

Application: Vertus Charter School

Jason Trzeciak - jtrzeciak@vertusschool.org
Annual Reports

Summary

ID: 0000000187
Status: Liaison Review
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Jul 31 2020

[Instructions](#)

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

VERTUS CHARTER SCHOOL 261600861069

a1. Popular School Name

Vertus High School

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

d. DATE OF INITIAL CHARTER

12/2013

e. DATE FIRST OPENED FOR INSTRUCTION

9/2014

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

To develop leaders of character for the community and the workplace.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	<p>Strong Relationships: Students at Vertus will be surrounded by adults who help them build knowledge, skills, and character; provide them with social and emotional support; and assist them in navigating the risks of urban neighborhoods. All staff will be hired based on alignment with the mission and demonstrated ability to connect with and lead young men.</p> <p>The school’s system of small Learning Teams, each led by a full-time adult Preceptor who will be responsible for the complete well being of his students, ensures that every student has a strong mentor.</p> <p>Students will support each other and provide strong peer leadership. Teachers will know each student and offer academic support tailored to each student’s individual needs. The school will have strong relationships with families and partners.</p>
KDE 2	<p>Personalized Year-Round Academics: With a year-round program offering of more than 200 instructional days (20 more than a traditional school), and a 7 hour day (a half-hour more than a traditional school), the school will be a haven for young men who may have few places outside of school where they are safe and supported. Each</p>

	<p>student is assessed upon entry and enrolled in a mix of online courses in teacher-supported learning labs and traditional classroom courses that meet him where he is academically. The school's mission to serve students at most risk includes students who are "over-aged and under-credited." Students must master the material before moving forward.</p>
KDE 3	<p>Character Development: Students will participate in daily seminars to develop character, enhance literacy and presentation skills, and prepare for the workplace and life. Character education will be modeled after practices found in great charter schools and in the best private high schools for boys. Seminars are based on the three virtues of courage, leadership, and responsibility as expressed in the Vertus Creed as well as the character strengths that have been proven to lead to adult well-being.</p>
KDE 4	<p>Career Preparation: Students will have the opportunity to take college preparatory courses as well as courses toward a career or certification to prepare him for a good job. Our college and career readiness program provides intensive traditional guidance as well as exposure to many colleges and workplaces. Every student can receive help finding and succeeding in a part-time job.</p>
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.vertusschool.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

340

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

296

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

9, 10, 11, 12

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

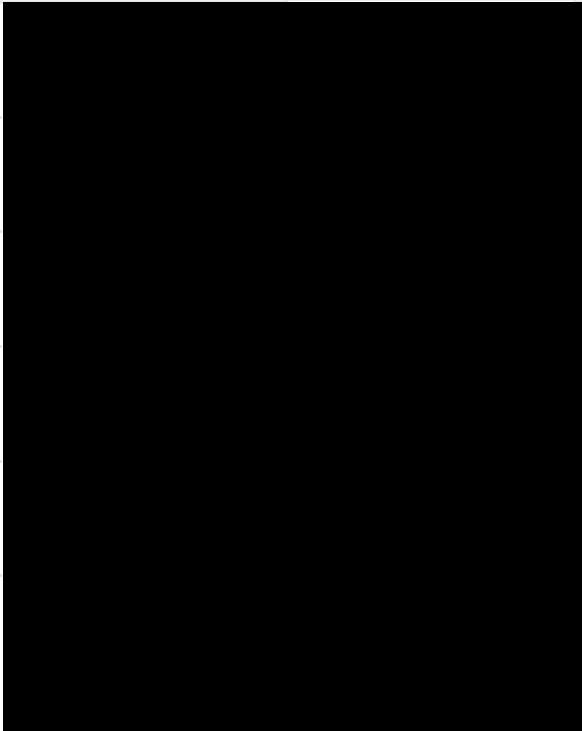
School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	21 Humboldt St., Rochester, NY 14609	585-747-8911	Rochester	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Julie A. Locey			jlocey@vertusschool.org
Operational Leader	Jason Trzeciak			jtrzeciak@vertusschool.org
Compliance Contact	Jason Trzeciak			jtrzeciak@vertusschool.org
Complaint Contact	James Daniels			jdaniels@vertusschool.org
DASA Coordinator	Julie A. Locey			jlocey@vertusschool.org
Phone Contact for After Hours Emergencies	Joseph Carter			jcarter@vertusschool.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy.pdf](#)

