\$ 45,000.00	\$ 331,643.18	\$ 32,224.18	Includes graduation, prom, senior banquet
Total 7200 Enrichment Programs	\$ 20,000.00	\$ 10,149.25	\$ 1,500.00	\$ 11,649.25	\$ (8,350.75)	
Total 8100 Facility Operations & Maintenance	\$ 672,284.00	\$ 641,674.73	\$ 62,000.00	\$ 703,674.73	\$ 31,390.73	Masks/Cleaning
Total 8200 Technology/Telecommunication Expense	\$ 132,096.00	\$ 126,296.81	\$ 13,000.00	\$ 139,296.81	\$ 7,200.81	
Total 8800 Miscellaneous Expenses	\$ 2,750.00	\$ 440.06	\$ 2,500.00	\$ 2,940.06	\$ 190.06	
Total 8900 Depreciation Expense & Amortization	\$ 200,000.00	\$ 117,628.61	\$ 9,528.00	\$ 127,156.61	\$ (72,843.39)	
Total Operating Expenditures	\$ 5,579,002.00	\$ 4,773,580.70	\$ 622,401.31	\$ 5,395,982.01	\$ (183,019.99)	
Total 1500 Fixed Assets	\$ 145,164.00	\$ 156,006.36	\$ 0.00	\$ 156,006.36	\$ 10,842.36	Does Not Include a Van
Total revenues	\$ 5,746,166.00	\$ 5,436,692.92	\$ 443,028.79	\$ 5,874,989.72	\$ 128,823.72	
Operating expenses	\$ 5,579,002.00	\$ 4,773,580.70	\$ 622,401.31	\$ 5,395,982.01	-\$ 183,019.99	
Depreciation	\$ 200,000.00	\$ 117,628.61	\$ 9,528.00	\$ 127,156.61	-\$ 72,843.39	
Fixed assets	\$ 145,164.00	\$ 156,006.36	\$ 0.00	\$ 156,006.36	\$ 10,842.36	
Subtotal	\$ 222,000.00	\$ 624,734.47	-\$ 169,844.52	\$ 450,157.96	\$ 228,157.96	

Fiscal Year 2021-22 - Cash Flow Projection												
As of May 31, 2022												
	July Actual	August Actual	September Actual	October Actual	November - Actual	December - Actual	January - Actual	February - Actual	March - Actual	April - Actual	May - Actual	June - Projected
East Irondequoit	\$0.00	\$0.00	\$17,566.66	\$0.00	\$8,783.33	\$0.00	\$0.00	\$8,783.33	\$8,783.33	\$0.00	\$14,712.10	\$0.00
Brighton	\$0.00	\$0.00	\$4,666.66	\$2,333.33	\$0.00	\$0.00	\$2,333.33	\$2,333.33	\$0.00	\$0.00	\$2,333.33	\$0.00
Gates-Chili	\$0.00	\$0.00	\$0.00	\$0.00	\$19,845.00	\$0.00	\$0.00	\$13,230.00	\$0.00	\$0.00	\$0.00	-\$330.75
Hilton	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,452.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Webster	\$0.00	\$0.00	\$0.00	\$0.00	\$1,266.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fairport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Greece	\$0.00	\$10,213.33	\$14,298.67	\$0.00	\$0.00	\$0.00	\$0.00	\$6,638.67	\$0.00	\$0.00	\$0.00	\$14,298.67
West Irondequoit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,648.63	\$0.00	\$0.00
Rush Henrietta	\$2,297.83	\$0.00	\$4,595.67	\$6,893.50	\$0.00	\$0.00	\$4,595.67	\$4,595.67	\$0.00	\$0.00	\$4,595.67	\$0.00
Pittsford	\$2,378.00	\$2,378.00	\$0.00	\$2,378.00	\$0.00	\$0.00	\$2,378.00	\$2,378.00	\$0.00	\$0.00	\$2,378.00	\$0.00
Webster	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RCSO	\$473,497.50	\$0.00	\$585,457.50	\$0.00	\$649,320.16	\$0.00	\$597,120.00	\$0.00	\$613,447.50	\$0.00	\$524,812.50	\$0.00
RCSO SpEd	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$607,182.00	\$0.00	\$253,496.29	\$0.00	\$0.00	\$296,675.35
Federal Grants - 21 - 22	\$0.00	\$0.00	\$0.00	\$0.00	\$37,825.00	\$0.00	\$0.00	\$0.00	\$39,275.00	\$0.00	\$0.00	\$0.00
Federal Grants - 20 - 21	\$0.00	\$14,522.00	\$0.00	\$2,160.00	\$16,619.00	\$0.00	\$0.00	\$0.00	\$1,301.00	\$0.00	\$0.00	\$0.00
Federal Grants - 19 - 20 Final payment	\$0.00	\$0.00	\$64,505.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IDEA Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,456.89	\$0.00	\$0.00
Summers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E3 Rochester	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Emil Muller Foundation	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ESSER Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$34,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ESSER II Grant	\$0.00	\$0.00	\$0.00	\$110,044.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$346,440.00	\$0.00	\$0.00
ARP Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,661.00	\$0.00	\$0.00	\$0.00	\$0.00
Fundraising**	\$5,550.00	\$522.97	\$18,694.08	\$6,372.86	\$1,078.00	\$13,352.40	\$695.66	\$7,540.00	\$621.23	\$2,188.66	\$621.88	\$0.00
McGowan	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Chaparral Glass	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
ESL Federal Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Belichick	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
USAC Treasury	\$0.00	\$0.00	\$0.00	\$2,968.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,555.06	\$0.00	\$0.00
CSP Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,044.00	\$0.00	\$0.00
STEM Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
<b>Total Deposits</b>	<b>\$483,723.33</b>	<b>\$27,636.30</b>	<b>\$729,784.24</b>	<b>\$133,149.89</b>	<b>\$779,142.99</b>	<b>\$13,352.40</b>	<b>\$1,215,757.16</b>	<b>\$219,160.00</b>	<b>\$916,924.35</b>	<b>\$21,392.35</b>	<b>\$1,028,394.37</b>	<b>\$313,643.27</b>
<b>Total Disbursements</b>	<b>\$624,086.12</b>	<b>\$432,921.29</b>	<b>\$562,313.52</b>	<b>\$343,646.70</b>	<b>\$416,315.00</b>	<b>\$469,846.11</b>	<b>\$448,090.64</b>	<b>\$387,804.93</b>	<b>\$473,905.89</b>	<b>\$372,037.10</b>	<b>\$331,516.90</b>	<b>\$612,000.00</b>
<b>Increase (Decrease) In Cash</b>	<b>-\$140,362.79</b>	<b>-\$405,284.99</b>	<b>\$167,470.72</b>	<b>-\$210,496.81</b>	<b>\$362,827.99</b>	<b>-\$456,493.71</b>	<b>\$767,666.52</b>	<b>-\$168,644.93</b>	<b>\$443,018.46</b>	<b>-\$350,644.75</b>	<b>\$696,877.47</b>	<b>-\$298,356.73</b>
<b>Cash, Beginning of Period</b>	<b>\$859,308.53</b>	<b>\$718,945.74</b>	<b>\$313,660.75</b>	<b>\$481,131.47</b>	<b>\$270,634.66</b>	<b>\$633,613.89</b>	<b>\$177,120.18</b>	<b>\$944,786.70</b>	<b>\$776,141.77</b>	<b>\$1,219,160.23</b>	<b>\$868,515.48</b>	<b>\$1,565,392.95</b>
<b>Cash, End of Period</b>	<b>\$718,945.74</b>	<b>\$313,660.75</b>	<b>\$481,131.47</b>	<b>\$270,634.66</b>	<b>\$633,613.89</b>	<b>\$177,120.18</b>	<b>\$944,786.70</b>	<b>\$776,141.77</b>	<b>\$1,219,160.23</b>	<b>\$868,515.48</b>	<b>\$1,565,392.95</b>	<b>\$1,267,036.22</b>

