



# Vertus HIGH SCHOOL

## Vertus High School

### Monthly Board Meeting

Published on August 11, 2023 at 12:44 PM EDT

Amended on August 15, 2023 at 7:00 AM EDT

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#### Date and Time

Tuesday August 15, 2023 at 4:00 PM EDT

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
A. Record Attendance		Evan Gallina	1 m
B. Call the Meeting to Order			1 m
C. Approve Minutes	Approve Minutes		2 m
D. Action Item Review Prior Month	Discuss		10 m
<b>II. Board Training</b>			<b>4:14 PM</b>
A. Topic for the Month	Discuss	Kirsten Barclay	20 m
<b>III. Consent Agenda Items</b>			<b>4:34 PM</b>
A. Month At A Glance	FYI	Levi Bennett	10 m
B. Board Statistics	FYI	Tim Hill	10 m

	Purpose	Presenter	Time
<b>IV. Finance</b>			<b>4:54 PM</b>
A. Budget vs Actual & Cash Flow	Discuss	Amy Brisson	10 m
<b>V. Discussion Items</b>			<b>5:04 PM</b>
A. Recruitment Update	Discuss	Levi Bennett	10 m
B. Strategy & Renewal	Discuss	Julie Locey	10 m
C. Enrollment and Admissions Policy	Discuss	Victoria VanVoorhis	15 m
<b>VI. Committee Reporting</b>			<b>5:39 PM</b>
A. Board Committee Structure & Monthly Reporting			5 m
B. By-Laws	FYI	Victoria VanVoorhis	5 m
<b>VII. Closing Items</b>			<b>5:49 PM</b>
A. New Action Item Review & Report Out	Discuss		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:** 2023\_07\_18\_board\_meeting\_minutes.pdf

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## Vertus High School

# Minutes

## Monthly Board Meeting

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### Date and Time

Tuesday July 18, 2023 at 4:00 PM

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### Directors Present

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

### Directors Absent

M. Mandina, S. Ash

### Ex Officio Members Present

J. Locey

### Non Voting Members Present

J. Locey

### Guests Present

K. Barclay, Stephanie Campanelli, T. Hill

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## I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

V. VanVoorhis called a meeting of the board of directors of Vertus High School to order on Tuesday Jul 18, 2023 at 4:06 PM.

**C. Approve Minutes**

D. Johnson made a motion to approve the minutes from Monthly Board Meeting on 06-20-23.

J. O'Connell seconded the motion.

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

**D. Action Item Review Prior Month**

All action items were discussed and items were given a timeline to be completed.

**II. Board Training**

**A. Topic for the Month**

The Board reviewed Benchmark #2 of the NYSED Performance Framework.

**III. Consent Agenda Items**

**A. Month At A Glance**

Julie Locey presented on MOA. No questions were asked.

**B. Board Statistics**

Tim Hill presented the monthly Board Statistics.

**IV. Finance**

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

Jack O'Connell presented on behalf of the Finance Committee.

**V. Committee Reporting**

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

**B. By-Laws**

J. O'Connell made a motion to Approve the revised By-Laws of Vertus Charter School.

D. Johnson seconded the motion.

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

J. O'Connell made a motion to amend the Financial Policies and Procedures shall be amended to include the following language: Advance / Loans Consistent with the limitations set forth in Not-for-Profit Corporation Law Section 716, no employee will receive an advance payment of their salary and loans shall not be made from Vertus

Charter School to its trustees, officers, key persons, or to any other corporation, firm, association or other entity in which one or more of its trustees, officers or key persons are directors, trustees, officers or key persons or hold a substantial financial interest, except a loan by one charitable corporation to another charitable corporation.

C. Gantt seconded the motion.

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

**C. Trustee Job Description & Expectations**

C. Gantt made a motion to Adopt the job description for the Board of Trustees.

D. Johnson seconded the motion.

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

**D. Fundraising-Grants**

**VI. Closing Items**

**A. New Action Item Review & Report Out**

**B. Adjourn Meeting**

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

Respectfully Submitted,

E. Gallina

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# Coversheet

## Action Item Review Prior Month

**Section:** I. Opening Items  
**Item:** D. Action Item Review Prior Month  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 8.23Board\_Action\_Items\_Running\_List.pdf

## Board Action Items Running List Updated 8.1.23

### Outstanding Items

1. The Finance committee will review financial policies and procedures and bring them to the September Board Meeting for approval. -Waiting for legal review
2. Transgender policy in place- Julie to discuss with Kirsten Barclay.- Contacted Kirsten waiting to hear back from her on her findings.
3. Tory and Jack want to give a gift to Jael Duran.
4. Tory to generate Board candidate spreadsheet and upload to Board on Track.