Filename: Certificate of Occupancy.pdf **Size:** 136.3 kB

Site 1 Fire Inspection Report

[Fire Inspection Report.pdf](#)

Filename: Fire Inspection Report.pdf **Size:** 365.1 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	<p>The purpose of the revision is to amend a Key Design Element to clarify that the school's mission to serve students at most risk includes students who are "over-aged and under-credited."</p> <p>The proposed language highlights the low level of academic readiness of the students entering Vertus and why that mission requires Vertus to be an ungraded school where students may need more time to reach rigorous standards for graduation.</p>	12/18/2019	
2				
3				
4				
5				

More revisions to add?

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

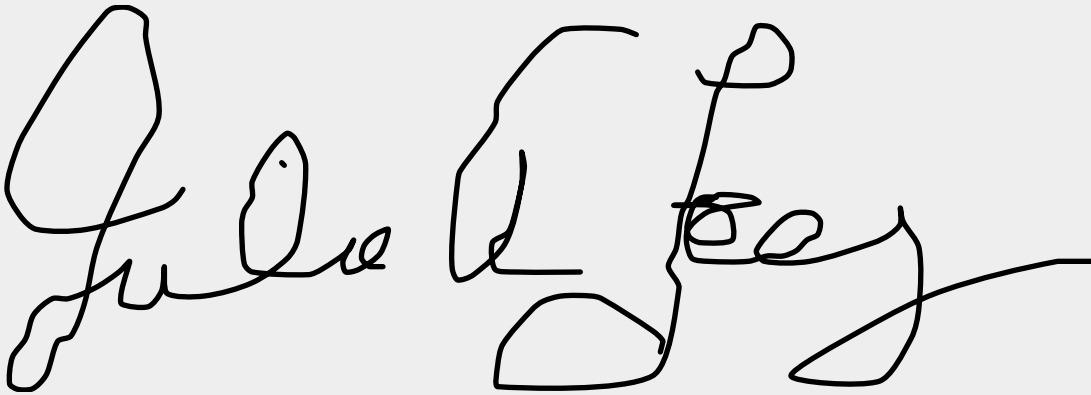
Name	Jason Trzeciak
Position	COO
Phone/Extension	
Email	jtrzeciak@vertusschool.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

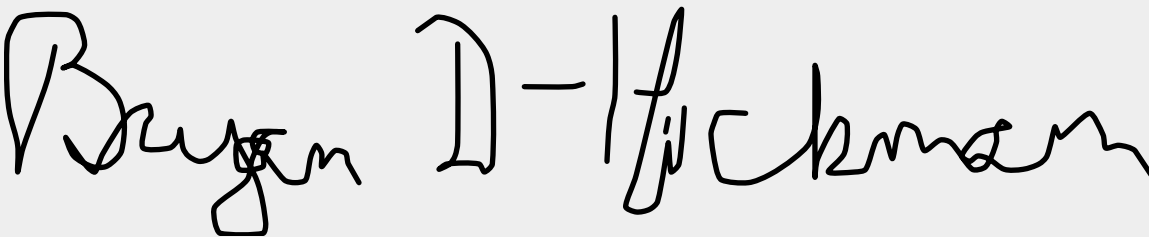
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Julie G. [unclear]".

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Raymond D. [unclear]".

Date

Jul 31 2020



Thank you.

Entry 2 NYS School Report Card

Incomplete Hidden from applicant

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

VERTUS CHARTER SCHOOL 261600861069

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

(No response)

Entry 3 Progress Toward Goals

Completed Jul 31 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable

Academic Goal 1	Students show an average of 1.5 years growth on NWEA Reading and Math	NWEA average RIT score	Unable to Assess	Due to the pandemic we were unable to administer the spring test.
Academic Goal 2	Average ACT score of 16 for the Class of 2020	ACT scores of students	Not Met	Average is 15.88. Making progress year to year and will continue to dedicate staff and time to complete testing review with targeted students. We would like to hold and ACT prep class during the summer session as we are a year round school.
Academic Goal 3	Four year graduation rate exceeds 80%	Graduation rate	Not Met	Our four-year graduation rate is projected at 75% including August graduates. Our five-year graduation rate is 82%. Our six-year graduation rate is 83%. We are continuing to use data to flag slow student progress and have implemented a more targeted AIS program. We've hired 3 AIS support staff to work with our AIS specialist as well.
				Our four-year graduation rate is

