



Vertus HIGH SCHOOL

Vertus High School

Board Meeting

Published on September 17, 2022 at 5:24 PM EDT

Date and Time

Tuesday September 20, 2022 at 4:00 PM EDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:00 PM
A. Record Attendance		Evan Gallina	1 m
B. Call the Meeting to Order			1 m
C. Approve Minutes	Approve Minutes		2 m
II. Consent Agenda Items			4:04 PM
A. Month At A Glance	FYI	Julie Locey	10 m
B. Board Statistics	FYI	Tim Hill	10 m
C. School Safety Plan	Vote	Tim Hill	15 m
III. Finance			4:39 PM
A. Budget vs Actual & Cash Flow	Discuss	Amy Brisson	10 m
IV. Committee Reporting			4:49 PM
A. Board Committee Structure & Monthly Reporting			5 m
V. Discussion Items			4:54 PM
A. Renewal Year & Expansion		Julie Locey	10 m

	Purpose	Presenter	Time
B. Grants Update	Discuss	Margit Brazda Poirer	20 m
C. Recruitment and Enrollment Report	Discuss	Levi Bennett	10 m
VI. Closing Items			5:34 PM
A. Action Item Review			5 m
B. Adjourn Meeting	Vote		

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Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	2022_08_16_board_meeting_minutes.pdf



Vertus

HIGH SCHOOL

Vertus High School

Minutes

Monthly Board Meeting

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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Coversheet

Month At A Glance

Section: II. Consent Agenda Items
Item: A. Month At A Glance
Purpose: FYI
Submitted by:
Related Material: Month At A Glance September 2022.pdf



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Month at a Glance September 2022

Academics/Character/Career

- School is back in session. We had five days of professional development for our staff, including sessions from outside presenters and motivational speaker Robert Jackson - speaking on his book, *"Becoming the Educator They Need: Strategies, Mindsets, and Beliefs for Supporting Male Black and Latino Students."* PathStone presented their project, "The Anti-Racist Curriculum," and SafeZone presented on creating an inclusive environment for LGBTQ+ students. We also did our annual reviews of the various handbooks and employee manuals that outline our policies and procedures and how we do school. We spent a significant amount of time planning a comprehensive program for these days to address areas of need as well as provide opportunities to learn and grow as educators.
- As is our tradition, we kicked off the year with "Warrior Week." This allows us to build the relationships that are the foundation for a successful school year for our students. NWEA testing, team building activities, review of how we do school, and school-wide Tournament of Champions activities all went smoothly and laid the foundation for our first full week. You can see a recap in the attached newsletter that went home to families- <https://www.smore.com/b9fyw>
- Our summer of community events and single-minded focus of our operations and student recruitment teams paid off. Our doors opened on September 7th with the highest enrollment we have ever had. More details are outlined in the attached Recruitment and Enrollment report.
- This year is the first year that we have students representing us as varsity athletes in football, soccer, and cross country. We have 68 students currently participating in fall sports and more still joining.

Finance/Operations/Compliance

- 105 students started the school year without transportation. Our enrollment coordinator generated two bus routes, and we have been paying a driver to run those routes to get our young men to school. This is a huge lift and would not have been possible without the work of the operations staff. By September 19th, we will have only sixteen students without a bus, again due to the tenacity of our enrollment coordinator.
- Once our enrollment has been solidified, we will determine how that will positively impact the budget.
- Six staff members resigned at the end of the summer. Feedback from those leaving centered on our year-round calendar, pay scale, and lack of participation in the NYS teacher retirement system. Those same points were brought up as reasons why potential staff took other positions instead of joining the Vertus staff. The leadership

team is looking to develop different solutions to resolve some of those concerns. To date, we have considered an extended school year vs. year-round, staff opting into work the summer months, raising our pay rates across the board, hiring, and end-of-year bonuses. Further discussion is needed on all of these points and will be brought to the table when more information is available.

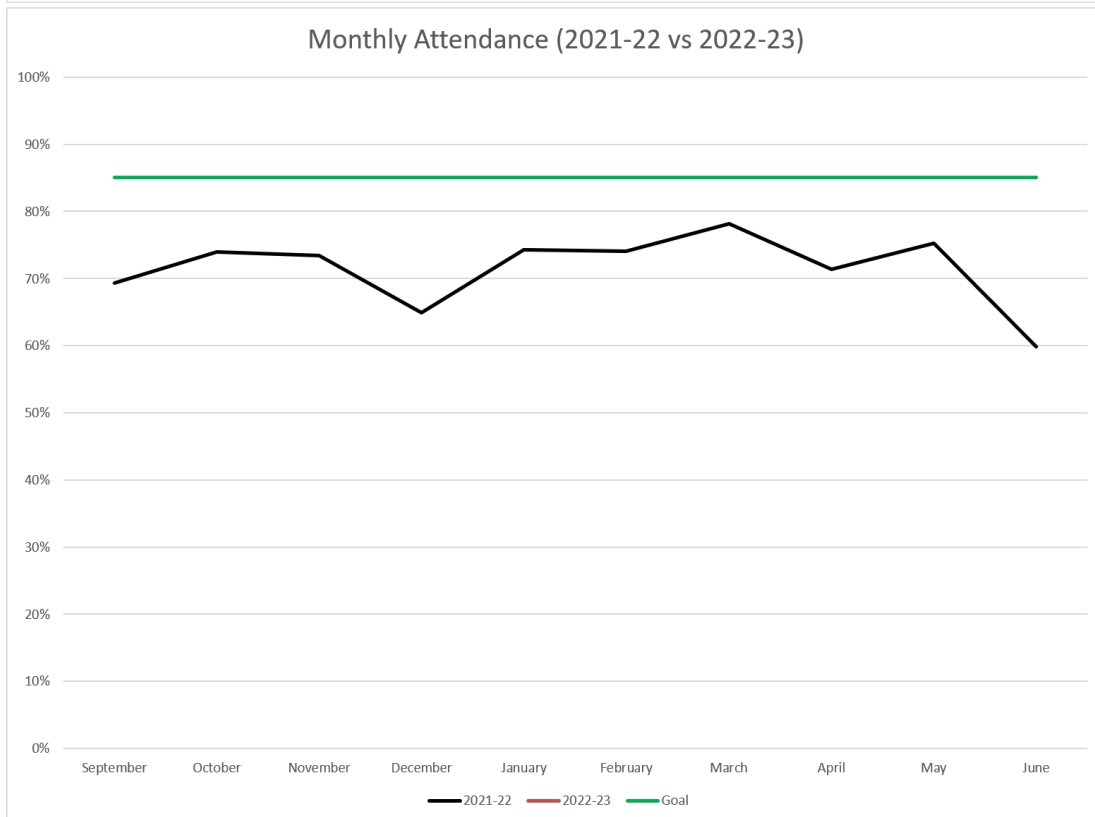
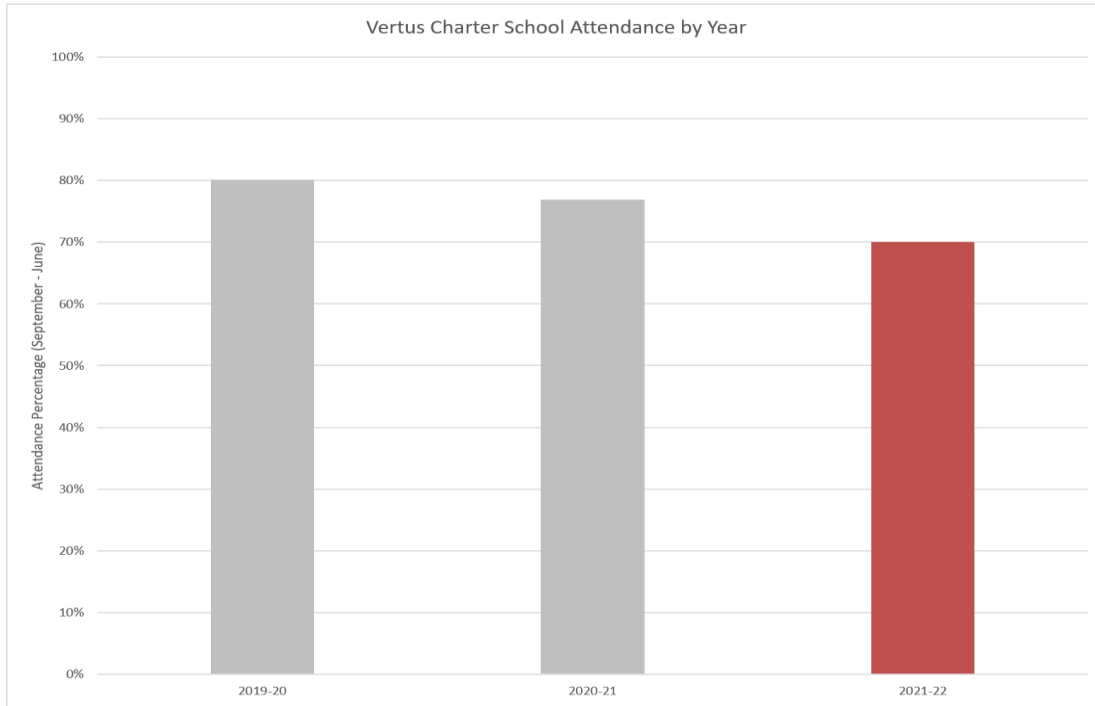
Coversheet

Board Statistics

Section:	II. Consent Agenda Items
Item:	B. Board Statistics
Purpose:	FYI
Submitted by:	
Related Material:	BoardStatistics8.22.pdf Statistics Report_2022.8 (3).pdf