Actual Revenue	Actual Cash	Diff
\$58,628.75	\$58,628.75	\$0.00
\$14,000.00	\$13,999.98	\$0.02
\$32,744.25	\$32,744.25	\$0.00
\$1,452.20	\$1,452.50	-\$0.30
\$1,266.50	\$1,266.50	\$0.00
\$0.00	\$0.00	\$0.00
\$54,539.20	\$45,449.34	\$9,089.86
\$23,033.70	\$14,648.63	\$8,385.07
\$27,574.00	\$27,574.01	-\$0.01
\$14,268.00	\$14,268.00	\$0.00
\$0.00	\$0.00	\$0.00
\$3,505,747.50	\$3,450,652.66	\$55,094.84
\$55,095 owed back from prior year		
<b>\$3,733,254.10</b>	<b>\$3,660,684.62</b>	<b>\$72,569.48</b> General Ed
<b>\$982,814.26</b>	<b>\$860,678.29</b>	<b>\$122,135.97</b> Special Ed

# Cover Sheet

## 22-23 Budget Approval

<b>Section:</b>	III. Finance
<b>Item:</b>	B. 22-23 Budget Approval
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Draft Budget_2022 - 2023 - v3 - 6.7.22 (2).pdf

# Vertus Charter School Budget

## CONFIDENTIAL

Timeline - Approve by FC 5/10. Present to Board 5/17.