### July Action Items:

1. Julie to email Mid-Term Report to Board- Uploaded to Board on Track under Board Documents-Charter Renewal – Complete
2. Julie to add Enrollment & Admissions Policy to Board Agenda for August.- Complete



# Coversheet

## Month At A Glance

**Section:** III. Consent Agenda Items  
**Item:** A. Month At A Glance  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** August 2023 Month at a Glance (1).pdf



## AUGUST MONTH AT A GLANCE

### Academics/ Character/ Career

#### Latino Community Day

- Great weather! Good food! Great time! The community came out and had a great time at the Latino Community Day. Families enjoyed free food, live music, free face painting, and fun activities for the family. The local news covered and aired the coverage of the event, and we got one student to enroll.



#### Staff Family Picnic

- We kicked off the new school year with over 10 new staff members at the Staff family picnic. We gave out our yearly awards and fellowshiped with new and returning staff over food, drinks, and boat rides over the lake, courtesy of Baxter's Fishing and Boating Charter.



## Students Returning to School

- Students showed up big for the 1st day of school! The energy in the building was electric, and most students were happy to be back at it. 3 different news stations were present and aired coverage of Vertus getting an early start to the year.



## College Tours


- Select students have been spending time this summer visiting colleges to broaden their horizons in their journey to their post-secondary goals. Mr. Strowe has jumped into his new role as guidance counselor head first by taking the lead on all of these visits.
  - MCC
  - Brockport
  - St. John Fisher
  - FLCC (Music Department)
- There are lots more tours planned for the summer before the fall semester!



# Coversheet

## Board Statistics

**Section:** III. Consent Agenda Items  
**Item:** B. Board Statistics  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Statistics Report\_2023 (1).pdf

 <span style="float: right;"><b>BOARD STATISTICS</b></span>										
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2022-23 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>	264 <sup>(1)</sup>	313 <sup>(1)</sup>	<b>340</b>
African American	83%	79%	85%	78%	71%	81%	76%	68%	70%	
Hispanic	15%	17%	13%	17%	22%	12%	22%	28%	28%	
White	3%	4%	2%	5%	6%	6%	2%	4%	2%	
Asian	NA	NA	NA	NA	NA	NA	<1%	<1%	<1%	
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 <sup>(9)</sup>	23%	26%	23%	22%	19%	28%	33%	30%	31%	<b>20%</b>
ELL	0%	0%	3%	6%	5%	9%	4%	10%	8%	
Attendance - September to June	82.4%	83.3%	86.8%	85.3%	78.8%	80.1%	76.9%	70.0%	77.0%	<b>85.0%</b>
Suspensions (Students)	NA <sup>(2)</sup>	87	113	177	207	137	19	129	129	
Expulsions	NA <sup>(2)</sup>	1	1	0	0	0	0	0	0	
Students Enrolled				31	26	43	29	54	70	
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	854.25	
Total Number of Courses Completed	743	1782	3075	5321	4838	4546	5517	2998	1856	
Credits Earned by Entire Student Body per Student in Edgenuity	1.5	1.6	1.3	2.8	2.6	2.6	5.6	3.8	2.7	
Total Number of Courses Completed per Student	7.2	13.0	12.0	19.1	16.8	16.1	21.4	11.4	5.9	
<i>Assessment Results</i>										
NWEA Growth - Reading	450%	196%	261%	261%	156%	152% <sup>(10)</sup>	NA	NA	NA	<b>150%</b>
NWEA Growth - Mathematics	300%	213%	221%	250%	213%	21% <sup>(10)</sup>	NA	NA	NA	<b>150%</b>
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% <sup>(3)</sup>	71% <sup>(4)</sup>	67% <sup>(5)</sup>	69% <sup>(6)</sup>	66% <sup>(7)</sup>	NA	58% <sup>(11)</sup>	47% <sup>(12)</sup>	State Average
<i>Fiscal Year Data: July through June</i>										
Fundraising: Foundations and Grants	NA	NA	NA	NA	NA	\$90,050	\$159,357	\$135,660		
Fundraising: Individual Donors	NA	NA	NA	NA	NA	\$19,077	\$55,262	\$10,252		
Fundraising	\$577,984	\$331,056	\$242,559	\$229,100	\$196,000	\$89,735				<b>\$175,000</b>