Academic Goal 4	Five year graduation rate exceeds 80%	Graduation rate	Met	<p>projected at 75% including August graduates. Our five-year graduation rate is 82%. Our six-year graduation rate is 83%. We are continuing to use data to flag slow student progress and have implemented a more targeted AIS program. We've hired 3 AIS support staff to work with our AIS specialist as well.</p>
Academic Goal 5	Six year graduation rate exceeds 80%	Graduation rate	Met	<p>Our four-year graduation rate is projected at 75% including August graduates. Our five-year graduation rate is 82%. Our six-year graduation rate is 83%. We are continuing to use data to flag slow student progress and have implemented a more targeted AIS program. We've hired 3 AIS support staff to work with our AIS specialist as well.</p>
	<ul style="list-style-type: none"> ● The annual Regents Cohort Regents pass rate 			

Academic Goal 6	meets or exceeds the following percentage per test ELA 75%, Math 80%, Science 80%, Global History 75%, US History 75%	Regents Scores	Unable to Assess	Due to the pandemic, June Regents exams were not administered.
Academic Goal 7	<ul style="list-style-type: none"> ● 85% of fourth year students have at least 16 credits, 75% of third year students have 11 credits and 55% of second year students have 5.5 credits at the end of each year meeting the on-track graduate metrics based on credit accumulation. 	Credit earning totals at end of summer session.	Not Met	Currently 68% of fourth year students, 38% of third year students and 35% of second year students have met this metric. We are not at the end of summer session yet but I do not project that we will be able to meet this goal. We will move to focus on this metric through our AIS program targeting the lowest percentile.
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	75% net positive responses on connection questions on student, parent and staff surveys	Survey results	Met	
Org Goal 2	More than 85% of families have family conferences (either at school or through home visits) in the fall	Conference attendance tracking	Met	87% for Fall, 70% for Winter. We continue to reach out to families to increase parent engagement. We are currently planning to include other programs along with family night to entice attendance. In the upcoming year we will include student

				showcases, tie ceremonies and career nights at the same time so families might see the added benefit to attending.
Org Goal 3	More than 85% of families have family conferences (either at school or through home visits) in the winter	Conference attendance tracking	Not Met	87% for Fall, 70% for Winter. We continue to reach out to families to increase parent engagement. We are currently planning to include other programs along with family night to entice attendance. In the upcoming year we will include student showcases, tie ceremonies and career nights at the same time so families might see the added benefit to attending.
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				

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

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Raise at least \$175,000	Fundraising	Not Met	We were able to raise \$130,000, but due to COVID-19 we had to cancel a major fundraising event which historically has raised close to \$50,000.
Financial Goal 2	Recover from a nearly \$270,000 reduction in anticipated SpEd tuition funding in 2018-19 to end FY 2019-20 in the black	Financial Reporting	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Jul 31 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**
- **SUNY- Authorized Charter Schools: [Trustee Financial Disclosure Form](#)**

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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

Stephen Jacobs Disclosure 2019-20

Filename: Stephen Jacobs Disclosure 2019 20.pdf **Size:** 91.9 kB

Evan Gallina Disclosure 2019-20

Filename: Evan Gallina Disclosure 2019 20.pdf **Size:** 164.8 kB

Victoria Van Voorhis Disclosure 2019-20

Filename: Victoria Van Voorhis Disclosure 2019 20.pdf **Size:** 131.9 kB

Fred Johnson Disclosure 2019-20

Filename: Fred Johnson Disclosure 2019 20.pdf **Size:** 346.0 kB

Timothy Brown Disclosure 2019-20

Filename: Timothy Brown Disclosure 2019 20.pdf **Size:** 454.4 kB

[Bryan Hickman Disclosure 2019-20](#)

Filename: Bryan Hickman Disclosure 2019 20.pdf **Size:** 1.8 MB

[David Carr Disclosure 2019-20](#)

Filename: David Carr Disclosure 2019 20.pdf **Size:** 1.4 MB

[Mike Mandina Disclosure 2019-20](#)

Filename: Mike Mandina Disclosure 2019 20.pdf **Size:** 1.8 MB

Entry 8 BOT Membership Table

Completed Jul 31 2020

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

VERTUS CHARTER SCHOOL 261600861069

1. 2019-2020 Board Member Information (Enter info for each BOT member)

