

MEMORANDUM

TO: Members of the Board of Trustees
FROM: Tory VanVoorhis, Chair, Board of Trustees
DATE: November 10, 2023
RE: Recommended Action Steps related to September 19, 2023 Formal Complaint

As you know, a formal complaint was filed by Sherisse Bufis-Scott on September 19, 2023. Pursuant to Vertus's Complaint Policy, I appointed Julie Locey to investigate the complaint and provide the Board with findings. Her Investigation Report, along with a copy of the Complaint and Vertus's Complaint Policy, are attached.

The investigation finds Vertus did not violate the law or its charter. However, I am required by our policy to recommend action steps for the Board's consideration.¹ Therefore, I recommend the following:

- The administration should propose and the Board should adopt a Community Use Policy for Vertus's school facilities. The policy should include:
 - Agreements between the users and School that the School is not responsible for supervising, monitoring or in any way assisting with attendance, equipment, or conduct.
 - Proof of liability insurance and the naming of Vertus as an additional insured on the organization's policy.
 - A liability waiver for the School.
 - Requirements related to compliance with health, fire and safety codes (e.g., maximum capacity; food handling)
 - Charges/fees for actual costs incurred by the School for, e.g., custodian attendance (a legal requirement).
- Additionally, the School should develop regulations governing the use of the facilities. These would include but may not be limited to:
 - Use of equipment, supplies, and/or certain rooms.
 - Expectations about the condition the building should be left in.
 - How any charges are calculated.
 - Cancellation guidelines.
 - Content of programs (i.e., School's right to review content as part of application process)

- Food storage and service requirements (per health department rules)
- AEDs, fire, safety, emergency rules
- The board should, via a letter to the Complainant, make suggestions related to her future presence on school grounds so that she can attend any school-related functions involving her son.

Please review these proposed steps and the board's charge, above, in preparation for discussion at the November Board meeting. Once action steps are adopted by the Board, the complainant will be notified.

ⁱ The relevant provision of the policy reads, "The Chairman will present the recommended action steps to the Board, which will be responsible for approving or denying the Chairman's recommendations. Should the Board not approve the recommendations, members may suggest and vote on alternative action steps for resolving the complaint."