(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)

# Coversheet

## Budget vs Actual & Cash Flow

**Section:** IV. Finance  
**Item:** A. Budget vs Actual & Cash Flow  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Budget vs. Actual July 2023 Board Meeting8.23.pdf  
CashvsActual7.23 for 8.23BoardMtg.pdf

Fiscal Year 2022-23 - Budget vs. Actual Report - July 2023 - Accrual Basis					
	Approved	YTD	Projected	Projected	
	Budget	Total - 7/31/2023		Total	Variance
<b>Revenue</b>					
<b>4100 State Grants</b>					
4101 Per Pupil General Education	4,581,120.00	381,760.00	4,199,360.00	4,581,120.00	0.00
4102 Per Pupil Special Education	1,942,500.00	161,875.00	1,780,625.00	1,942,500.00	0.00
<b>Total 4100 State Grants</b>	<b>\$ 6,523,620.00</b>	<b>\$ 543,635.00</b>	<b>\$ 5,979,985.00</b>	<b>\$ 6,523,620.00</b>	<b>\$ 0.00</b>
<b>4200 Federal Grants</b>					
4201 IDEA Special Needs	108,689.00	9,057.42	99,631.58	108,689.00	0.00
4202 Title I	149,339.00	12,444.92	136,894.08	149,339.00	0.00
4203 Title IIA	21,699.00	1,808.25	19,890.75	21,699.00	0.00
4204 Title IV	17,248.00	1,437.33	15,810.67	17,248.00	0.00
4206 E-Rate	13,500.00	1,125.00	12,375.00	13,500.00	0.00
4209 CRRSA (ESSERII)/ARP (ESSER)/CSP	571,247.00	47,603.92	523,643.08	571,247.00	0.00
<b>Total 4200 Federal Grants</b>	<b>\$ 881,722.00</b>	<b>\$ 73,476.83</b>	<b>\$ 808,245.17</b>	<b>\$ 881,722.00</b>	<b>\$ 0.00</b>
<b>4300 Contributions &amp; Donations</b>					
4301 Restricted Contributions	0.00	0.00	0.00	0.00	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	5,097.25	56,069.75	61,167.00	0.00
4305 Fundraising	150,000.00	1,000.00	149,000.00	150,000.00	0.00
4306 In-kind Revenue	0.00	0.00	0.00	0.00	0.00
<b>Total 4300 Contributions &amp; Donations</b>	<b>\$ 211,167.00</b>	<b>\$ 6,097.25</b>	<b>\$ 205,069.75</b>	<b>\$ 211,167.00</b>	<b>\$ 0.00</b>
<b>4400 Fundraising</b>					
4401 Fundraising Events	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 Fundraising</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>4500 Interest Income</b>					
4501 Interest Income	53,400.00	11,376.00	42,024.00	53,400.00	0.00
<b>Total 4500 Interest Income</b>	<b>53,400.00</b>	<b>11,376.00</b>	<b>42,024.00</b>	<b>53,400.00</b>	<b>0.00</b>
<b>4600 Other Revenue</b>					
4606 School Store Revenue	42,000.00	40.00	41,960.00	42,000.00	0.00
<b>Total 4600 Other Revenue</b>	<b>42,000.00</b>	<b>40.00</b>	<b>41,960.00</b>	<b>42,000.00</b>	<b>0.00</b>
<b>Total Revenue</b>	<b>\$ 7,711,909.00</b>	<b>\$ 634,625.08</b>	<b>\$ 7,077,283.92</b>	<b>\$ 7,711,909.00</b>	<b>\$ 0.00</b>
<b>Expenditures</b>					
<b>2200 Misc. Payables</b>					
2201 Loan Payable	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 Misc. Payables</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>5000 Compensation</b>					
Total 5100 Administrative Staff	\$ 619,282.00	\$ 39,270.00	\$ 580,012.00	\$ 619,282.00	\$ -
Total 5200 Instructional Staff	\$ 3,427,104.00	\$ 214,765.00	\$ 3,212,339.00	\$ 3,427,104.00	\$ -
<b>Total 5000 Compensation</b>	<b>\$ 4,046,386.00</b>	<b>\$ 254,035.00</b>	<b>\$ 3,792,351.00</b>	<b>\$ 4,046,386.00</b>	<b>\$ -</b>
Total 5300 Other	\$ 95,000.00	\$ 7,385.00	\$ 87,615.00	\$ 95,000.00	\$ -
Total 5500 Payroll Taxes and Benefits	\$ 375,587.00	\$ 25,139.63	\$ 350,447.37	\$ 375,587.00	\$ -
Total 5600 Employee Benefits	\$ 462,945.00	\$ 35,030.75	\$ 427,914.25	\$ 462,945.00	\$ -