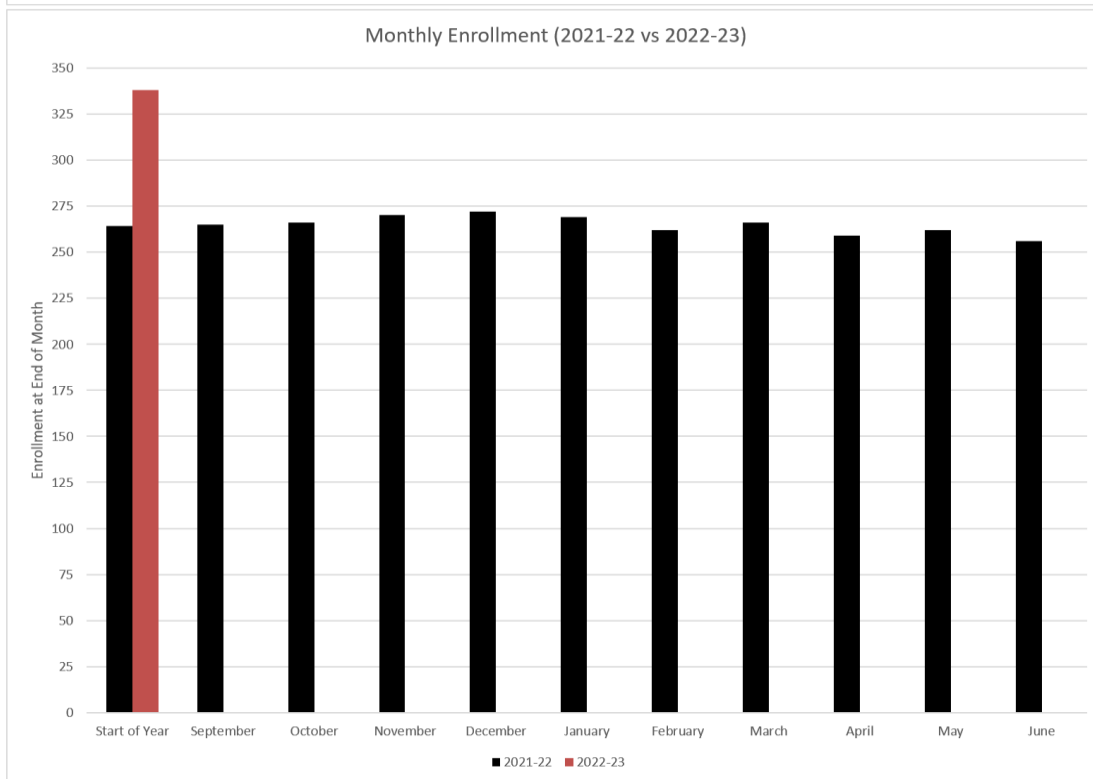
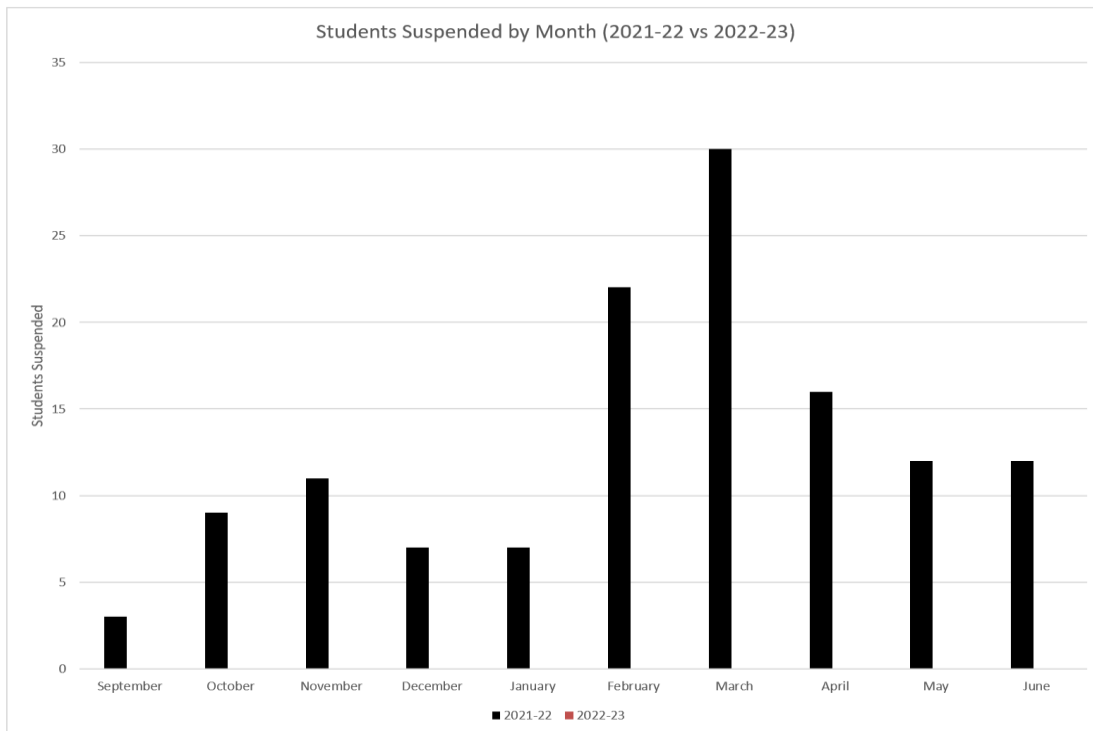


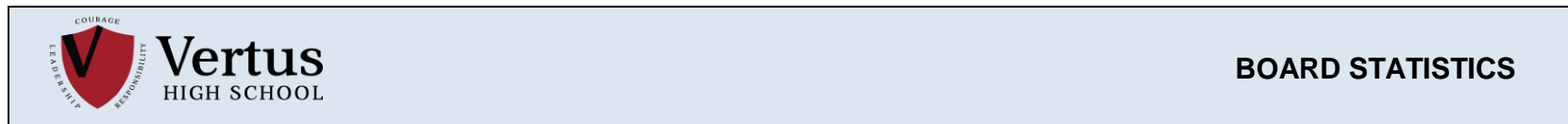
Board Statistics





Board Statistics





	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Start of Year	2022-23 Target
<i>School Year data: September through August</i>										
Enrollment	103 ⁽¹⁾	137 ⁽¹⁾	256 ⁽¹⁾	279 ⁽¹⁾	288 ⁽¹⁾	283 ⁽¹⁾	258 ⁽¹⁾	264 ⁽¹⁾	338	340
African American	83%	79%	85%	78%	71%	81%	76%	68%	70%	
Hispanic	15%	17%	13%	17%	22%	12%	22%	28%	27%	
White	3%	4%	2%	5%	6%	6%	2%	4%	3%	
Asian	NA	NA	NA	NA	NA	NA	<1%	<1%	0%	
Native American or Alaskan	0%	0%	0%	0%	1%	1%	0%	0%	0%	
Hawaiian/ Pacific Islander	NA	NA	NA	NA	NA	NA	0%	<1%	0%	
Special Education ⁽⁹⁾	23%	26%	23%	22%	19%	28%	33%	30%	NA	20%
ELL	0%	0%	3%	6%	5%	9%	4%	10%	NA	
Attendance - September to June	82.4%	83.3%	86.8%	85.3%	78.8%	80.1%	76.9%	70.0%	49.2%	85.0%
Suspensions (Students)	NA ⁽²⁾	87	113	177	207	137	19	129	NA	
Expulsions	NA ⁽²⁾	1	1	0	0	0	0	0	NA	
Students Enrolled				31	26	43	29	54	109	
Graduation Rate (Total Cohort - 4 Year Outcome)	NA	NA	NA	65%	66%	82%	75%	68%	NA	
Credits Earned by Entire Student Body in Edgenuity	153.50	223.50	321.25	773.75	747.75	730.25	1443.5	1005.25	NA	
Total Number of Courses Completed	743	1782	3075	5321	4838	4546	5517	2998	NA	

<i>Assessment Results</i>										
NWEA Growth - Reading	450%	196%	261%	261%	156%	152% ⁽¹⁰⁾	NA	NA	NA	150%
NWEA Growth - Mathematics	300%	213%	221%	250%	213%	21% ⁽¹⁰⁾	NA	NA	NA	150%
NWEA % Projected Growth Met - Reading	NA	NA	NA	NA	NA	NA	NA	69%	NA	
NWEA % Projected Growth Met - Mathematics	NA	NA	NA	NA	NA	NA	NA	45%	NA	
Regents - Annual Pass Rate - All Exams	NA	100% ⁽³⁾	71% ⁽⁴⁾	67% ⁽⁵⁾	69% ⁽⁶⁾	66% ⁽⁷⁾	NA	58% ⁽¹¹⁾	NA	State Average

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

⁽¹⁾ As of BEDS Day (October)

⁽²⁾ Discipline data for 2014-15 is not accurate

⁽³⁾ 37 Exams Administered

⁽⁴⁾ 164 Exams Administered

⁽⁵⁾ 493 Exams Administered

⁽⁶⁾ 519 Exams Administered

⁽⁷⁾ 259 Exams Administered (June and August Regents were Cancelled)

⁽⁸⁾ "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.

Coversheet

School Safety Plan

Section:	II. Consent Agenda Items
Item:	C. School Safety Plan
Purpose:	Vote
Submitted by:	
Related Material:	Vertus-Charter-School-Safety-Plan-2022-2023.pdf

Vertus Charter School School Safety Plan & Emergency Response Manual



2022-2023

Basic Building Information

Vertus Charter School

Address: 21 Humboldt Street Rochester, NY 14609

Telephone Number: 585-747-8911

CEO: Julie Locey

Director of Operations: Timothy Hill

Director of Student Success: Levi Bennett

Director of Facilities/Athletic Director: Richard Maez

Dean of Students: James Daniels

Building Acreage	1
Total number of buildings on site	1
Total number of faculty members	60
Total number of students on roster	260-300

The building has one floor. There are two entrances, one into the Main Lobby and one with a ramp to Admin Offices. There are five emergency exits throughout the building.

INTRODUCTION

Vertus Charter School considers emergencies and violent incidents very serious occurrences and responds to these events expeditiously. The School Safety Plan is designed to address the needs of our particular school, our urban location, and the safety of our faculty and students. The State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Vertus supports the SAVE legislation and intends to diligently abide by the recommendations put forth in the legislation. (See Appendix A)

WHAT IS AN EMERGENCY

A. A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or flood water, storm, epidemic, riot, earthquake, intruder, or other causes. This may be beyond the control of the services, personnel, equipment, and facilities of the site and or School and require the combined efforts of the State or other political subdivisions. School facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and faculty can continue to function effectively without additional trauma or the development of additional emergencies.