	2019-20 Actual	2020-21 Actual	2021-22 Approved	2021-22 Estimated	2022-23 Draft June 2022	Notes - 2022 - 2023
<b>Total Number of Students</b>	283	258	270	267	290	
<b>Number of Special Ed Students</b>	57	51.6	50	51	50	
<b>Revenue</b>						
4100 State Grants						
4101 Per Pupil General Education	3,975,482	3,483,189	3,767,850	3,729,972	4,122,640	Per pupil rate for 2022 - 2023 for RCSD
4102 Per Pupil Special Education	1,038,941	1,013,052	925,000	975,000	964,500	Assumes rate of \$19,290 (2021 - 2022 rate)
4103 SSF Grant	0	0	0	0	0	
<b>Total 4100 State Grants</b>	<b>5,014,423</b>	<b>4,496,241</b>	<b>4,692,850</b>	<b>4,704,972</b>	<b>5,087,140</b>	
4200 Federal Grants						
4201 IDEA Special Needs	66,090	78,528	64,000	90,457	64,000	This amount is unknown
4202 Title I	170,706	<b>156,295</b>	159,232	159,232	<b>149,339</b>	Per published allocations
4203 Title IIA	20,940	<b>9,887</b>	17,523	17,523	17,523	Allocation amounts not yet released
4204 Title IVA	10,939	<b>11,005</b>	12,375	12,375	<b>11,201</b>	Per published allocations
4205 CSP	0	17,202	0	0	45,000	Do not have final allocations yet.
4206 E-Rate	18,455	0	11,880	20,835	<b>64,000</b>	Estimate from Melissa Garber - Internet (\$8,530)/Meraki/Switch
4208 CRRSA (ESSER)		156,896			0	
4208 CRRSA (ESSER II)			104,933	104,933	0	
4209 CRRSA (ESSER II)/ARP (ESSER)	0	0	633,373	611,561	553,653	ARP (ESSER III)
<b>Total 4200 Federal Grants</b>	<b>287,130</b>	<b>429,813</b>	<b>1,003,316</b>	<b>1,016,916</b>	<b>904,716</b>	
4300 Contributions & Donations						
4301 Restricted Contributions	3,341	130,789	0	116,789	<b>47,000</b>	Included placeholder for FMV of 2 vans from Wegmans. "Cos
4302 Unrestricted Contributions	75,349	81,078	0	13,184	0	
4303 NGLC Grant	0	0	0	0	0	
4304 Farash Foundation	0	0	0	0	0	
4304a GRHF (3 years - \$178k total)					61,167	To be used toward Social Worker and other costs
4305 Fundraising	54,137	0	50,000	0	100,000	
<b>Total 4300 Contributions &amp; Donations</b>	<b>132,828</b>	<b>211,867</b>	<b>50,000</b>	<b>129,973</b>	<b>208,167</b>	
4400 Fundraising						
4401 Fundraising Events	829	0	0	0	0	
<b>Total 4400 Fundraising</b>	<b>829</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4500 Interest Income						
4501 Interest Income	0	0	0	0	0	
<b>Total 4500 Interest Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Vertus Charter School Budget <b>CONFIDENTIAL</b>						Timeline - Approve by FC 5/10. Present to Board 5/17.
	2019-20 Actual	2020-21 Actual	2021-22 Approved	2021-22 Estimated	2022-23 Draft June 2022	Notes - 2022 - 2023
<b>Total Revenue</b>	<b>5,435,209</b>	<b>5,137,921</b>	<b>5,746,166</b>	<b>5,851,861</b>	<b>6,200,023</b>	
<b>Expenditures</b>						
2200 Misc. Payables						
2201 Loan Payable	63,130	54,428	3,000	3,008	0	Paid off in 2021
<b>Total 2200 Misc. Payables</b>	<b>63,130</b>	<b>54,428</b>	<b>3,000</b>	<b>3,008</b>	<b>0</b>	
5000 Compensation						<b>See Staff Data Tab (except Coaches)</b>
5100 Administrative Staff		-19,811		0		
5102 Director of External Affairs	0	0	0	0	0	
5103 Chief Operating Officer	80,915	38,012	0	0	0	Increased responsibilities elsewhere, include HR Works/DKB
5104 Ops/Finance/Data Associates	193,382	237,531	202,796	210,635	230,438	Raquel, Danielle, Ryan, John, Yari
5105 Tech/Blended Learning Lead					45,000	Sha-yon
5108 Custodian	31,413	30,961	34,320	34,854	35,693	Moses
5109 Student Recruiter	47,502	50,602	56,000	52,955	56,540	Michael, Linda
5110 Athletics Coaches	8,915	4,000	59,375	59,375	77,700	See Athletics tab
5113 Facilities Manager			48,928	48,873	50,885	Deane
<b>Total 5100 Administrative Staff</b>	<b>362,126</b>	<b>341,295</b>	<b>401,419</b>	<b>406,692</b>	<b>496,256</b>	
5200 Instructional Staff						
5101 CEO	13,785	0	135,000	134,462	155,250	Must be approved by Board - Julie
5209 Principal	119,097	119,158	0	0	0	NA
5106 Director of Admissions/Public Relations	66,359	65,735	70,000	90,827	72,800	Joseph Carter
5105 Deans	91,922	127,235	125,673	73,403	127,132	Givens, TBD, Osita
5107 Head Dean					60,000	James Daniels, new role
5201 Director of Operations	62,935	74,000	85,000	84,808	97,750	Hill
5112 Family Engagement and Community School Coordinator	67,256	68,613	62,000	68,289	50,000	Shawn
5217 Director of Academics	62,813	66,423	70,000	71,769	75,600	Kadar
5210 Director of Student Success			70,000	71,423	82,600	Levi Bennett
5202 Teachers	664,165	530,512	599,049	531,580	579,168	Ocie, TBD SS, D'Ambrosio, Anna, Yahaira, Karen, Alyshia, Ma
5214 Athletic Director	0	66,817	70,000	71,615	77,000	Maez - Athletic Director/Director of Facilities
5203 SPED Coordinator	56,122	52,907	59,000	49,000	55,120	Katy
5204 SPED Teachers	251,616	281,597	253,588	243,709	240,930	Bucciarelli, Sharaye, Andre, Victoria, Fabiloa
5216 AIS Staff	118,370	54,929	77,260	71,214	78,000	Devon, TBD
5205 Teaching Fellows		122,394	0	1,538	0	NA
5206 Preceptors	622,883	624,983	498,342	502,789	647,064	Maurice, Geno, Joshua, TBD, Jemel, TBD, Wilfredo, Terrence,