Trustee Name and	Position on the Board	Committee Affiliation	Voting Member Per By-	Number of Terms Served	Start Date of Current	End Date of Current	Board Meetings Attended
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	Email Address		s	Laws (Y/N)		Term (MM/DD/YYYY)	Term (MM/DD/YYYY)	During 2019-2020
1	Bryan Hickman [REDACTED]	Chair	Governance, Fundraising, Accountability	Yes	3	01/01/2020	01/01/2023	12
2	Victoria Van Voorhis [REDACTED]	Vice Chair	Accountability, Governance	Yes	2	01/01/2020	01/01/2023	12
3	Timothy Brown [REDACTED]	Treasurer	Finance, Fundraising	Yes	1	12/19/2018	01/01/2022	8
4	Evan Gallina [REDACTED]	Secretary	Fundraising, Finance	Yes	2	01/01/2019	01/01/2022	11
5	Michael Mandina [REDACTED]	Trustee/Member	Governance, Fundraising	Yes	3	01/01/2019	01/01/2022	11
6	Frederick Johnson [REDACTED]	Trustee/Member	Parent & Community Engagement, Finance	Yes	1	05/19/2020	01/01/2022	5 or less
	David Carr		Parent & Community					

7	[REDACTED]	Trustee/Member	ty Engagement	Yes	1	05/19/2020	01/01/2022	5 or less
8	Stephen Jacobs [REDACTED]	Trustee/Member		Yes	3	01/01/2018	12/31/2019	5 or less
9								

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2020	7
b.Total Number of Members Added During 2019-2020	2
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Jul 31 2020

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

[Minutes May 2020 v2](#)

Filename: Minutes May 2020 v2.pdf **Size:** 470.9 kB

[Minutes June 2020](#)

Filename: Minutes June 2020.pdf **Size:** 476.1 kB

[Minutes February 2020 v2](#)

Filename: Minutes February 2020 v2.pdf **Size:** 470.7 kB

[Minutes March 2020 v2](#)

Filename: Minutes March 2020 v2.pdf **Size:** 485.9 kB

[Minutes April 2020 v2](#)

Filename: Minutes April 2020 v2.pdf **Size:** 466.8 kB

[Minutes July 2019](#)

Filename: Minutes July 2019.pdf **Size:** 236.5 kB

[Minutes January 2020 v2](#)

Filename: Minutes January 2020 v2.pdf **Size:** 463.7 kB

[Minutes October 2019](#)

Filename: Minutes October 2019.pdf **Size:** 471.4 kB

[Minutes August 2019](#)

Filename: Minutes August 2019.pdf Size: 232.1 kB

[Minutes December 2019](#)

Filename: Minutes December 2019.pdf Size: 469.6 kB

[Minutes November 2019](#)

Filename: Minutes November 2019.pdf Size: 580.3 kB

[Minutes September 2019](#)

Filename: Minutes September 2019.pdf Size: 469.6 kB

Entry 10 Enrollment & Retention

Completed Jul 31 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

VERTUS CHARTER SCHOOL 261600861069

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021

Economically Disadvantaged

Most student's families in Rochester are economically disadvantaged. Vertus' general recruitment efforts are focused on families within the City of Rochester. The marketing/recruiting plan for 2019-20 includes 3 widely advertised family information sessions and open Houses/Open Gyms at the school, multiple direct mailings to all Rochester families with young men entering 9th and 10th grade, ads on billboards, and Radio ads, including WDKX, TheBeat, WXIR, and LaMega, several times daily during peak recruitment periods featuring Vertus students and Lead Recruiter. Vertus also employs an outside digital marketing firm to oversee targeted ads and boosts on Facebook, Instagram, and Twitter, including several videos about Vertus' programs, based on demographic analytics. The firm also uses market research to target Google ads. Vertus continues to recruit at community events, and uses free media coverage, e.g., TV, radio and newspapers whenever possible. We added 2 major charity fundraising events highlighting Vertus' commitment to it's community, which is largely comprised of economically disadvantaged families. We continue to assess the impact of radio and social media advertising with the intent to focus on some of the poorest

With nearly 90% of our students coming from Economically Disadvantaged homes, we plan to continue the efforts described for 2019-20 which have proven effective year over year; Vertus consistently remains on par with our home district in this population metric.

areas of the city and surrounding communities. We have continued our weekly radio show on WXIR titled, "The Vertus Way - From Boys to Men" which highlights current events and topics intended to increase awareness of paths to success for the cities most disadvantaged young men.