Notes

Fiscal Year 2022-23 - Budget vs. Actual Report - July 2023 - Accrual Basis					
	Approved	YTD	Projected	Projected	
	Budget	Total - 7/31/2023		Total	Variance
Total 5700 Retirement & Pension	\$ 101,036.00	\$ 5,804.00	\$ 95,232.00	\$ 101,036.00	\$ -
<b>TOTAL Comp, Taxes, Benefits, Bonus, Retirement</b>	<b>\$ 5,080,954.00</b>	<b>\$ 327,394.38</b>	<b>\$ 4,753,559.62</b>	<b>\$ 5,080,954.00</b>	<b>\$ -</b>
Total 6100 General Administrative	\$ 132,440.00	\$ 4,361.00	\$ 128,079.00	\$ 132,440.00	\$ -
Total 6200 Insurance	\$ 84,000.00	\$ 7,000.00	\$ 77,000.00	\$ 84,000.00	\$ -
Total 6300 Professional Services	\$ 257,092.00	\$ 18,214.00	\$ 238,878.00	\$ 257,092.00	\$ -
Total 6400 Professional Development	\$ 63,715.00	\$ 19,912.00	\$ 43,803.00	\$ 63,715.00	\$ -
Total 6500 Recruitment	\$ 121,500.00	\$ 20,722.00	\$ 100,778.00	\$ 121,500.00	\$ -
Total 6600 Fundraising Expenses/External Relations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -
Total 7100 Curriculum and Classroom	\$ 561,686.00	\$ 21,211.00	\$ 540,475.00	\$ 561,686.00	\$ -
Total 7200 Enrichment Programs	\$ 42,300.00	\$ 682.00	\$ 41,618.00	\$ 42,300.00	\$ -
Total 8100 Facility Operations & Maintenance	\$ 736,051.00	\$ 61,894.25	\$ 674,156.75	\$ 736,051.00	\$ -
Total 8200 Technology/Telecommunication Expense	\$ 176,848.00	\$ 13,054.33	\$ 163,793.67	\$ 176,848.00	\$ -
Total 8800 Miscellaneous Expenses	\$ 6,100.00	\$ 6,926.00	\$ 826.00	\$ 6,100.00	\$ -
Total 8900 Depreciation Expense & Amortization	\$ 130,000.00	\$ 9,488.00	\$ 120,512.00	\$ 130,000.00	\$ -
<b>Total Operating Expenditures</b>	<b>\$ 7,392,686.00</b>	<b>\$ 510,858.97</b>	<b>\$ 6,881,827.03</b>	<b>\$ 7,392,686.00</b>	<b>\$ -</b>
Total 1500 Fixed Assets	\$ 287,051.00	\$ 123,897.00	\$ 163,154.00	\$ 287,051.00	\$ -
<b>Total revenues</b>	<b>\$ 7,711,909.00</b>	<b>\$ 634,625.08</b>	<b>\$ 7,077,283.92</b>	<b>\$ 7,711,909.00</b>	<b>\$ 0.00</b>
<b>Operating expenses</b>	<b>\$ 7,392,686.00</b>	<b>\$ 510,858.97</b>	<b>\$ 6,881,827.03</b>	<b>\$ 7,392,686.00</b>	<b>\$ 0.00</b>
<b>Depreciation</b>	<b>\$ 130,000.00</b>	<b>\$ 9,488.00</b>	<b>\$ 120,512.00</b>	<b>\$ 130,000.00</b>	<b>\$ 0.00</b>
<b>Fixed assets</b>	<b>\$ 287,051.00</b>	<b>\$ 123,897.00</b>	<b>\$ 163,154.00</b>	<b>\$ 287,051.00</b>	<b>\$ 0.00</b>
<b>Subtotal</b>	<b>\$ 162,172.00</b>	<b>\$ 9,357.12</b>	<b>\$ 152,814.88</b>	<b>\$ 162,172.00</b>	<b>\$ 0.00</b>