Vertus Charter School Budget CONFIDENTIAL						Timeline - Approve by FC 5/10. Present to Board 5/17.
	2019-20 Actual	2020-21 Actual	2021-22 Approved	2021-22 Estimated	2022-23 Draft June 2022	Notes - 2022 - 2023
5207 Career Program Manager/ Guidance Counselors	93,753	60,092	140,634	155,907	109,842	Flanagan, LeFrois (contracted), Woods Jr.
5208 Behavior Support Specialist	89,874	59,803	57,783	57,783	57,783	Rogerson
5211 Instructional Coach			55,000	0	0	NA
5112 Parent Engagement Facilitator	16,000	36,320	20,000	7,200	0	NA
5219 Truancy and Attendance Officer			41,200	39,615	48,000	Dwayne
5220 Social Worker			50,000	0	17,000	Contract Therapist (required under GRHF grant)
5213 AIS Specialist	0	0	56,227	56,164	59,600	Owlett
5212 Extra Work Stipends	0	0	0	0	0	
<b>Total 5200 Instructional Staff</b>	<b>2,396,951</b>	<b>2,411,518</b>	<b>2,595,756</b>	<b>2,383,095</b>	<b>2,690,639</b>	
<b>Total 5000 Compensation</b>	<b>2,759,077</b>	<b>2,752,813</b>	<b>2,997,175</b>	<b>2,789,787</b>	<b>3,186,895</b>	
5300 Other						
5301 Bonus/ staff incentives	0	28,750	15,000	30,000	50,000	60.5 total employees budgeted
5303 Student Employment Programs		1,200		1,000		This is budgeted below.
5302 Other	0	0	28,000	48,000	28,000	Teaching stipends, other adjustments. PY includes K. Bonn s
<b>Total 5300 Other</b>	<b>0</b>	<b>29,950</b>	<b>43,000</b>	<b>79,000</b>	<b>78,000</b>	
5500 Payroll Taxes and Benefits		9,433		-2,401		
5502 NY State Unemployment Insurance	24,480	23,307	20,798	38,466	35,370	4.5% on \$12,000 of wages pp. Added and additional \$2,700 f
5503 Social Security - ER	162,717	175,423	188,491	177,966	202,423	6.2% of wages (up to \$147k in compensation PP)
5505 Medicare - ER	38,055	41,026	44,083	41,621	47,341	1.45% of wages
5509 NY Disability and Paid Family Leave	2,076	3,732	18,765	2,290	3,484	PFL is .00511 of wages/NYS DI is \$6.80/month/pp, less witho
<b>Total 5500 Payroll Taxes</b>	<b>227,327</b>	<b>252,921</b>	<b>272,137</b>	<b>257,942</b>	<b>288,618</b>	
5600 Employee Benefits						
5601 Medical Insurance	261,780	218,276	221,000	245,333	261,000	Based on quote from Lavoro Group (\$261k based on 34 partic
5602 Dental/Vision Insurance	26,817	18,005	24,000	24,222	24,000	Based on quote from Lavoro Group (Vision - \$3.5k/36 particip
5604 Worker's Compensation Expense	13,153	23,123	30,000	28,038	41,845	Current \$3,321/month, add 5% (includes WC and BOP)
5605 STD, LTD, Life Insurance	334	-189	0	470	0	
<b>Total 5600 Employee Benefits</b>	<b>302,083</b>	<b>259,215</b>	<b>275,000</b>	<b>298,063</b>	<b>326,845</b>	
5700 Retirement & Pension						
5701 401(k) Expenses	4,926	4,693	6,000	6,760	7,000	Increases with plan assets
5702 401(k) Contributions - Clearing	53	-10	0	0	0	
5703 401(k) Contributions - Matching	69,639	73,712	79,200	66,108	75,236	Used same % of wages as PY
<b>Total 5700 Retirement &amp; Pension</b>	<b>74,618</b>	<b>78,395</b>	<b>85,200</b>	<b>72,868</b>	<b>82,236</b>	
<b>TOTAL Comp, Taxes, Benefits, Bonus, Retirement</b>	<b>3,363,107</b>	<b>3,373,294</b>	<b>3,672,512</b>	<b>3,497,660</b>	<b>3,962,594</b>	
6100 General Administrative						
6101 Office Supplies	15,927	12,707	20,000	10,887	13,000	Similar to 2019