To recruit English language learners we distribute the school brochures and mailings in Spanish and English. We run targeted ads and boosts on Facebook, Instagram, and Twitter, including videos about Vertus' programs in Spanish and English presented by Vertus staff and students. Vertus recruits at community events, relying on its bi-lingual staff to attend these events in targeted locations, and during the recruitment period, a team of bi-lingual staff makes home visits to ELL students. Vertus has expanded our community connections with the hope of reaching more and more households where English is not the primary language. In the spring of 2019, Vertus began to collaborate with Daisy Algarin (Mayor's office, Director of Neighborhood Service Centers); providing Vertus with opportunities to present in front of the Latino Leadership Development Program (United Way). Each month her team puts together a job fair in different quadrants of

English Language
Learners/Multilingual Learners

the city, which Vertus attended. These events, because they are neighborhood based, tend to draw very large and diverse crowds. Ms. Algarin also connected the school with opportunities to engage and reach ELL students through four predominately Spanish populated churches, and has set up meetings with various parents. We have also begun to work with Liliana M. Ruiz (Mayor's office, Liaison to the Hispanic Community, the Executive Staff Assistant for the Mayor and the Northeast & Southwest Neighborhood Liaison). In addition, we have expanded our relationship with Ray Mayoliz (Mayor's office, Manager of the City of Rochester's Youth Outreach and Violence Prevention) in the hope of reaching more students and families in various ethnic communities throughout the city. Vertus has representation at the the main branch of the library, which has a large Teen Space on the second floor of the new building, aimed at kids grades 7 - 12 after school and on weekends. 1,400 kids a month use the space. Recognizing that the city is very segregated, Vertus focuses recruitment efforts at specific branches of the the library. Latinos cluster in Clinton/Upper Falls area and use Lincoln Branch at 851 Joseph Ave. Somalian, Arab, and African-American students gather at the Phillis

Vertus will continue to find new and creative ways to expand outreach to ELL Students and their families. We've added student testimonials in Spanish and English to our promotional materials for the 2020-21 recruitment season. We've also grown our Latinos United at Vertus Club and they published their first quarterly newsletter which was mailed out to the community. The efforts described for 2019-20 will continue, and Vertus continues to look for new opportunities all the time.

	<p>Wheatley Branch, 33 Dr. Samuel McCree Way.</p> <p>Somalian, Sudanese, and African American students also gather at the Arnett Branch, 310 Arnett Blvd.</p> <p>Full range of Latino, Arab, and African American students frequent the Sully Branch, 530 Webster Ave.</p> <p>Nepalese, Burmese, and African American gather at the Maplewood Branch, 1111 Dewey Ave.</p>	
Students with Disabilities	<p>In 201-20 Vertus' overall recruitment strategy again successfully resulted in enrolling students with disabilities at a rate higher than that of our home district. Vertus staff meet proactively with families of students with disabilities who are interested in Vertus to introduce them to our program. The school also has an excellent relationship with its CSE.</p>	<p>Since Vertus' rate of enrolling students with disabilities has met or exceeded the district rate in each of our first three years, our current recruiting strategy assumes that our general efforts will again result in a rate of students with disabilities which is on par with that of the district.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>Vertus' educational model and programs were designed to meet the needs of young men who are economically disadvantaged. All of our students receive free lunch. Generally, Vertus seeks to retain students by providing each student with the structure and</p>	<p>Generally, Vertus seeks to retain students by providing each student with the structure and</p>