Notes



Fiscal Year 2022-23 - Cash Flow Projection

As of June 2023

	August 2022 - Actual	September 2022 - Actual	October 2022 - Actual	November 2022 - Actual	December 2022 - Actual	January 2023 - Actual	February 2023 - Actual	March 2023 - Actual	April 2023 - Actual	May 2023 - Actual	June 2023 - Actual
East Irondequoit	\$22,581.66	\$0.00	\$0.00	\$11,290.83	\$0.00	\$0.00	\$0.00	\$22,581.66	\$0.00	\$0.00	\$0.00
East Rochester	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Brighton	\$0.00	\$7,045.00	\$4,742.66	\$0.00	\$2,371.33	\$0.00	\$0.00	\$2,371.33	\$0.00	\$2,371.33	\$0.00
Gates-Chili	\$0.00	\$8,417.41	\$4,396.33	\$9,465.31	\$4,396.33	\$0.00	\$4,396.32	\$0.00	\$677.03	\$0.00	\$0.00
Hilton	\$5,519.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Webster	\$0.00	\$2,170.17	\$4,340.34	\$0.00	\$4,340.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Brockport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,410.85	\$0.00	\$0.00
Churchville-Chili	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Greece	\$7,681.57	\$20,921.68	\$0.00	\$0.00	\$37,232.20	\$0.00	\$0.00	\$14,864.85	\$0.00	\$0.00	\$0.00
West Irondequoit	\$0.00	\$0.00	\$6,262.50	\$0.00	\$2,087.50	\$0.00	\$0.00	\$2,087.50	\$0.00	\$2,087.50	\$0.00
Rush Henrietta	\$4,692.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,346.16	\$13,171.38	\$0.00	\$0.00
Penfield	\$0.00	\$0.00	\$11,536.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,307.33	\$0.00
Pittsford	\$0.00	\$2,440.33	\$2,440.33	\$0.00	\$2,440.33	\$0.00	\$2,440.33	\$0.00	\$2,440.33	\$0.00	\$0.00
RCS D	\$0.00	\$679,998.67	\$0.00	\$973,796.00	\$0.00	\$599,441.33	\$0.00	\$755,817.33	\$0.00	\$822,158.67	\$0.00
RCS D SpEd	\$0.00	\$0.00	\$0.00	\$487,424.15	\$0.00	\$174,540.56	\$0.00	\$378,333.89	\$0.00	\$447,025.84	\$0.00
Federal Grants - 21 - 22	\$15,766.00	\$0.00	\$96,264.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal Grants - 22 - 23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,314.00	\$0.00	\$43,495.00	\$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	\$0.00	\$108,689.10
Summers	\$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
Emil Muller Foundation	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ESSER II Grant	\$0.00	\$0.00	\$0.00	\$37,679.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,061.00
ESSER III Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$295,924.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Farash Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$62,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fundraising**	\$1,672.62	\$19,889.59	\$5,346.01	\$2,004.94	\$21,047.80	\$6,476.39	\$727.42	\$23,210.00	\$0.00	\$0.00	\$1,400.00
McGowan	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$10,000.00
ESL Federal Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00
Bill Belichick	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
USAC Treasury	\$0.00	\$0.00	\$0.00	\$8,000.00	\$6,776.89	\$0.00	\$985.48	\$21,200.00	\$0.00	\$0.00	\$0.00
CSP Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Willmott Foundation	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wegman (Rochester Area Community)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00
Greater Rochester Health Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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
Insurance Refund	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gala Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$1,400.00	\$6,256.40	\$10,360.20	\$36,117.00	\$1,100.00
M&T Interest Income	\$0.00	\$0.00	\$0.00	\$4,760.07	\$4,938.64	\$6,461.91	\$5,747.77	\$8,632.32	\$7,327.57	\$11,865.62	\$10,689.28
School Store Revenue	\$1,548.50	\$4,825.08	\$3,489.71	\$3,746.34	\$5,080.50	\$3,983.00	\$2,968.00	\$3,838.92	\$2,820.38	\$5,732.00	\$2,053.68
<b>Total Deposits</b>	<b>\$59,462.18</b>	<b>\$745,707.93</b>	<b>\$138,818.53</b>	<b>\$1,552,166.64</b>	<b>\$153,011.86</b>	<b>\$1,132,141.19</b>	<b>\$18,665.32</b>	<b>\$1,285,035.36</b>	<b>\$97,207.74</b>	<b>\$1,339,665.29</b>	<b>\$189,993.06</b>
<b>Total Disbursements</b>	<b>\$415,408.60</b>	<b>\$550,850.56</b>	<b>\$375,951.64</b>	<b>\$587,161.94</b>	<b>\$550,769.46</b>	<b>\$493,774.53</b>	<b>\$492,181.46</b>	<b>\$442,715.97</b>	<b>\$415,607.45</b>	<b>\$416,564.88</b>	<b>\$634,160.27</b>
<b>Increase (Decrease) In Cash</b>	<b>-\$355,946.42</b>	<b>\$194,857.37</b>	<b>-\$237,133.11</b>	<b>\$965,004.70</b>	<b>-\$397,757.60</b>	<b>\$638,366.66</b>	<b>-\$473,516.14</b>	<b>\$842,319.39</b>	<b>-\$318,399.71</b>	<b>\$923,100.41</b>	<b>-\$444,167.21</b>
<b>Cash, Beginning of Period</b>	<b>\$1,248,018.15</b>	<b>\$892,071.73</b>	<b>\$1,086,929.10</b>	<b>\$849,795.99</b>	<b>\$1,814,800.69</b>	<b>\$1,417,043.09</b>	<b>\$2,055,409.75</b>	<b>\$1,581,893.61</b>	<b>\$2,424,213.00</b>	<b>\$2,105,813.29</b>	<b>\$3,028,913.70</b>
<b>Cash, End of Period</b>	<b>\$892,071.73</b>	<b>\$1,086,929.10</b>	<b>\$849,795.99</b>	<b>\$1,814,800.69</b>	<b>\$1,417,043.09</b>	<b>\$2,055,409.75</b>	<b>\$1,581,893.61</b>	<b>\$2,424,213.00</b>	<b>\$2,105,813.29</b>	<b>\$3,028,913.70</b>	<b>\$2,584,746.49</b>