Vertus Charter School Budget CONFIDENTIAL						Timeline - Approve by FC 5/10. Present to Board 5/17.
	2019-20 Actual	2020-21 Actual	2021-22 Approved	2021-22 Estimated	2022-23 Draft June 2022	Notes - 2022 - 2023
6102 Furniture (Non-Capitalized)	376	0	5,000	0	0	
6103 Equipment (Non-Capitalized)	18,060	17,623	21,241	16,513	4,730	Chrome Books - CIT Leases - \$832/mth thru Aug '22. \$613/m
6104 Postage	7,935	6,590	8,000	10,401	11,000	Similar to PY
6105 Copy Machine Lease	25,245	18,300	25,000	28,911	30,000	Similar to PY
6106 Printing/Copying	10,182	8,998	10,000	11,033	13,500	Similar to PY, plus \$2,000 under GRHF grant
6107 Staff Transportation	338	305	1,000	91	300	Very minimal
6108 Team Building/Staff Appreciation	20,134	18,684	20,000	34,382	35,000	Based on py - staff of month, events, birthdays
6110 Staff Work Room & Supplies				3,459	5,000	
6109 Dues and Subscriptions	9,971	8,819	10,000	12,277	13,000	Similar to PY
<b>Total 6100 General Administrative</b>	<b>108,167</b>	<b>92,026</b>	<b>120,241</b>	<b>127,954</b>	<b>125,530</b>	
6200 Insurance						
6201 General	60,819	58,306	78,200	61,698	72,568	Assume 10% increase over PY, plus 4,700 for Cyber Insuranc
<b>Total 6200 Insurance</b>	<b>60,819</b>	<b>58,306</b>	<b>78,200</b>	<b>61,698</b>	<b>72,568</b>	
6300 Professional Services						
6301 Accounting/Audit	17,715	19,740	20,000	20,000	21,000	MMB Audit and Tax preparation. Increased 5% from PY
6302 Payroll and Human Resource Services	7,836	14,123	44,000	42,561	44,000	Includes HR Works of \$32,000
6303 Financial Management Services	38,249	80,000	80,000	80,000	82,400	DKB bookkeeping/COO duties (\$5k/mth) Audit Liaison (\$10k),
6304 Legal In-Kind	0	0	0	0	0	
6305 Legal Services	321	43	15,000	17,559	15,000	
6306 Substitute Services	160	0	0		0	
6307 E-Rate Services	6,000	6,000	6,000	6,000	6,000	
6308 Grant Writing	0	14,688	24,000	19,538	24,000	Grants 4 Good
6309 Charter School Consultants and Outside Services	16,189	27,550	25,000	7,665	25,000	SchoolWorks in 20-21 for Re-charter. Budget for potential exp
6311 Guidance Counselor	34,850	57,187	0		0	LeFrois Contracted, included above in Salaries
6314 Marketing/Advertising		9,450			0	
5111 Vertus Bus Drivers	11,009	9,641	12,000	6,568	12,000	
<b>Total 6300 Professional Services</b>	<b>132,329</b>	<b>238,422</b>	<b>226,000</b>	<b>199,891</b>	<b>229,400</b>	
6400 Professional Development						
6401 Instructional Staff Development	11,393	7,259	20,000	26,567	28,000	Similar to PY
6402 Non-Instructional Staff Development	6,026	432	0		0	
6403 Conferences and School Visits	539	0	15,000	17,370	18,000	Similar to PY
6404 Board Expenses	891	0	500	2,000	12,000	Board on Track
<b>Total 6400 Professional Development</b>	<b>18,850</b>	<b>7,691</b>	<b>35,500</b>	<b>45,937</b>	<b>58,000</b>	
6500 Recruitment						
6501 Student Recruitment	81,410	60,855	110,000	94,979	110,000	Student referral bonus - \$500 if student stays 6 months. Add \$1