B. School emergencies can be small and easily managed, or they can be large and difficult to manage. Every school emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

DURING AN EMERGENCY

It is imperative that the Director of Operations and the school faculty are trained to know what steps to take and in what order in a given crisis situation. Planning, training, and drills will help prevent mistakes. It is critical to evaluate the circumstances of an actual event and determine the most appropriate course of action. Some common incidents have been addressed to help in an emergency (See Appendix C). Vertus must conduct an annual Risk Assessment to identify all hazards that pose a risk to the school.

The initial response to all emergencies will be by the School Emergency Response Team; local emergency officials will be notified if necessary. Site personnel and/or local fire, EMS, and law enforcement agencies handle most emergencies on site.

INCIDENT CHAIN OF COMMAND

The Director of Operations has the primary responsibility for implementing the site Emergency Operations Plan. Site personnel and/or local fire, EMS and law enforcement agencies handle most emergencies on site.

Incident Chain of Command

Name	Title	Contact Information
Timothy Hill	Director of Operations	(228) 990-6380
Levi Bennett	Director of Student Success	(585) 280-3123
Richard Maez	Director of Facilities	(480) 241-3071
James Daniels	Dean of Students	(585) 481-4487
Julie Locey	Chief Education Officer	(585) 362-1998

SECTION 1:

GENERAL CONSIDERATION AND PLANNING GUIDELINES

PURPOSE

The Vertus Charter School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. The CEO initiated the development of this plan and appointed the Director of Operations to ensure the Plan's implementation and execution.

IDENTIFICATION OF SCHOOL SAFETY TEAM

The Director of Operations is designated as the primary contact for Vertus Charter School. When the Director of Operations is away, the Chain of Command is followed:

- Director of Student Success: Levi Bennett
- Director of Facilities: Richard Maez
- Dean of Students: James Daniels
- Chief Education Officer: Julie Locey

Every member of our faculty is integral to the overall safety of our school. The School Safety Team consists of those listed on the Chain of Command, a parent, student, and select faculty members.

The Building-level School Safety Team is appointed by the Director of Operations and includes representatives of administrators, representatives of faculty, and any other representatives that the Chief Education Officer and Director of Operations deem appropriate. One key function of this team is to identify the types of emergencies and incidents that may occur in our school. This team meets annually to update and ensure that this plan is in compliance with *NYSED*. Additional meetings will be scheduled as needed to modify the plan to meet the needs of Vertus. It is recommended that the whole team conducts risk assessments annually.

Name	Title	Contact Information
Timothy Hill	Director of Operations	(228) 990-6380
Levi Bennett	Director of Student Success	(585) 280-3123
Richard Maez	Director of Facilities	(480) 241-3071
James Daniels	Dean of Students	(585) 481-4487
Deane Schneider	Facilities Manager	(585) 490-0806
Maurice Rice	Lead Preceptor	(585) 363-2120
Norris Woods	College and Career Counselor	(585) 490-2051
Dwayne Snead	Attendance Officer	(585) 857-5994

EMERGENCY RESPONSE TEAM

The Emergency Response Team will respond to events that occur in and around school grounds. Each team member has a specific role that assists their school to contain, control and bring incidents to a successful resolution. Roles and responsibilities listed in Appendix B.

Name	Position	Contact Information
Timothy Hill	Incident Commander	(228) 990-6380
Levi Bennett	Liaison Officer	(585) 280-3123
Richard Maez	Logistics Section Chief	(480) 241-3071
Yahaira Montero	Scribe	(585) 363-1923
James Daniels	Operations Chief	(585) 481-4487

POST INCIDENT TEAM

The Post-incident Response team will prepare for the recovery phase of the incident. This team includes appropriate school personnel, medical personnel, mental health counselors, and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency.

Name	Position	Contact Information
Timothy Hill	Director of Operations	(228) 990-6380
Levi Bennett	Director of Student Success	(585) 280-3123
Richard Maez	Director of Facilities	(480) 241-3071
James Daniels	Dean of Students	(585) 481-4487
Jillian Flanagan	School Counselor	(585) 363-1397
Shawn Yarbrough	Family Engagement Coordinator	(585) 481-4660
Julie Locey	Chief Education Officer	(585) 362-1998

CONCEPT OF INFORMATION

The initial response to any emergency will be a process of information gathering by the Director of Operations, in conjunction with members of the Chain of Command for coordination of efforts and communication purposes. Faculty members who are not explicitly members of the Chain of Command will supervise students. Local, county, and state police, fire, and other emergency personnel will be enlisted as deemed necessary by circumstances. The Director of Operations and Director of Student Success are recognized as the persons in charge and are expected to remain at the determined command site; Vertus's main office is located at 21 Humboldt St. Rochester, NY. All communication is to be coordinated through the Director of Operations and/or the Director of Student Success via the school's main number or their Vertus cell phone.

PLAN REVIEW AND PUBLIC COMMENT

A summary of this Plan will be available for public comment at least 30 days prior to its adoption. In addition to reviewing this plan with our school community, Vertus will hold a public hearing that allows for the participation of school personnel, parents, and any other interested parties. The School Safety Plan will be formally adopted by the School's Board of Trustees after the school's public hearing. Full copies of the School Safety Plan and any amendments will be submitted to New York State Education Department, local law enforcement officials, and State Police within 30 days of adoption. This Plan will be reviewed periodically throughout the year by the School Safety Team. Many of the components of the Plan will be treated as confidential while the non-confidential components will be shared with the public. A required annual review will be completed on or before July 1 of each year after its adoption. The Plan is an iterative, living document that will be reviewed, modified, and updated to comply with current best practices in school safety. A copy of the Plan will be available at 21 Humboldt St. Rochester, NY 14609.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

PROGRAM INITIATIVES

- Vertus Charter School is a year-round school. Our faculty and families make a commitment to a rigorous academic program that can only be implemented in a safe and disciplined environment.
- Vertus Charter School employs a full time Director of Student Success who promotes positive student behavior, orchestrates the school's character education program, and handles all serious discipline situations.
- Vertus Charter school employs a full-time Dean of Students, who works with behavior interventionists to support those students that struggle to maintain in a regular classroom setting.
- School Discipline plans and school-wide rituals and routines are all in place to provide prevention and intervention for a safe and healthy learning environment.
- All students are encouraged to approach any faculty whenever they are concerned about their safety, especially if it involves violence or an emergency.

TRAINING, DRILLS, AND EXERCISES

- Faculty will receive the appropriate training in emergency procedures on a regular basis.
- School administrators and faculty receive training on emergency response, de-escalation techniques, and crowd management.
- The Safety Team will conduct building-wide fire/evacuation drills twelve times throughout the school year. Eight before December 1st and four before April 1st. Two additional drills will be conducted during the summer months. Each drill will be followed by a meeting of the Safety Team to assess necessary improvements/alterations. Vertus will periodically conduct a test of the Safety Response plan for Lockdown, Lockout, Shelter-in-place or early dismissal. Transportation and communication procedures will be included in the test.

IMPLEMENTATION OF SCHOOL SAFETY

- There are security measures at Vertus during the school day. Preceptors are with students at all times. All visitors must announce themselves and be buzzed into the building. All visitors are identified before entering the building and report to the main office to sign in. Fingerprinting and background checks have been conducted on all faculty upon hiring.
- Multiple video cameras are set up throughout campus to monitor activity inside and outside of the facility. The Chain of Command and the appropriate local authorities, if necessary, respond in the event of any alarm being activated.

ADDITIONAL PREVENTION/INTERVENTIONS

1. Student searches every morning (check for weapons, suspicious devices, alcohol/drugs/tobacco)
2. Visitor/Volunteer badges (worn by all visitors in the bldg.)
3. Faculty ID badges visible
4. Doors and windows secured
5. Halls clear unless students are passing
6. The Vertus faculty is familiar with faculty and students who belong in the school. All faculty should question and report those who do not belong or who do not have an escort/visitor badge.

PREPAREDNESS MEASURES

The following preparedness measures should be reviewed and updated on an annual basis. The School Safety Team will conduct a Risk Assessment once a year. The assessment will be reviewed by the School Safety Team to identify sites of internal and external hazard/risk/threats that may warrant protective actions such as mitigation and planning for emergency responses such as evacuation, locking down, locking out or sheltering the school population.

1. **Employee Preparedness**: At the start of each school year, an Emergency Response Team should be identified and trained. Assignments for Administrators, Teachers, and Preceptors should be determined and assigned.
2. **Fire/Lockdown Drill Procedures**: Each school year, the faculty is given the fire/lockdown drill procedures established for the building. These procedures are in the staff handbook and part of the Emergency Plan. The faculty is expected to review this plan and practice this plan each year with their students.
3. **Floor Plans**: The floor plan for the school indicates exits, fire extinguishers, and the location of emergency equipment and supplies. It also lists the location of all classrooms and office space.
4. **Telephone Tree**: The school telephone tree is used so that faculty can be contacted for an emergency that occurs during non-school hours. (Group Text or Robo-Call)
5. **Employees/students with special needs**: Each year, a list of employees and students who might need special consideration during an emergency are identified. If a child receives special education services, the need for a plan should be indicated on the IEP as a special alert. The SPED Coordinator develops an emergency evacuation plan. Their evacuation plans become part of the portable emergency file.
6. **Practice Drills**: The Director of Operations will meet with the entire school faculty at the beginning of the school year to review the school safety plan.
7. **Attendance Procedures**: In the event of an evacuation, each Preceptor will take attendance once they are at the designated area. After attendance is taken the Administrative Assistant or Receptionist notifies the Director of Operations of the results of the attendance procedure via email. Students unaccounted for are located by the Emergency Response Team.
8. **Parent Notification**: At the beginning of each school year parents are notified of the school safety plan. They are given assurance a plan is in place and faculty have been trained.
9. **Emergency Contact Numbers**: In the event there is an emergency that results in an evacuation, emergency contact numbers are collected at the beginning of the year and updated as needed. Parents will be notified if an alternate site is necessary for reunification (identification will be necessary).