# Coversheet

## Recruitment Update

**Section:** V. Discussion Items  
**Item:** A. Recruitment Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** August 23 Recruitment Update.pdf



# Vertus HIGH SCHOOL

## August Recruitment Update

**Currently Enrolled (23-24 school year):**

**333** (7 spots remaining)

**Family school Tours completed (since July**

**10): 18 Tours**

### Trends

- Several students coming in from out of state. Heard negative feedback about the district and believe that Vertus is a better choice
- Our current parents are promoting more.
- School Safety is drawing students from RCSD and a desire for a more structured system.

### Recent Efforts

- School tours
- Vertus Latino Community event
- Vertus Teen Night
- Gospel Jubilee at Public Market

- Puerto Rican Festival
- Press releases- landed three news stories. The day after, we saw an uptick in applications and scheduled tours.
- Personalized letters sent to potential students
- City Rock's AAU basketball games at Vertus
- Social media postings and boost

### Developing strong relationships:

*-Amanda from Golisano has brought in 4 different families for tours. (All have enrolled)*

*-Michael Johnson has connected us with two students who enrolled and is currently working on getting more transfers.*

### Upcoming efforts

- Introducing a marketing and content-creating elective in the Fall
- Back to school event at Vertus
- Back to school event with Khadija Yawn
- 3 on 3 Basketball Tournament at Vertus
- Seeking to land a news feature story highlighting the barbering program.

# Coversheet

## Enrollment and Admissions Policy

**Section:** V. Discussion Items  
**Item:** C. Enrollment and Admissions Policy  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Vertus\_Enrollment\_Policy\_1 (1).docx

## Vertus Charter School Admissions Policy

### Eligibility to Enroll

All male students who reside in the state of New York are eligible to attend Vertus Charter School (Vertus). The school shall be open to any male child who is eligible under the laws of New York State for admission to a public school, and the school shall ensure compliance with all applicable anti-discrimination laws governing public schools. There are no financial or academic requirements for admission to Vertus.

All students must have passed the 8<sup>th</sup> grade and will be admitted to each grade based on the following criteria:

- **9<sup>th</sup> grade:** Students must be younger than 16 as of September 1 of the school year
- **10<sup>th</sup> grade:** Students must be younger than 17 as of September 1 of the school year
- **11<sup>th</sup> grade:** Students must be younger than 18 as of September 1 of the school year

Vertus will accept only 9<sup>th</sup> graders for the 2014-15 school year; 9<sup>th</sup> and 10<sup>th</sup> graders for the 2015-16 school year; 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders for the 2016-17 school year and thereafter, to the extent seats are available.