Vertus Charter School Budget CONFIDENTIAL						Timeline - Approve by FC 5/10. Present to Board 5/17.
	2019-20 Actual	2020-21 Actual	2021-22 Approved	2021-22 Estimated	2022-23 Draft June 2022	Notes - 2022 - 2023
6502 Staff Recruitment	3,867	102	6,000	3,918	6,000	Cost of ads. Doesn't include headhunter fees.
<b>Total 6500 Recruitment</b>	<b>85,277</b>	<b>60,957</b>	<b>116,000</b>	<b>98,897</b>	<b>116,000</b>	
6600 Fundraising Expenses/External Relations						
6601 General Fundraising Expenses	13	306	1,000	13	0	Do we want to plan a fundraiser this year? Would need to bud
<b>Total 6600 Fundraising Expenses/External Relations</b>	<b>13</b>	<b>306</b>	<b>1,000</b>	<b>13</b>	<b>0</b>	
7100 Curriculum and Classroom						
7101 Classroom Supplies	15,346	13,150	18,000	8,150	19,500	Similar to 2019 plus \$3,500 in theraputic supplies under GRHF
7102 Libraries	2,547	298	3,000	0	0	Included in Digital Cirricula
7103 Digital Curricula	45,895	59,313	53,180	65,239	83,178	See Operations - Overview tab, total secure security bundle
7103b College & Career Readiness Programs	26,859	16,832	19,710	16,494	20,000	Stipends, College visits
7112 Classroom Furniture (Non-Asset)	2,884	280	500		0	
7113 Classroom Equipment (Non-Asset)	24,500	7,057	9,000		692	Included in fixed assets, except printer for contract therapist
7114 Assessment Supplies & Materials	2,500	1,875	3,000	4,576	5,000	
7118 PhysEd Supplies & Materials	0	1,877	13,681	13,834	7,899	See Athletics tab
7121 Technology Supplies & Materials	1,406	2,548	10,000	5,239	6,000	
7122 Field Trips	2,272	-231	3,000	2,772	3,000	
7124 Student Transportation	73,684	8,600	46,200	47,290	49,980	Quote - \$340/day*7 buses*21 days
7125 Student Rewards	10,224	9,082	15,000	13,813	15,000	
7125a Student Employment Programs	28,344	0	10,000	1,500	5,000	
7126 Parent Programs	15,235	17,258	20,000	27,257	28,000	Blazer Ceremony/Family Nights/Picnic only.
7126a Student Scholarships				2,250	2,500	
7127 Student Meals	709	91	2,000	5,253	5,000	Included Big Boy Catering in PY (Thanksgiving)
7128 Student Uniforms/Apparel	6,448	2,275	8,000	2,552	5,000	Similar to 2019
7195 Graduation and Senior Events		13,514		30,000	30,000	New in Spring 2022 - senior banquet (\$5k) and prom (\$10k).
7129 Student Athletics Programs	29,658	45,160	65,148	76,784	94,917	See Athletics tab
<b>Total 7100 Curriculum and Classroom</b>	<b>288,509</b>	<b>198,979</b>	<b>299,419</b>	<b>323,003</b>	<b>380,666</b>	
7200 Enrichment Programs	1,208	18,098	20,000	12,090	20,000	Adding E-sports club - list of what this would cost - right now w
<b>Total 7200 Enrichment Programs</b>	<b>1,208</b>	<b>18,098</b>	<b>20,000</b>	<b>12,090</b>	<b>20,000</b>	
8100 Facility Operations & Maintenance						
8101 Rent/Lease Payments	497,193	486,337	531,000	500,940	536,000	Moves up to \$44,666.67/month. PY looks down due to deferre
8102 Electric	35,372	34,516	45,000	45,993	50,592	Assume 10% increase over PY
8104 Custodial & Cleaning	59,061	78,730	70,000	84,976	77,200	See Facilities Overview tab
8105 Repairs & Maintenance	7,934	9,892	0	7,879	17,000	See Facilities Overview tab
8106 Other Facilities Expenses	2,580	8,243	6,000	17,364	10,100	See Facilities Overview tab
8107 Bus Expenses	8,351	2,431	7,500	7,135	9,000	See Facilities Overview tab

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<b>CONFIDENTIAL</b>						
	2019-20 Actual	2020-21 Actual	2021-22 Approved	2021-22 Estimated	2022-23 Draft June 2022	Notes - 2022 - 2023
8108 City/School Taxes Paid	0	0	0	0	0	
8109 Moving Expenses	250	0	0	0	0	
8110 Security System Expenses	3,432	3,008	2,500	2,024	2,500	See Facilities Overview tab
8111 Landlord's Developers Fee	0	0	0	0	0	See Facilities Overview tab
<b>Total 8100 Facility Operations &amp; Maintenance</b>	<b>614,173</b>	<b>623,157</b>	<b>662,000</b>	<b>666,311</b>	<b>702,392</b>	
8200 Technology/Telecommunication Expense						
8201 Telephone	3,779	2,823	9,096	1,990	8,052	See Operations - Overview tab
8202 Mobile Phone Expenses	33,524	36,370	15,000	28,446	22,956	See Operations - Overview tab
8203 Internet Connectivity Expenses	37,333	21,892	25,000	22,700	25,000	Spectrum and Kajeet
8204 Network Maintenance/Tech Support Services	57,160	60,602	65,000	80,641	73,400	See Operations - Overview tab
8205 Database Services	16,852	9,958	15,000	9,450	10,000	SchoolMint/Monroe BOCES
8206 Website Consultants/Expenses	1,227	1,439	3,000	832		See IT - Overview tab
8207 Technology Supplies	1,677	1,524	0	4,120	0	Do not use account - included above
<b>Total 8200 Technology/Telecommunication Expense</b>	<b>151,553</b>	<b>134,608</b>	<b>132,096</b>	<b>148,179</b>	<b>139,408</b>	
8800 Miscellaneous Expenses						
8801 Bank Service Charge	1,743	294	500	575	575	
8802 Interest/Late Charges/Debt Service	10,760	4,191	1,800	92	0	
8803 Fees	58	494	250	0	250	
8804 Sales Tax	755	283	200	131	200	
8805 Expense Suspense Account	0	0	0	0	0	
8806 Contingency	0	0	0	0	0	
<b>Total 8800 Miscellaneous Expenses</b>	<b>13,315</b>	<b>5,262</b>	<b>2,750</b>	<b>798</b>	<b>1,025</b>	
8900 Depreciation Expense & Amortization						
8901 Depreciation Expense	154,413	153,868	200,000	125,432	126,000	Estimate (non-cash item).
<b>Total 8900 Depreciation Expense &amp; Amortization</b>	<b>154,413</b>	<b>153,868</b>	<b>200,000</b>	<b>125,432</b>	<b>126,000</b>	
9100 Bad Debts		18,139				
<b>Total 9100 Bad Debts</b>		<b>18,139</b>				
<b>Total Operating Expenditures</b>	<b>5,054,862</b>	<b>5,037,541</b>	<b>5,568,718</b>	<b>5,310,871</b>	<b>5,933,583</b>	
<b>Fixed Assets</b>						
1500 Fixed Assets						
1501 Staff Computers	0	0	30,290	64,022	16,000	See Operations - Overview Tab
1502 Student Computers	36,181	39,570	29,051		43,476	See Operations - Overview Tab
1503 Office Furniture	0	0	0	1,943	10,020	See Facilities - Overview tab, plus \$6,020 in furniture for contr
1504 Pupil Furniture	0	0	0		9,900	See Facilities - Overview tab