VITAL EDUCATION AGENCY INFORMATION

- Vertus utilizes “PowerSchool” school information system, designed to store extensive information regarding students and employees. This system tracks our student population, the number of faculty, and key contact information.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

- Vertus faculty receive extensive professional development training, which aids them in identifying and addressing any behavior or emotional issues students may face. Regularly scheduled meetings will provide ample room for faculty discussion of any issues as they arise.
- Vertus Charter School employs Preceptors who interface with families to ensure students are equipped to succeed in school. The preceptors act as liaisons to the Director of Student Success, to notify him of any potential behavior issues that may affect school safety. The CEO, Director of Operations, Director of Student Success, Preceptors, and Teachers work collaboratively to inform families of the school’s efforts to maintain a violence-free community.

BUILDING COORDINATION AND COOPERATION WITH EMERGENCY OFFICIALS

The building conducts eight fire drills by December 1st, four before April 1st each year and two during the summer quarter. Lockdown, lockout, and shelter-in-place drills are conducted quarterly.

IDENTIFICATION OF SITES OF POTENTIAL EMERGENCIES

Faculty members are informed to be on the alert for potential emergencies and to notify the main office immediately. Upon notification, the decisions are made as to whether or not to activate the Emergency Response Team.

SECTION III: RESPONSE

RESPONSE

- Emergency keys, copies of the school floor plan and the school's Emergency Response Plan are located in the Main Office. Supplies of water and non-perishable food are also located in the building. Extra radios are housed in the cabinet in the main office. Communication will be by radio, on Channel 2.
- In the event of a Lockdown, all communication by landline (phone), computer or PA will be discontinued after the announcement is made. All communication will be by Cellphone (Email/Text), door to door or emergency personnel using keys to rooms if the situation allows.
- Family reunification will be coordinated by the Director of Student Success. Parents, guardians or contacts listed on emergency forms as acceptable to pick up students will be required to show identification in order to have students released. In the event of a Lockdown, Lockout or Shelter-In-Place during the school day, no child will be dismissed until the all clear is given. The same procedures will be used. A copy of students' contact information is on file with the Emergency Plan.
- In the case of an Active Shooter, the Command post will be set up at School 28, located down the street from Vertus.

SECURITY AND CRIME SCENE

- The Director of Operations or designee is responsible for crime scene security until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMMUNICATIONS)

- In the event of an emergency, the Director of Operations will notify local law enforcement officials via 911 (Rochester Police Department and Rochester Fire Department – 911). Methods of communication within Vertus include: personal contact, telephone, telephone intercom, cellular telephones, email, and two-way radios.
- Notification regarding early dismissals and/or emergency evacuations will be disseminated to the local media via the Director of Student Success. The CEO, Director of Operations and the Director of Student Success or their designee will manage all other internal and external communications with the media and other outlets. **No employee of Vertus should provide information to the media during or after an emergency unless they have received explicit permission from the Chief Education Officer.** Parents, guardians, and persons in parental relationships will be contacted via telephone by Robo-Call or Vertus Preceptors in the event of an actual emergency.
- The Director of Student Success or his designee will notify parents in event of a medical emergency or serious injury to a student.

SITUATIONAL RESPONSES

Identification of Potential Emergencies

Vertus Charter School believes that multi hazard emergencies could potentially fall into one of the following three categories:

1. Natural Disasters – hurricanes, severe winter storm, earthquake, foods
2. Man Made Disasters – plane crash, chemical or hazardous material spill
3. School Disasters – acts of violence, terrorism, fire, explosion, flooding, or toxic substance release in school

Identification of Responses to Emergencies

- Early Dismissal – In the event of emergency, students may be dismissed from school early to ensure their safe departure from the building and travel to their homes. While it can be difficult to coordinate transportation for early dismissals with little advance notice, the Director of Operations will coordinate with the current Director of RCSD Transportation and/or Rochester Regional Transportation Authority (RTS) to expedite transportation services. Early dismissal will only be utilized as a response to an emergency if it is determined that all students will reach their homes safely.
- Evacuation – It may be appropriate to evacuate the school in an emergency. Evacuation is the optimal response to fire, toxic threats, explosions, some acts of violence, earthquakes or when ordered to do so by law enforcement officials.

- The CEO in conjunction with the Director of Operations will determine if the school needs to be evacuated. Preceptors will bring their class rosters and count their students before leaving the building and once they reach the designated safe area. Preceptors will notify the Administrative Assistant immediately if students are missing.
- The DOSS will notify local emergency response teams/law enforcement of the emergency. No one will be permitted to re-enter until an “all clear” has been given by the Director of Operations.
- School Closing – School is closed or delayed in opening only when severe weather or other emergency prevents opening the school safely. Depending on the seriousness of a given emergency situation, school may be closed for a designated period of time in order to ensure that the learning environment may be restored to safety. Families and students will be notified of school closings via local media outlets, the Vertus website, Robo-Call, Preceptors, and social media pages.
- Shelter-in-place – There may be an emergency situation in which it is safer to have students remain in the school past normal school hours rather than evacuating or sending students home. The Director of Operations or his designee will give explicit instructions as to where students should be located. Preceptors will be responsible for their learning teams and will be held accountable for all students under their supervision.
- Alternative Evacuation Plan – In the event of an evacuation, faculty, students and visitors with special needs or disabilities, who are unable to evacuate will report to the nearest safe room. Safe rooms will be designated by the Director of Operations and supervised by pre-assigned staff members. Emergency Response Team will report safe room occupants to the emergency responders (Fire Department, etc.) immediately. If an evacuation is absolutely necessary, faculty and students with special needs will have an individual alternative evacuation plan in place. In that event, refer to the alternative evacuation plan which will indicate the assigned staff and the necessary steps, to help the individual evacuate.
- If Vertus Charter School must evacuate to an alternative site, students would be taken to:

Evacuation	Location	Contact Information
Walking Evacuation:	Henry Hudson school 28' 450 Humboldt ST. Rochester, NY 14620	DOO- (228) 990-6380
Primary Bus Evacuation:	Henry Hudson school 28' 450 Humboldt St. Rochester, NY 14620	DOO- (228) 990-6380

Director of Operations Responsibility Includes Ensuring:

1. A sweep of the designated safe areas prior to the evacuation.
2. Clearance of the building immediately, using appropriate evacuation routes.
3. All known visitors and disabled individuals are assisted out of the building.
4. Designate safe areas as far away from the building as possible, without crossing roadways/driveways used by emergency vehicles (minimum of 500 ft. from building).
5. When determined safe to return by emergency responders; Director of Operations will give the all clear.
6. In the event of an offsite evacuation, wait for direction from the Director of Operations or designee.

Response to Acts of Violence

- Vertus Charter School maintains a zero tolerance policy for violence by students, faculty and visitors. Students adhere to the Vertus Student Discipline Code published in the Student Handbook.
- Child Abuse reporting procedures will be followed for all acts of violence committed against students.
- Should an act of violence occur, the CEO and Director of Operations will determine the severity of the situation. The immediate threat area will be isolated and the school will be evacuated if necessary. The level of the threat will be determined through information gathering and the Director of Operations will contact local law enforcement officials if necessary. The situation will be closely monitored and appropriate adjustments will be carried out as necessary until the threat has dissipated or local law enforcement officials have taken control of the situation.

Response to Acts of Violence: Implied or Direct Threats

- Vertus faculty will receive professional development training in de-escalation of potentially dangerous situations. The Director of Operations will be notified immediately of all implied or direct threats. The level of the threat will be determined through information gathering and the Director of Operations or his designee will contact local law enforcement officials if necessary. The situation will be closely monitored and appropriate adjustments will be carried out as necessary until the threat has dissipated or local law enforcement officials have taken control of the situation.

Responses to Intruder or Other Building Emergency Situation

- The Director of Operations will be made aware of an emergency or stranger in the building or on campus. The Director of Operations will investigate the situation and determine the extent of the threat.
- If deemed appropriate, the Director of Operations will signal faculty, through the use of the telephone and/or intercom to lock down the school.
- Halls and bathrooms are to be cleared of students.

- Students must remain where they are, with their preceptors/teacher at all times.
- Faculty should:
- Lock and close their doors
- Keep students away from windows and doors
- Maintain absolute silence
- The school office contact is responsible to call the authorities for assistance via 911.

Responses to Bomb Threats, Threats of Violence

- The receiver of the threat should attempt to get all information possible from the caller/suspect.
- Receiver of the threat notifies the Director of Operations or Director of Student Success, who in turn notifies the Chain of Command. In the absence of both the Director of Operations or the Director of Student Success, the Chain of Command will be utilized. The Director of Operations will remain in the office to receive further directions. The Main Office will be designated as the Command Center.
- The Director of Operations will have floor plans, spare room keys and all other security materials. The Director of Operations will initiate (with available faculty) a visual search of the hallway for any unusual object. Nothing should be touched. If something out-of-the-norm is found, the faculty member will directly report it to the Director of Operations.
- According to police authorities urgent evacuation is NOT normally needed.
- Evacuation sites can include the Cafeteria. An external evacuation site and routes to it must be secured before anyone is to move to the area. This mirrors the fire drill procedure of street evacuation.
- If and once the evacuation is authorized, the Director of Operations and Director of Student Success will lock all doors to the threatened floor. No public access will be allowed.
- Once all sites have been secured, the Director of Operations will be notified when to begin the evacuation of the building.
- The Director of Operations will announce the evacuation and it will occur in a prescribed, orderly manner.
- Faculty should take attendance information and leave the door open, yet locked. Students should take with them only those possessions that they brought to school.
- Faculty should move students to the evacuation site and remain there for further instructions, as they would in a fire drill.
- The Director of Operations along with any chain of command faculty will assist police in a room-by-room search. The DOO or his designee should remain in the office to receive information.
- Public communication about the bomb threat will come from the Director of Student Success as soon as possible after the conclusion of the incident
- A letter will be sent home (and mailed later) with the students to explain the event.

- The faculty will receive an email of this letter and, if appropriate, information gained during the threat. Some information may not be divulged due to the needs of the law enforcement agencies and their pending investigation.
- Any information sought by the media will be directed to and given out through the Director of Student Success.