### Recruitment

Vertus will target first time high school students as well as students who have dropped out of high school. In order to reach this population, the school will cultivate relationships with individuals and organizations that work and communicate with at-risk young men in Rochester, including middle and high school guidance counselors; social service organizations; faith-based organizations; sports leagues and after-school programs; truancy, gang and parole officers; juvenile justice and foster care agencies; and public housing councils. Public outreach and marketing materials will explain the model and clearly indicate that Vertus is a free, public charter school open to all eligible students, including those with disabilities and English language learners. In addition, Vertus will use a website and social media to disseminate information and applications. Outreach materials will be translated into Spanish and other languages if necessary. Vertus will host information sessions in locations throughout the city and meet with families to explain the opportunities. Once Vertus has secured its facility it will also conduct open houses and invite families to tour the school.

### Applications

To apply to Vertus, it is only necessary that the school receive a completed application, including a home address (unless the family is homeless). Applications will require no more information than is necessary under NYSED guidelines and are not considered a pre-registration form. To be eligible for the lottery, applications must be submitted by April 1<sup>st</sup> by families of students interested in attending the school. Applications must be hand delivered, mailed or e-mailed, and received no later than the admission period deadline listed on the form. The

school will provide via e-mail and/or return postcard confirmation of applications received by the deadline.

Vertus will adapt the uniform application form within the following allowable parameters: print the application form with the school's letterhead and/or logo; brand the application form by including the school's mission statement and explanatory information about the school, and request additional information. All data elements that may be required to be submitted by the applicant will be marked with asterisk and the form will include the following notation: "*\* The items marked with an asterisk (\*) are the only items that may be required in order to apply to this charter school. Any items not marked by an (\*) are optional.*"

The following statement will also be included in the application form:

***Non-Discrimination Statement:*** *A charter school shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, gender, national origin, religion or ancestry. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school.*

### **Preferences**

Vertus will use the following preferences to enroll new students:

- Siblings of students already enrolled in the school will have an absolute preference.
- English Language Learners will receive an absolute preference, i.e., will be drawn before students living in or outside the district.
- Students residing within the Rochester City School District will receive an absolute preference, i.e., will be drawn before students living outside the district.
- Siblings of students selected in the lottery, i.e., when a student in the lottery with sibling(s) in the lottery is drawn, that student's sibling(s) will be added next to the list.

### **Lottery**

If the number of applicants is less than the school's number of available seats, then all applicants will be enrolled in the school. If the number of applicants by April 1 exceeds the school's available seats, a random selection lottery process will be conducted on or about April 15. At least one week's public notice will be given for the lottery, stating the number of spaces available in each grade. The lottery will be conducted by a third party that has no affiliation with the school. The lottery will be open to the public. After checking the application to ascertain the appropriate entering grade, the child's name will be entered into the lottery. The following will also be noted for each child entered into the lottery:

- If there are siblings applying, each child's entry into the lottery will indicate that there is a sibling also applying.

- The home language preference will be noted so that preference can be given to students that are English Language Learners.
- The place of residence will be noted so that preference can be given to students living in the city of Rochester.

The lottery will follow these steps for each grade:

1. Siblings of students already enrolled in the school will be drawn.
2. Students who are English Language Learners.
3. Students who reside within Rochester will be drawn
4. Students who reside outside of Rochester will be drawn

Once the number of students equal to the number of available seats has been drawn, the remaining applicants will be drawn and placed on a waiting list in the order in which they are drawn. After all the names have been chosen, the parents will be notified by letter. For those students who are accepted, the letter will include a list of forms that need to be provided, including proof of age, immunization and residence except in the case of homelessness (residential utility bill, documentation from local, state or federal government agency, lease agreement, property tax bill, or payroll documentation), high school transcript, and an appointment time to meet with school staff to turn over the forms. Students offered enrollment must accept the offer by providing required forms within 30 days of notification.