<b>Vertus Charter School Budget</b>						Timeline - Approve by FC 5/10. Present to Board 5/17.
<b>CONFIDENTIAL</b>						
	2019-20 Actual	2020-21 Actual	2021-22 Approved	2021-22 Estimated	2022-23 Draft June 2022	Notes - 2022 - 2023
1505 Office Equipment	0	0	0			
1506 Classroom Equipment	0	2,264	2,523	36,894	11,180	See Operations - Overview Tab
1507 Fitness Center Equipment	0	0	0	7,797		
1508 Maker Space Equipment	0	0	0			
1509 Telecommunication Equipment	7,800	9,916	2,500	2,760	2,711	See Operations - Overview tab
1510 Leasehold Improvements	0	0	7,500	1,940		
1511 Software	3,728	35,590	6,300	13,553	6,840	See Operations - Overview tab
1512 Kitchen Equipment	0	0	0			
1514 Gymnasium Equipment		8,931		2,026		
1513 Vehicles	0	0	67,000	25,070	47,000	Vans (contributed)
<b>Total 1500 Fixed Assets</b>	<b>47,709</b>	<b>96,271</b>	<b>145,164</b>	<b>156,005</b>	<b>147,127</b>	
<b>Total revenues</b>	<b>5,435,209</b>	<b>5,137,921</b>	<b>5,746,166</b>	<b>5,851,861</b>	<b>6,200,023</b>	
<b>Operating expenses</b>	<b>5,054,862</b>	<b>5,037,541</b>	<b>5,568,718</b>	<b>5,310,871</b>	<b>5,933,583</b>	
<b>Depreciation</b>	<b>154,413</b>	<b>153,868</b>	<b>200,000</b>	<b>125,432</b>	<b>126,000</b>	
<b>Fixed assets</b>	<b>47,709</b>	<b>96,271</b>	<b>145,164</b>	<b>156,005</b>	<b>147,127</b>	
<b>Subtotal</b>	<b>487,050</b>	<b>157,977</b>	<b>232,284</b>	<b>510,417</b>	<b>245,313</b>	
<b>Beginning balance **</b>	<b>46,073</b>	<b>993,655</b>	<b>959,845</b>	<b>959,845</b>	<b>890,262</b>	
<b>Total</b>	<b>533,123</b>	<b>1,151,632</b>	<b>1,192,129</b>	<b>1,470,262</b>	<b>1,135,576</b>	
<b>Escrow</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Estimated cash balance</b>	<b>533,123</b>	<b>1,126,632</b>	<b>1,192,129</b>	<b>1,470,262</b>	<b>1,135,576</b>	
<b>Loan proceeds (5 year term loan for new building)/PPP Loan, net of L</b>	<b>433,730</b>	<b>0</b>				
<b>Change in accruals</b>	<b>26,802</b>	<b>-166,787</b>		<b>-580,000</b>	<b>280,000</b>	
<b>Estimated cash balance with loan funds</b>	<b>993,655</b>	<b>959,845</b>		<b>890,262</b>	<b>1,415,576</b>	Very rough estimate

# Cover Sheet

## Expansion Checklist

**Section:** V. Discussion Items  
**Item:** A. Expansion Checklist  
**Purpose:**  
**Submitted by:**  
**Related Material:** Grade Expansion Chart 5.16.22.pdf