Hazardous Chemical/Substance Spill

- The Director of Operations (or other designees) notifies the chain of command of the situation.
- If warranted, the decision to evacuate the building will be done so by sounding the fire alarm. Before an evacuation is conducted, all routes out of the building must be determined to be safe and away from the spill area.
- The Rochester Fire Department will be immediately notified if deemed a problem beyond the reach and expertise of the Safety Team.

Fire

- The school has fire drill procedures posted in every room, and drills are tested and practiced 12 times annually; additional drills for the summer months. In almost all instances, fire alarms will sound, as a recognized symbol necessitating evacuation. All faculty members are involved in assisting children out of the building and to designated stations on surrounding streets. Emergency response faculty helps secure the building and leave last. The goal of the school is to evacuate in less than 2 minutes.

Communicable Diseases

- If the school nursing faculty finds that a student shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, the student should be excluded from the school and sent home immediately in a safe and proper conveyance. The school nurse shall immediately notify a local public health agency of any disease reportable under the public health law.
- Following absence because of illness or from an unknown cause, the school nurse may examine each student returning to school in addition to a letter of clearance from a local public health officer, a duly licensed physician, physician assistant, or nurse practitioner.
- The nurse may make such evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and faculty.

RESPONSE PROTOCOLS

Arrangements for Obtaining Emergency Assistance from Local Government

The Director of Operations and the Director of Student Success and/or their designee will determine what outside agencies to contact given the situation. In emergencies, 911 will be called and police and/or fire departments will dispatch.

Public Safety Agencies	Number
General Emergency	911
Rochester Police Department	911
Rochester Fire Department	911
Poison Control	1-800-222-1222
American Red Cross	1-800-448-3543

Procedures for Obtaining Advice and Assistance from Local Government Officials

- Upon approval of the Vertus Charter School Safety Plan by the State Education Department (SED), members of the Chain of Command will meet with appropriate officials within Rochester to disseminate the plan. The Director of Operations will contact the highest-ranking local government official to seek advice and assistance. The school will identify resources for an emergency from the Red Cross, the Salvation Army, and the Rochester Police and Fire Departments.

Procedures to Coordinate the Use of School Resources and Manpower during Emergencies: Protective Action Options

- Should an emergency occur at Vertus Charter School, the Director of Operations will gather the School Safety Team to formulate an appropriate plan of action following the procedures outlined earlier in this document for confronting and rectifying specific emergencies.
- The Director of Operations or their designee may declare a school emergency and implement the procedures set forth in this document. The Main Office shall become the Command Center and the Chain of Command shall report to the Command Center. The Director of Operations shall remain in charge until local law enforcement or emergency response personnel are on the scene and take command of the situation. The following steps will occur in an actual emergency:
 - Take control once informed of emergency situation
 - Gather information and make appropriate decisions
 - Order evacuation if necessary
 - Contact appropriate law enforcement authorities as necessary
 - Turn control of emergency situations over to law enforcement as required
 - Test the emergency response procedures on an annual basis
 - Meet with local government official to seek advice and assistance

SECTION IV: RECOVERY

SCHOOL SUPPORT

Vertus will support its faculty members and students in dealing with an emergency by providing adequate training regarding the identification and prevention of violence as well as training in appropriate responses. The Director of Operations and Safety Team will review the emergency response procedures for needed modifications and alterations based upon feedback from debriefing sessions.

DISASTER MENTAL HEALTH SERVICES

Should an emergency occur, Vertus will enlist the support of community mental health resources for guidance and assistance.

RECOVERY

The Family Resource Coordinator and Lead school counselor has developed the following procedures for dealing with post-incident response:

Short term

- Mental health counseling (students and faculty)
- Building security
- Facility restoration
- Post-incident response critique
- Other

Long term

- Mental Health counseling (monitor for post-traumatic stress behavior)
- Mitigation (to reduce the likelihood of occurrence and impact if it does occur again)
- Building security: The Director of Admissions and Public Relations or his designee will survey building inside and out to ensure the building is safe for occupancy. The School Leader will coordinate with the landlord to ensure the building and its facilities are in operating order.
- The School Leader will notify the insurance carrier

The Emergency Response Team will meet the day following the incident to debrief.

Any Long Term impact of an incident that cannot be managed in-house with the teams will request assistance from outside agencies.

Appendix A:

NYS SAVE Requirements and NIMS Requirements

Vertus Charter School, represented by CEO Julie Locey , and the Vertus Board of Trustees, supports New York State SAVE Legislation and NIMS regulations for emergency planning in schools as follows:

SAVE Legislation for Building Level Emergency Response Plans

The development of school safety plans is a framework for the School to use in managing its initiatives for creating a safe and orderly school environment in which learning can take place. Planning teams should begin their work with a thorough review of the Education Law §2801-a, and 8 NYCRR §155.17, as well as other relevant laws and regulations. Every Board of Education must adopt a Building-Level Emergency Response Plan for each building in the School. The plans must be reviewed and updated annually by July 1st of each year. A school building emergency response plan shall be developed by the Building-Level School Safety

Team and shall include the following elements:

- I. Policies and procedures for the safe evacuation of students, teachers, other school personnel ,and visitors to the school in the event of a serious violent incident or another emergency which may occur before, during or after school hours, which shall include the description of plans of action for evacuation and sheltering, evacuation routes and shelter sites, and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student;
- II. Designation of an emergency response team, other appropriate incident response teams, and a post-incident response team;
- III. Procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area;
- IV. Establishment of internal and external communication systems in emergencies;
- V. Definition of the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS);
- VI. Coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to Federal, State and local mental health resources in the event of a violent incident;
- VII. Procedures for an annual review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- VIII. Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property;
- IX. Certain information about each educational agency located in the School, including information on school population, number of faculty, transportation needs and the business and home telephone numbers of key officials of each such agency.

A summary of the Building-level Emergency Response Plans must be made available for public comment at least thirty days prior to their adoption by the School Board. Since Building-level plans are confidential and are not subject to disclosure under article 6 of the Public Officers Law or any other provision of law, only a summary of a building-level plan can be made available for public comment. The School Board may adopt the plans only after at least one public hearing has been held which provides for the participation of school personnel, parents, students, and other interested parties.

A copy of each Building-level Emergency Response Plan and any amendments must be filed with appropriate local law enforcement officials and with the State Police within thirty days of adoption.

National Incident Management System (NIMS) Requirements

All K-12 schools, suburban, and rural; large and small, receiving Federal preparedness monies through the U.S. Department of Education (ED), the U.S. Department of Homeland Security (DHS), and/or the U.S. Department of Health and Human Services (HHS) are required to support the implementation of NIMS. Because all schools are integral components of every community and its government, DHS and ED recommend all schools, regardless of whether they are recipients of Federal preparedness funds, implement NIMS.

NIMS was established March 1, 2004, following the Homeland Security Presidential Directive-5 (HSPD-5) Management of Domestic Incidents. HSPD-5 requires NIMS adoption and implementation by all local jurisdictional levels and functional disciplines as well as across the full spectrum of potential incidents and hazard scenarios. NIMS defines local jurisdictions as including schools and Schools. Although schools are not traditional response organizations, they have immediate and critical roles in response such as providing command and management directives until local first responders arrive.

Lessons learned from recent school incidents show that school officials and first responders must both be knowledgeable and be trained to implement pre-established practices and procedures. If a school-based incident occurs, school personnel are the immediate responders — they provide first-aid, notify community response partners, and give command and management directives — all in advance of first response arrival. NIMS is suitable for all schools to implement throughout all phases of school emergency management: 1) Prevention-Mitigation; 2) Preparedness; 3) Response; and 4) Recovery.

Steps to Implementing NIMS:

- Documenting NIMS adoption at the school and campus community level;
- Creating a strategy and a timeline for fulfilling each of the activities outlined in NIMS
- Implementation Activities For Schools;
- Documenting the use of NIMS and its components in all school emergency management activities and documents;
- Scheduling and convening ongoing meetings with partners;
- Working closely with community partners to develop procedures, provide training, conduct exercises, and review plans;

- Ensuring training, in coordination with community partners, is provided to key personnel with critical roles in emergency management (i.e., command-level officers and team members); and
- Reviewing individual school site plans with partners and ensuring NIMS components are incorporated—training, joint emergency exercises, schedules for continual updates to the plan, interoperability.
- Using ICS to manage all related activities before, during, and after school and events to provide for the safety and well-being of attendees.
- Determining, designating, and documenting in advance key personnel and their roles and responsibilities within ICS, including the chain of command;
Determining, designating, and documenting back-ups to personnel with leadership positions within ICS;
- Integrating common operating and response procedures from all response partners, including public health, mental health, fire, and law enforcement departments and agencies;
- Integrating ICS into functional and system-wide emergency operations policies, plans, and procedures;
- Ensuring compatibility of communication devices internally and externally with local responders; and Providing joint training opportunities to support ICS.
- Ensuring interoperability of communication devices with partners and local government;
- Integrating and documenting procedures from all response partners, including public health, mental health, fire, and law enforcement departments and agencies;
- Participating in MACS exercises and debriefings, and integrating determined modifications to plans; and
- Writing partnerships agreements that detail each partner’s roles and responsibilities, procedures and protocols, and transfer of command.

Appendix B

Incident Commander: The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations. It is imperative to ensure the safety of students, staff, and others on campus.
Lead by example: your behavior sets the tone for staff and students.

Scribe: Reports to the Incident Commander, open and maintain a position log maintaining all required records and documentation to support the history of the emergency or disaster.

Liaison Officer: The Liaison Officer serves as the point of contact for incoming agencies and organizations that are helping support the operation. The Liaison Officer has the responsibility for all interaction between the media and who coordinates the release of information on the incident situation and response efforts to the media.

Operations Chief: The Operations Section Chief supervises the performance of all incident tactical operations.

Logistics Section Chief: A Logistics Section Chief is responsible for providing facilities, services, and material support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations. (This may include services such as meals and equipment repair).