### **Waiting List**

For children not selected, the letter will indicate their number on the waiting list, and will describe the steps that will take place if a space becomes available. The school will keep accurate records of the waitlist containing the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission. If a student withdraws, the next applicant on the waiting list in that grade will be called and will be offered the space. No new students will be accepted after the beginning of the second quarter of instruction, unless the Board passes a special resolution to extend the enrollment period later in the year due to under-enrollment. Student withdrawal will be permitted upon the written request of the parent or legal guardian and proof of enrollment in another school. Following the written request of the admitting school, student records will be transferred. If a student does not return in September, the school will telephone and send the family a certified letter to determine the child's status. When a space opens, the waiting list will then be activated to admit the next child on the same grade level. For applications received after the April 1 deadline, those students will be added to the waiting list in the order they are submitted. The waiting list will expire annually at the lottery drawing for the next school year.

### **Subsequent Enrollment**

After the first year, students returning to the school will be considered to be enrolled in each successive year through the completion of 12<sup>th</sup> grade. Each year, school personnel will meet with the families of all parents and guardians of currently enrolled students to discuss enrollment plans for the following school year. Parents or guardians must then submit to the school a letter of intent confirming their desire to enroll their child(ren) in the school for the

following year.



## Admissions & Waitlist: 2019-20

March, 2020

<b>Applications</b>	186	
<b>Accepted</b>	140	
<b>Enrolled</b>	103	
<b>Wait List</b>	0	

# Coversheet

## Board Committee Structure & Monthly Reporting

**Section:** VI. Committee Reporting  
**Item:** A. Board Committee Structure & Monthly Reporting  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Meeting Topics\_DraftAugust2023.pdf  
Board Committee Structure7.23.docx

## Draft Board Meeting Topics 2023-2024 School Year

### September: (Fundraising Committee Report)

- Annual goal review (Benchmarks 1,2, & 3)
- New benchmark goals for the school year
- Safety Plan Approval

### October: (Governance Committee Report)

- Program Review\*
- Baseline seniors on track to graduate report (Benchmark 1-Academic Data)
- Audit Summary Review (or November depending on timing)

### November: (Accountability Committee Report)

- NWEA results for incoming students
- Ad hoc topics as needed

### December:

- Program Review\*
- Board self-evaluation (Benchmark 6-Board Oversight)
- Student Survey Results (Benchmark 3- Culture)

### January: (Fundraising Committee Report)

- Board strategic plan discussed (Benchmark 6-Board Oversight and Planning)
- Graduation status report for seniors (Benchmark 1 on track to graduate)

### February: (Accountability Committee Report)

- January Regents results (Benchmark 1: a review of benchmark goals-regents rates)
- Mid-year credit accumulation report (Benchmark 1: a review of benchmark goals on track to graduate)
- Staff Survey Results

### March: (Governance Committee Report)

- Program Review\*
- Board training (Benchmark 10 Compliance & Benchmark 6 Board Oversight & Planning)

April: (Fundraising Committee Report)

- Board strategic plan finalized/review of progress
- Budget initial discussion and review of any major issues (Benchmark 4: Financial Soundness)
- Parent Survey Results

May: (Finance Committee - Introduce Budget for approval)

- Graduation status report for seniors (Benchmark 1: Graduation rate)
- Seniors' college acceptance and post-secondary plans
- Review annual budget issues and approve if ready (Benchmark 4)

June: (Fundraising Committee Report)

- Program Review\*
- Charter update and/or renewal application (depending on the year)
- Deadline for annual budget approval

July: (Accountability Committee Report)

- Final graduation results (Benchmark 1- Graduation rate)
- Pre-submission review of charter renewal application (2018) (2020) (2023)

August:

- Regents results for June administration and school year (Benchmark 1- academic data)
- School leader evaluation (Benchmark 6 and 7)

\*Topic chosen by School Leaders -invite the staff of the program to present

\*\*Monthly Board Statistics and reporting topics are a continual conversation regarding various state benchmarks and our own internal benchmark goals.



**Vertus**  
HIGH SCHOOL

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**Board Committee Structure**

<b>Committee</b>	<b>Accountability</b>	<b>Finance</b>	<b>Fundraising &amp; Community Engagement</b>	<b>Governance &amp; Nominating</b>
<b>Members</b>	Tory VanVoorhis Calvin Gantt Julie Locey	Evan Gallina Jack O'Connell Deke Johnson Amy Brisson Julie Locey	Evan Gallina Michael Mandina Spencer Ash Joe Carter Levi Bennett	Deke Johnson Tory VanVoorhis Jack O'Connell
<b>Reporting Months</b>	July November March	Every Month	August January April June	October February Monthly as needed
<b>Topics</b>	Regents NWEA Graduation Status Credit Earning	Monthly Review Budget Audit	Events	Board Training New Member Recruitment