**Grade Expansion Action Item Owners & Due Dates**

**Upcoming Action Items: June-August**

<p><b>Financial Implication</b></p>	<p>Would adding middle grades be financially beneficial for Vertus (i.e., permitting Vertus to maintain strong financial health)?</p> <p>What resources are needed for a successful middle grade student integration? (including staffing, materials, facilities costs). Estimated costs? How will the school finance these expenses?</p> <p>How many students are needed to break even?</p>	<p>Identify financial implications and/or curricular investments to consider.</p> <p>Assess current budget.</p> <p>Understand revenue streams and expenses.</p> <p>Create budget showing addition of middle grades over time that includes all revenue and expenses.</p>	<p><b>Finance Committee</b></p>	<p>Predicted financial implications (positive and negative) of middle grade expansion.</p> <p>Presented to full board at <b>August Board Meeting</b></p> <p>Draft budget Presented to full board <b>October/November 2022</b></p>
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<p><b>Facility Search</b></p>		<p>Determine capacity at current building</p> <p>If current facility won't accommodate growth:</p> <ul style="list-style-type: none"> <li>○ Identify facility needs to implement program (# of classrooms, lab space, outdoor space, etc.)</li> <li>○ Begin facility search (Note: relocation within district = non-material revision)</li> </ul>	<p><b>School Leadership &amp; Board Committee</b></p>	<p><b>Facility wish list</b> <b>Presented to board July 2022</b></p> <p><b>List of viable facility options presented to board October 2022</b></p>
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<p><b>Organizational Structure</b></p>	<p>Does Vertus have the capacity to expand?</p>	<p>Analyze current organizational structure. Identify changes needed.</p>	<p><b>School Leadership</b></p>	<p>Deliverable: Proposed org charts (Y1 and at full capacity)  <b>July 2022 board meeting</b></p>
<p><b>Staffing</b></p>	<p>Is the current staffing and organizational structure sustainable for expansion?</p> <p>How will current staff roles and responsibilities be impacted?</p> <p>What type of staff members will need to be recruited, hired?</p>	<p>Analyze current staffing charts.</p> <p>Consider staff retention over past 5 years.</p> <p>Host staff chat and/or administer survey to gain input</p> <p>Review job descriptions and resumes to determine which (if any) staff members can expand role to support expansion.</p> <p>Determine human capital required to implement the expansion effectively (general and special education teachers, support staff, admin, etc.)</p> <p>Assess pipeline and recruiting structure to assess the school's ability to identify, hire and retain high-quality staff (to support equity and expansion)</p> <p>Collect evidence of teacher quality (average years of experience, degrees/certification held, average salary-compared to those in surrounding area).</p> <p>Look at board composition to determine need to add new members/committees.</p>	<p><b>School Leadership</b></p>	<p>Proposed staffing chart  <b>July 2022 board meeting</b></p>



**Upcoming Action Items: (September-November)**

<p><b>Curriculum and Academics</b></p>	<p>What will educational program look like?</p>	<p>Collect baseline academic performance data to understand student needs.</p> <p>Research options to identify evidence-based curricular options.</p> <p>Review State requirements and standards</p> <p>Consider current student performance/achievement levels</p> <p>Develop list of recommendations.</p>	<p><b>Accountability Committee</b></p>	<p>Proposed Set of Curricular Materials: Math, ELA, science, social studies, etc. presented to board with evidence of success with similar student population</p> <p><b>September 2022</b></p>
<p><b>Key Design Elements</b></p>	<p>Will expansion support Vertus in implementing key design elements/four pillars outlined in its charter?</p>	<p>Consider expansion impact on:</p> <ul style="list-style-type: none"> <li>• Strong relationship</li> <li>• Personalized Year-round Academics</li> <li>• Character Education</li> <li>• Career Preparation</li> </ul>	<p><b>Leadership</b></p>	<p><b>October 2022</b></p>

**Ongoing Action Items:**

<p><b>Market Conditions and Demand</b></p>	<p>Are there enough middle school students to add middle grades?</p> <p>What data can be collected and analyzed to make decisions about how/if they should expand?</p> <p>What is the demand for expansion? Who are competitors? What is need (student performance, etc.)?</p> <p>If expand, what evidence shows seats be filled?</p>	<p>Conduct market landscape</p> <p>Determine fiscal and programmatic impact on Rochester City School District</p> <p>Survey families- determine # of eligible and interested siblings</p> <p>Gather signatures and contact info for families with eligible students</p> <p>Host summer pilot (to introduce program to students/families and assess interest)</p> <p>Collect evidence of support for or opposition to the expansion. Identify trends and outliers.</p> <p>Hold public forums.</p> <p>What evidence shows the expansion offers students an innovative option that is not currently available to them?</p>	<p><b>Bryan via E3 data</b></p> <p><b>Michael James-ongoing</b></p> <p><b>Michael James-Ongoing</b></p> <p><b>Levi Bennett</b></p> <p><b>Joseph Carter-Ongoing</b></p> <p><b>TBD</b></p>	<p>Develop pilot summer camp April-May 2022</p> <p>Recruit # students to participate in summer pilot by June 1<sup>st</sup> and host camp in July (2022 and 2023)</p> <p>Obtain signatures from families with eligible students (50 more than total number of seats Year 1) Note: # TBD (based on enrollment plan)</p> <p>No later than June 2023 or # per month (March 2022-June 2023)</p> <p><b>2 public forums in 2022, 2 prior to June 2023.</b></p>
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<b>Community Support</b>		Collect letters of support (for renewal and expansion)	<b>Board Members (7) and School Leadership Team</b>	Each member collects 2 letters of support.  Minimum goal: <ul style="list-style-type: none"><li>• 10 community organizations/partners</li><li>• 4 political leaders/government officials</li></ul> School leadership team collects 5 letters of support from current partners  Review progress at each board meeting (March 2022-June 2023)
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