Coversheet

Budget vs Actual & Cash Flow

Section: III. Finance
Item: A. Budget vs Actual & Cash Flow
Purpose: Discuss
Submitted by:
Related Material: Budget vs. Actual 8.31.22 Board .pdf
CashFlow8.31.22.pdf

Fiscal Year 2022-23 - Budget vs. Actual Report - August 2022 - Accrual Basis					
	Approved	YTD	Projected	Projected	
	Budget	Total - 8/31/22	9/1/22 - 6/30/23	Total	Variance
Revenue					
4100 State Grants					
4101 Per Pupil General Education	4,122,640.00	687,106.67	3,435,533.33	4,122,640.00	0.00
4102 Per Pupil Special Education	964,500.00	160,750.00	803,750.00	964,500.00	0.00
Total 4100 State Grants	\$ 5,087,140.00	\$ 847,856.67	\$ 4,239,283.33	\$ 5,087,140.00	\$ 0.00
4200 Federal Grants					
4201 IDEA Special Needs	64,000.00	10,666.67	53,333.33	64,000.00	0.00
4202 Title I	149,339.00	24,889.83	124,449.17	149,339.00	0.00
4203 Title IIA	17,523.00	2,920.50	14,602.50	17,523.00	0.00
4204 Title IV	11,201.00	1,866.83	9,334.17	11,201.00	0.00
4205 CSP	45,000.00	7,500.00	37,500.00	45,000.00	0.00
4206 E-Rate	64,000.00	10,666.67	53,333.33	64,000.00	0.00
4210 CRRSA (ESSER II)	0.00	0.00	0.00	0.00	0.00
4209 CRRSA (ESSERII)/ARP (ESSER)/CSP	553,653.00	92,275.50	461,377.50	553,653.00	0.00
Total 4200 Federal Grants	\$ 904,716.00	\$ 150,786.00	\$ 753,930.00	\$ 904,716.00	\$ 0.00
4300 Contributions & Donations					
4301 Restricted Contributions	47,000.00	1,020.00	45,980.00	47,000.00	0.00
4302 Unrestricted Contributions	0.00	0.00	0.00	0.00	0.00
4303 NGLC Grant	0.00	0.00	0.00	0.00	0.00
4304 Farash Foundation	0.00	0.00	0.00	0.00	0.00
4304a GRHF Grant	61,167.00	10,194.50	50,972.50	61,167.00	0.00
4305 Fundraising	100,000.00	370.00	99,630.00	100,000.00	0.00
Total 4300 Contributions & Donations	\$ 208,167.00	\$ 11,584.50	\$ 196,582.50	\$ 208,167.00	\$ 0.00
4400 Fundraising					
4401 Fundraising Events	0.00	0.00	0.00	0.00	0.00
Total 4400 Fundraising	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4500 Interest Income					
4501 Interest Income	0.00	0.00	0.00	0.00	0.00
Total 4500 Interest Income	0.00	0.00	0.00	0.00	0.00
4600 Other Revenue					
4606 School Store Revenue	0.00	3,363.00	0.00	3,363.00	0.00
Total 4600 Other Revenue	0.00	3,363.00	0.00	3,363.00	0.00
Total Revenue	\$ 6,200,023.00	\$ 1,013,590.17	\$ 5,189,795.83	\$ 6,200,023.00	\$ 0.00
Expenditures					
2200 Misc. Payables					
2201 Loan Payable	0.00	0.00	0.00	0.00	0.00
Total 2200 Misc. Payables	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5000 Compensation					
Total 5100 Administrative Staff	\$ 496,256.00	\$ 69,439.36	\$ 426,816.64	\$ 496,256.00	\$ -
Total 5200 Instructional Staff	\$ 2,686,389.00	\$ 380,790.56	\$ 2,305,598.44	\$ 2,686,389.00	\$ -
Total 5000 Compensation	\$ 3,182,645.00	\$ 450,229.92	\$ 2,732,415.08	\$ 3,182,645.00	\$ -
Total 5300 Other	\$ 78,000.00	-\$ 1,620.00	\$ 79,620.00	\$ 78,000.00	\$ -
Total 5500 Payroll Taxes and Benefits	\$ 288,618.00	\$ 35,357.73	\$ 253,260.27	\$ 288,618.00	\$ -
Total 5600 Employee Benefits	\$ 326,845.00	\$ 47,836.51	\$ 279,008.49	\$ 326,845.00	\$ -

Notes

Fiscal Year 2022-23 - Budget vs. Actual Report - August 2022 - Accrual Basis						Notes
	Approved	YTD	Projected	Projected		
	Budget	Total - 8/31/22	9/1/22 - 6/30/23	Total	Variance	
Total 5700 Retirement & Pension	\$ 82,236.00	\$ 11,892.84	\$ 70,343.16	\$ 82,236.00	\$ -	
TOTAL Comp, Taxes, Benefits, Bonus, Retirement	\$ 3,958,344.00	\$ 543,697.00	\$ 3,414,647.00	\$ 3,958,344.00	\$ -	
Total 6100 General Administrative	\$ 125,530.00	\$ 22,494.92	\$ 103,035.08	\$ 125,530.00	\$ -	
Total 6200 Insurance	\$ 72,568.00	\$ 7,712.59	\$ 64,855.41	\$ 72,568.00	\$ -	
Total 6300 Professional Services	\$ 229,400.00	\$ 33,576.29	\$ 195,823.71	\$ 229,400.00	\$ -	
Total 6400 Professional Development	\$ 58,000.00	\$ 13,588.30	\$ 44,411.70	\$ 58,000.00	\$ -	
Total 6500 Recruitment	\$ 116,000.00	\$ 40,120.65	\$ 75,879.35	\$ 116,000.00	\$ -	
Total 6600 Fundraising Expenses/External Relations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	
Total 7100 Curriculum and Classroom	\$ 380,666.00	\$ 127,001.70	\$ 264,615.30	\$ 391,617.00	\$ 10,951.00	Summer transportation was higher than budgeted.
Total 7200 Enrichment Programs	\$ 20,000.00	\$ 3,504.33	\$ 16,495.67	\$ 20,000.00	\$ -	
Total 8100 Facility Operations & Maintenance	\$ 702,392.00	\$ 111,525.82	\$ 590,866.18	\$ 702,392.00	\$ -	
Total 8200 Technology/Telecommunication Expense	\$ 139,408.00	\$ 32,600.35	\$ 106,807.65	\$ 139,408.00	\$ -	
Total 8800 Miscellaneous Expenses	\$ 1,025.00	\$ 1,476.24	-\$ 451.24	\$ 1,025.00	\$ -	
Total 8900 Depreciation Expense & Amortization	\$ 126,000.00	\$ 19,057.50	\$ 106,942.50	\$ 126,000.00	\$ -	
Total Operating Expenditures	\$ 5,929,333.00	\$ 956,355.69	\$ 4,983,928.31	\$ 5,940,284.00	\$ 10,951.00	
Total 1500 Fixed Assets	\$ 147,127.00	\$ 7,387.00	\$ 139,740.00	\$ 147,127.00	\$ -	
Total revenues	\$ 6,200,023.00	\$ 1,013,590.17	\$ 5,189,795.83	\$ 6,200,023.00	\$ 0.00	
Operating expenses	\$ 5,929,333.00	\$ 956,355.69	\$ 4,983,928.31	\$ 5,940,284.00	\$ 10,951.00	
Depreciation	\$ 126,000.00	\$ 19,057.50	\$ 106,942.50	\$ 126,000.00	\$ 0.00	
Fixed assets	\$ 147,127.00	\$ 7,387.00	\$ 139,740.00	\$ 147,127.00	\$ 0.00	
Subtotal	\$ 249,563.00	\$ 68,904.98	\$ 173,070.02	\$ 238,612.00	-\$ 10,951.00	

Fiscal Year 2022-23 - Cash Flow Projection

As of August 31, 2022

	June 2022 - Actual	July 2022 - Actual	August 2022 - Actual	September 2022 - Projected	October 2022 - Projected	November 2022 - Projected
East Irondequoit	\$0.00	\$0.00	\$22,581.66	\$0.00	\$11,290.83	\$0.00
Brighton	\$0.00	\$2,371.33	\$0.00	\$2,371.33	\$2,371.33	\$0.00
Gates-Chili	\$0.00	\$0.00	\$0.00	\$8,792.66	\$4,396.33	\$0.00
Hilton	\$0.00	\$0.00	\$5,519.50	\$3,915.00	\$1,957.50	\$0.00
Webster	\$0.00	\$0.00	\$0.00	\$2,170.17	\$2,170.17	\$0.00
Fairport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Greece	\$23,388.54	\$2,699.33	\$7,681.57	\$25,106.00	\$12,553.00	\$0.00
West Irondequoit	\$8,385.07	\$0.00	\$0.00	\$8,350.00	\$0.00	\$0.00
Rush Henrietta	\$0.00	\$4,692.33	\$4,692.33	\$0.00	\$4,692.33	\$0.00
Penfield	\$0.00	\$0.00	\$0.00	\$4,614.66	\$0.00	\$0.00
Pittsford	\$0.00	\$2,440.33	\$0.00	\$0.00	\$2,440.33	\$0.00
Webster	\$0.00	\$0.00	\$0.00	\$4,340.34	\$2,170.17	\$0.00
RCSD	\$0.00	\$542,577.33	\$0.00	\$679,998.67	\$0.00	\$627,000.00
RCSD SpEd	\$296,675.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Grants - 21 - 22	\$0.00	\$0.00	\$15,766.00	\$0.00	\$77,349.80	\$18,913.00
Federal Grants - 22 - 23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,578.10
IDEA Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summers	\$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
Emil Muller Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ESSER Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ESSER II Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00
ESSER III Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00	\$0.00
ARP Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fundraising**	\$686.73	\$1,928.55	\$1,672.62	\$0.00	\$0.00	\$0.00
McGowan	\$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
ESL Federal Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Belichick	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
USAC Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CSP Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wegman (Rochester Area Community)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Greater Rochester Health Grant	\$61,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STEM Grant	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Refund	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
School Store Revenue	\$0.00	\$1,544.24	\$1,548.50	\$0.00	\$0.00	\$0.00
Total Deposits	\$403,302.69	\$563,253.44	\$59,462.18	\$739,658.83	\$306,391.79	\$663,491.10
Total Disbursements	\$638,789.49	\$521,332.39	\$415,408.60	\$500,000.00	\$400,000.00	\$400,000.00
Increase (Decrease) In Cash	-\$235,486.80	\$41,921.05	-\$355,946.42	\$239,658.83	-\$93,608.21	\$263,491.10
Cash, Beginning of Period	\$1,565,244.90	\$1,329,758.10	\$1,371,679.15	\$1,015,732.73	\$1,255,391.56	\$1,161,783.35
Cash, End of Period	\$1,329,758.10	\$1,371,679.15	\$1,015,732.73	\$1,255,391.56	\$1,161,783.35	\$1,425,274.45

Coversheet

Board Committee Structure & Monthly Reporting

Section: IV. Committee Reporting
Item: A. Board Committee Structure & Monthly Reporting
Purpose:
Submitted by:
Related Material: Board Committee Structure.pdf



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Committee Structure

Committee	Accountability	Community Engagement	Finance	Fundraising	Governance & Nominating
Members	Tory VanVoorhis Calvin Gantt Julie Locey Ben Kadar	Fred Johnson Carol Garrett Deke Johnson Spencer Ash Joe Carter Michael James	Fred Johnson Evan Gallina Jack O'Connell Amy Brisson Julie Locey (as requested)	Evan Gallina Michael Mandina Spencer Ash	Deke Johnson Tory VanVoorhis
Reporting Months	July November March	August November June	Every Month	August January April June	October February
Topics	Regents NWEA Graduation Status Credit Earning	Events Relationships PR	Monthly Review Budget Audit	Events	Board Training New Member

Coversheet

Renewal Year & Expansion

Section: V. Discussion Items
Item: A. Renewal Year & Expansion
Purpose:
Submitted by:
Related Material: Renewal Goals Status Check.pdf



Renewal Goals Status Check-In September 2022

Financial Viability

- Expand Line of Credit. Note: at time of renewal COO was working with the Board Treasurer to expand the school's line of credit with its existing bank in order to provide a strong safety cushion for cashflow. At time of renewal (2020), the school's line of credit was \$150,000. The COO and Treasurer were working to expand this in order to cover two payrolls (which equate to approximately \$240,000) in the event circumstances require the school to access these funds.
- Invest in fund for college trips and other enrichment activities. Exposing students to the academic activities and to the wider world through college visits and other field trips is important, as most students have a very narrow perspective on life and opportunities. The school will also offer hands-on exposure to middle skills jobs
- Develop spring Basketball Tournament into a well-publicized and supported fundraising event. (2018 event raised over \$48,000).
- Keep active approach to foundations for major grants. (\$150,000 already secured for 2020-21 school year).
- Step up fundraising to provide additional resources to the school. The goal has always been to be able to finance all basic school functions within the limits of state funding, but two things suggest more fund raising to be important: the school needs funds to provide many items that parents in more affluent communities can provide for their children, including college testing and visits, uniforms, and various enrichment activities; and, the impact of the ongoing pandemic may cause the state to reduce funding and/or decisions made by the RCSD may reduce services, such as transportation (if they do remote learning this fall and don't transport our students).
- At the Board Retreat (2020) it was decided that the board's fundraising should be a year-round activity that builds support over years and that we plan a big annual event with the goal of hundreds of attendees and sponsors. It has also been suggested that an ambitious goal be set, with the intention of having an endowment to give more resilience to the school's financial situation and ability to meet special needs.

Board Expansion

- Transition Mr. Hickman from his role as Board Chair to serve as a Board member, and Ms. Victoria VanVoorhis, a current Board member, will transition into the role of Board Chair.
- Build up the board to between 9 and 13 members with an appropriate range of skills, perspectives and diversity to add talent, perspective, connections to the community, and fundraising expertise.

- The goal is to add at least two more board members by the end of October 2020 and to add another 2 in the spring of 2021. The goal is to have a board of at least 9 members, but preferably 11 or more
- Fill three needs or gaps in our current membership: fundraising, community engagement, and connections with local colleges and training programs. In addition, it was noted that finding a candidate with deep media savvy and one with good operational experience would further enhance the board.
- Governance committee will follow up more vigorously with candidates currently in the pipeline and solicit suggestions from key civic organizations (e.g., Urban League, Action for A Better Community, Ibero- American League, Black Physicians Network, etc.)

Board's Committee Structure and Engagement

- Establish a new Community Engagement Committee (no later than the end of the 2020 calendar year).
- Establish a vibrant parent and community engagement committee to work with school staff - Provide opportunities for teachers to train with Relay Graduate School of Education - Hire part-time person to work with local companies and organizations on career exposure (grant funding now in place, but activities held up by the COVID pandemic). Measurable outcomes: - Committee established and working

Additional space, facilities and athletic fields

- Add space, facilities, and athletic fields. Note: According to the renewal application, this remains an aspiration that is dependent upon considerable funding, which is not in place.
- Develop a football program that can share space with another school.

Ongoing Board Actions

- Participate in formal training with outside consultants at least every 18 months (the last one with SchoolWorks in the fall of 2020).
- Assure that policies remain up to date and effective with a formal annual review of policies by the governance committee.
- Encourage the principal to leverage the talents and connections of board members to help her drive the school forward.
- Complete an annual self-evaluation.
- Conduct annual evaluation of CEO based on 5 key performance categories (June-October).

Coversheet

Grants Update

Section: V. Discussion Items
Item: B. Grants Update
Purpose: Discuss
Submitted by:
Related Material: Copy of 2021-22 Grants Tracking Sheet - Vertus - 2021-22.pdf

Vertus Grant Tracking Sheet 2021 -22						
Program	Amt Requested	Funder	Amt Received	Date Due or Submitted	Date Notified	Notes
2021 Grants						
Football Program	\$25,000	Ralph C. Wilson, Jr. Foundation (RACF)	\$0	1/22/2021	6/24/2021	Denied - saw it listed in grants portal
Workforce Development	\$10,000	John F. Wegman Fund (RACF)	\$10,000	1/29/2021	6/10/2021	Awarded.
Workforce Development	\$15,000	The Ralph and Eileen Swett Family Foundation	\$0	2/28/2021	N/A	Denied
Workforce Development	\$8,000	Fred & Floy Willmott Foundation	\$8,000	3/23/2021	12/1/2021	Awarded. Moved to November meeting to review proposal.
General Operations	\$20,000	Joseph S. Rippey Charitable Trust	\$0	3/31/2021	N/A	Denied
Workforce Development	\$8,000	J.M. McDonald Foundation	\$5,000	4/9/2021	5/24/2021	Awarded.
Academic Intervention & Teacher Pipeline	\$75,000	William G. McGowan Charitable Fund	\$10,000	4/30/2021	11/23/2021	Awarded.
General Operating	\$100,000	Mother Cabrini Health Foundation LOI	\$0	6/4/21		Still listed as "Undecided" in portal as of 10/4/21; also confirmed undecided by MCHF representative. Will assume denied for 2021.
General Operating	\$60,000	Chuck Schumer - Congressionally Directed Spending Request	\$0	5/25/2021		No response
Football Program	\$10,000	Bill Belichick Foundation	\$10,000	6/3/2021	1/25/2022	Awarded.
Football Program	\$6,000	Good Sports Foundation	\$6,000	7/23/21	10/28/2021	Received \$6k in in-kind sporting equipment
Academic Intervention & Counseling	\$274,500	Greater Roc Health Foundation - LOI/Idea Letter 1 of 2	\$0	6/11/2021		Denied; Julie having f/u for next idea letter submission.
Workforce Development	\$20,000	Emil Muller Foundation	\$20,000	8/1/2021	9/10/2021	Awarded.
Robotics and Optics program	\$4,000	Corning Inc. Foundation	\$4,000	10/1/2021	10/28/2021	Awarded.
Workforce Development (DEI)	\$30,000	ESL Foundation	\$30,000	Rolling thru 12/31/2021	12/22/2021	Awarded.
TBD - Julie to pitch		Daisy Marquis Jones Foundation		Submit before YE		Julie to call Andrea Weinstein in 2022; missed 2021 chat.
TBD	\$15,000	Farash Foundation	\$0	past due for Education		Julie to make intro call; see where best to apply; Education programs are temporarily closed as we devote all resources to our Covid-19 Relief Fund. Call Todd Waite Program Officer, (585) 479-4469, twaite@farashfoundation.org
TBD - Capital only - Maker Space?	\$100,000	Davenport-Hatch Foundation		6/1 or 10/1		Board meetings quarterly; Julie to reach out to Tom Hildebrandt re: applying first. Add to 2022 prospects.
Family Resources	\$274,500	GRHF LOI/Idea Letter (Fall) 2 of 2	N/A	12/3/2021	1/25/2022	Invited to apply to full application.
2022 Grants						
Career Counseling	\$5,000	KeyBank Foundation	\$0	11/29/21	6/6/2022	Denied. Invited to apply for \$5k
Football Program	\$25,000	Ralph C. Wilson, Jr. Foundation (RACF)	\$0	1/7/2022	6/29/2022	Denied. Will hear back in May sometime
Workforce Development (REPORT)		[2021 REPORT] John F. Wegman Fund (RACF)		1/27/2022		Report submitted 1/27
Future Ready: Career Exploration	\$10,000	John F. Wegman Fund (RACF)	\$10,000	1/28/2022	6/13/2022	Awarded. Awarded \$10k in 2021; has four grant cycles (Jan/May/Aug/Nov)
Mental Health Counselor	\$178,548	Greater Rochester Health Foundation	\$178,548	2/11/2022		Awarded!! Spread across 3 years.
Food Insecurity / Pantry	\$5,000	Aldi Foundation (Smart Kids Program)	\$0	3/10/2022	3/15/2022	Denied.
Teacher Recruitment & Retention	\$40,000	Farash Foundation	\$0	3/22/22		Denied.
Workforce Development	\$8,000	Fred and Floy Willmott Foundation		3/21/2022		Pending. Rec'd in full in 2021; Julie spoke with Luther Miller.

Vertus Grant Tracking Sheet 2021 -22						
Program	Amt Requested	Funder	Amt Received	Date Due or Submitted	Date Notified	Notes
Robotics and Optics program	\$3,000	Corning Inc. Foundation	\$3,000	5/1/2022	6/30/2022	Awarded. Invited to apply for \$4k in 2021. Estimated date for 2022 - invited to apply for 3k this year; Julie to call them.
Reducing Health Disparities for Young Men at Vertus	\$100,000	Mother Cabrini Health Foundation LOI	\$0	5/13/22	8/4/2022	Not invited to submit a full application. LOI was due May 13; Julie to call Barb Zappia to tell her about Vertus and health initiatives (tell her about the GRHF grant too!).
Special Ed	\$9,000	Bernice Stauber Fund	\$9,000	8/17/22	9/1/2022	Awarded.
Vertus Charter School Student Enrichment Program	\$65,295	Farash Foundation - After school programs		9/8/22		Pending. Notification anticipated early Nov 2022.
Workforce Development	\$50,000	ESL - Equity grants		9/30/22		Equity grants; (Joe Carter) worth calling to ask re: eligibility to apply.
	\$50,000	ESL - Charter School grants		11/4/22		
Academic Intervention & Teacher Pipeline	\$75,000	William G. McGowan Charitable Fund		12/1/2022		Rec'd 10k in 2021 (You need to submit a final report). Tory and Board to look into connections re: re-applying.
TBD - Capital only - Maker Space? or music program?	\$100,000	Davenport-Hatch Foundation				Board meetings quarterly; Evan Gallina to reach out to Tom Hildebrandt re: applying first.
Programs -- workforce or education model		Daisy Marquis Jones Foundation				Julie to call Megan Bosco; make intro.
TBD		Laura J Niles Foundation				Connect Julie w/Ashley Garan (Administrator) to introduce Vertus and see which area of interest for their education priority would fit.
Workforce Development	\$20,000	Emil Muller Foundation		11/1/2022		Awarded \$20,000 in 2021. Next deadline is 11/1, but call Patricia Leo first, as their priorities may change in fall 2022.
Academic Intervention & Teacher Pipeline		[2021 REPORT] William G. McGowan Charitable Fund		11/1/2022		Has deadlines in Nov 1 and 4x throughout the year.
		Mellon Foundation				No deadline; submit LOI online
Workforce Development		Charles Stewart Mott Foundation		Rolling		Education priority
Workforce Development	\$10,000	Deupree Family Foundation		12/31/21		
		Wegmans Family Foundation				Danny and Coleen have toured the school.
		Carnegie Corporation of New York				
		Michael and Susan Dell Foundation				
		Ford Foundation				Tory to research a contact.
Total 2021 Amt Received in 2022			\$200,548			
Red = Upcoming Grant Deadlines						
Blue = Pending Grants						
Green = Funded	\$200,548					
Orange = Letter of Inquiries/Waiting on Invite						
Total Amt Received in 2021	\$103,000					
Total Amt Received in 2022	\$200,548					

Vertus Grant Tracking Sheet 2021 -22								
Program	Amt Requested	Funder	Amt Received	Date Due or Submitted	Date Notified	Notes		
TOTAL	\$303,548							
Total Paid to Grants for Good since December 2020								
\$294,548 in grants to Vertus as of August 5, 2022								
ROI = 10.3								

Coversheet

Recruitment and Enrollment Report

Section: V. Discussion Items
Item: C. Recruitment and Enrollment Report
Purpose: Discuss
Submitted by:
Related Material: Recruiting Update 9.22docx.pdf

Vertus

Recruiting

September 2022

Currently Enrolled (Fall): 330 students

Strong Leads: 3

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)
- Families who recently moved to Rochester from another state refuse to allow their kids to attend RCSD. (Florida (2), Georgia (1), Oklahoma (2), Alabama (1))
- 4 of the students who came from out of state were previously enrolled in private schools and wanted Vertus because it gave a private school feel without tuition.
- Most applicants come from RCSD and are unhappy with their current school environment.
- There is a growing number of students who are choosing Vertus.

Recent Efforts

- Dropped off flyers (City Libraries, R-Centers,
- **School tours** (Since August): **33 school tours**
- **Home Visit Blitz**- Staff, did home visits to families who expressed interest in Vertus but hadn't yet enrolled (3 out of 15 finished enrollment paperwork)
- **Mailings**- Mailed personalized letters to 8th-grade and 9th-grade boys of Leadership Academy and Rochester Prep waitlist.
- Streaming service ads (Nueva era)
- Set up a table to promote and recruit at the Rochester Summer Soul Fest and The Mt. Olivet church community event
- Consistently submitting press releases to various news outlets. (Received coverage for the warrior challenge, Back2school event (WHEC), Varsity Football (WROC))
- Social media posts, boosts, and ads
- 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. Will be present at all of their home games.
- **Vertus Back 2 School event**

Vertus Press

Upcoming efforts

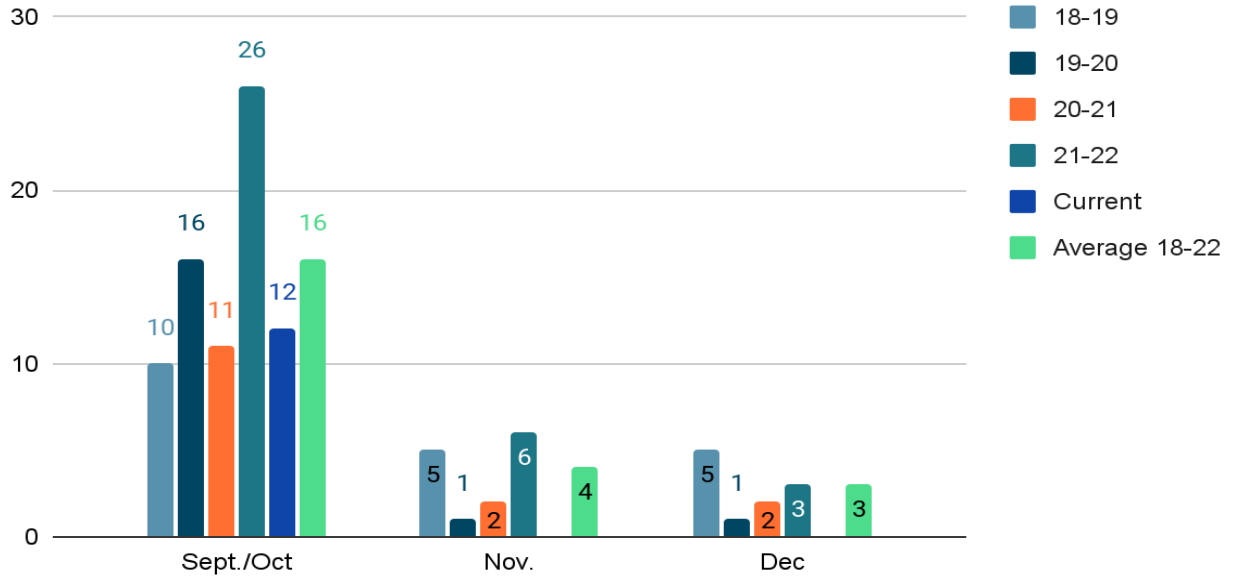
- **Hispanic Heritage event** at Vertus. (This event will celebrate and honor Hispanic culture in Rochester)
- **Coat Drive** with the City of Rochester. (Soccer team will be promoting Vertus at this gathering)
- **Submit press releases** to news outlets to help draw more positive attention to Vertus. *(Need help with getting News outlets to pick up stories)*
- **Vertus student social media challenge**
- **13Wham-** Vertus Latino Community event
- **Spectrum News** Feature story on Vertus electives (This led to 3 enrollments: an employee's Lyft driver, an Amazon truck driver delivering to Vertus, Rochester Prep mother saw the music production elective and immediately scheduled a tour and enrolled her son)
- Varsity Football story (WROC)
- Warrior Challenge Story
- Back 2 School event story
- **13Wham** Live interview with Lynette Adam (Featured Levi Bennett and David Thaxton)

Where do they go if not Vertus?

- UPrep for athletics
- RCSD for coed and non-uniform reasons *(usually this is the student's decision)*

Recap/Forecast

Transfer Students



- Based on the previous year's averages, we can anticipate at least another 11 students to transfer before the new year.
- Due to a higher number of overall enrolled students this year, we can anticipate a decrease in transfer students after the new year

Coversheet

Action Item Review

Section: VI. Closing Items
Item: A. Action Item Review
Purpose:
Submitted by:
Related Material: Board_Action_Items_Running_List9.17.22.pdf

Board Action Items Running List

August 2022

1. Julie to send Financial Policies and Procedures to Finance Committee and upload to Board on Track- **Complete**
2. Amy and Julie to follow up with Kevin Foy regarding fraud protection options and sweep account (with a lower monthly fee). -**Call on Tuesday 9.20.22**
3. Finance committee to review financial policies and procedures and bring them to September Board Meeting for approval.
4. Tory to cross-check Board binder and Board on Track portal for necessary documents.
5. Michael James to reach out to Causewave to determine if they have grants available to offset the cost of another Vertus campaign.
6. Tory to facilitate a move to a consent agenda.
7. Items for discussion at Board Retreat (October 17th 9-12)
 - a. Committee structure-specifically combining Community Engagement and Fundraising Committee's
 - b. Generating List of Community members, donors, and other stakeholders to communicate good news with (at least 1x per month)
 - c. Identify other possible Board candidates (2 seats open)
8. Tim share Norris Woods contact information with Evan- **Complete**
9. Evan to connect with Norris regarding CDL licensing program.
10. Mike to connect Tim and St. John Fisher

July 2022

1. Tory to write thank you notes to Mike Cullen and Ty Kelly. -**Complete**
2. Julie to send van's worth to Amy-**Complete**
3. Julie to follow up with Alfred State- **Email sent- Jonathan Kent VP for Enrollment-Ball is in their court. He stated they would be in touch about visiting and collaboration.**

4. Julie to reach out to Michael Goode for data on the percentage of charters meeting their enrollment #'s- **Email sent-information shared with Board via email sent on Thursday, July 21st.**
5. Julie to confirm the annual meeting with M & T and Amy.- **email sent- Amy and I met with them on 8.4.22**
6. Evan to contact Kevin Foy-**Complete**
7. Tory to email Kirsten about revision for committee structure- **Complete**
8. Julie to send preferred publisher to Tory.
9. Deke to take the lead on CEO evaluation
10. **Completed financial disclosure forms are due to Julie by July 25th. You can access the form on the Board on Track platform.**