<p>Economically Disadvantaged</p>	<p>support of a learning team led by a full time mentor called a Preceptor. In part toward retaining students, Preceptors are expected to call each of their student’s families at least once every two weeks. In addition, Vertus Preceptors make two visits to families in the summer and early fall for each newly entering student. Family Nights for enrolling families are held each August. Family Nights also are held three times annually where students meet with their parent/guardian, Preceptor, and teachers to review student's progress. Vertus’ educational model and programs were designed to meet the needs of young men who are economically disadvantaged. All of our students receive free lunch.</p>	<p>support of a learning team led by a full time mentor called a Preceptor. In part toward retaining students, Preceptors are expected to call each of their student’s families at least once every two weeks. In addition, Vertus Preceptors make two visits to families in the summer and early fall for each newly entering student. Family Nights for enrolling families are held each August. Family Nights also are held three times annually where students, meet with their parent/guardian, Preceptor, and teachers to review student's progress.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>In 2019-20, Vertus has added an incentive program for our staff to learn Spanish. This, combined with regular access through our online curriculum to instruction in Spanish and providing social and emotional support through our team/Preceptor model, assists to retain ELL students and families, Vertus will continue to seek out bi-lingual candidates for all positions as they become available. These efforts should result in a consistent retention of ELL students, which are primarily Spanish speaking in Rochester.</p>	<p>Regular access through our online curriculum to instruction in Spanish and providing social and emotional support through our team/Preceptor model, assists to retain ELL students and families, Vertus will continue to seek out bi-lingual candidates for all positions as they become available. These efforts should result in a consistent retention of ELL students, which are primarily Spanish speaking in Rochester.</p>
	<p>Vertus expanded behavior management staff, now with two full-time behavior specialists will continue to provide additional</p>	<p>Vertus continues to expand its behavior management staff, now</p>

Students with Disabilities	<p>support to ED students. Vertus refined its Teaching Fellows program to even better assist in implementing the RTI process and provide academic support in the school's seven learning labs. Vertus continues to build on our program's capacity to meet student's individual needs through our use of SPED certified teachers (overseen by a dedicated SPED Coordinator), special features in our online curriculum, extra support provided by our team structure/Preceptor model, and regular communication with parents/guardians.</p>	<p>with two full-time behavior specialists, and adding three Academic Intervention Support Staff. We will continue to provide additional support to ED students. Vertus continues to build on our program's capacity to meet student's individual needs through our growing use of SPED certified teachers (overseen by a dedicated SPED Coordinator), special features in our online curriculum, extra support provided by our team structure/Preceptor model, and regular communication with parents/guardians.</p>
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Entry 12 Percent of Uncertified Teachers

Completed Jul 31 2020

Instructions

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

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

Entry 12 Uncertified Teachers

School Name: VERTUS CHARTER SCHOOL 261600861069

Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3.0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	1.0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0.0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1.0
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0.0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0.0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0.0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0.0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0.0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0.0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0.0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0.0
Total Category C: not to exceed 5	0.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0.0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	13.0

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	18.0



Thank you.

Entry 13 Organization Chart

Completed Jul 31 2020

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[orgchart7](#)

Filename: orgchart7.21.20JL.pdf Size: 500.4 kB

Entry 14 School Calendar

Completed Sep 15 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

[Vertus Academic Calendar 2020-21 COVID Plan Annual Report](#)

Filename: Vertus Academic Calendar 2020 21 COVI ID3B3ky.pdf Size: 58.1 kB

Entry 15 Links to Critical Documents on School Website

Completed Jul 31 2020

Instructions

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

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: **Vertus Charter School**

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

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school’s website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	http://www.vertusschool.org/resources/
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	http://www.vertusschool.org/board/
2a. Webcast of Board Meetings (per Governor's Executive Order)	http://www.vertusschool.org/board/
3. Link to NYS School Report Card	https://data.nysed.gov/profile.php?instid=800000082490
4. Most Recent Lottery Notice Announcing Lottery	http://www.vertusschool.org/resources/
5. Authorizer-Approved DASA Policy	http://www.vertusschool.org/resources/
6. District-wide Safety Plan	http://www.vertusschool.org/resources/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://www.vertusschool.org/resources/
7. Authorizer-Approved FOIL Policy	http://www.vertusschool.org/resources/
8. Subject matter list of FOIL records	http://www.vertusschool.org/resources/
9. Link to School Reopening Plan	http://www.vertusschool.org/resources/

Thank you.



Entry 16 COVID 19 Related Information

Completed Jul 31 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade

level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Vertus Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	293	232	207

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
Total															0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Jul 31 2020

[INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

[VertusCS Staff Roster as of 8-3-2020](#)

Filename: VertusCS Staff Roster as of 8 3 2020.xlsx Size: 12.8 kB

<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name: Stephen Jacobs

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Vertus

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board

2. Are you an employee of any school operated by the education corporation?

No

3. Are you related, by blood or marriage, to any person employed by the school?

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

No

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

None

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

None

Stephen Jacobs

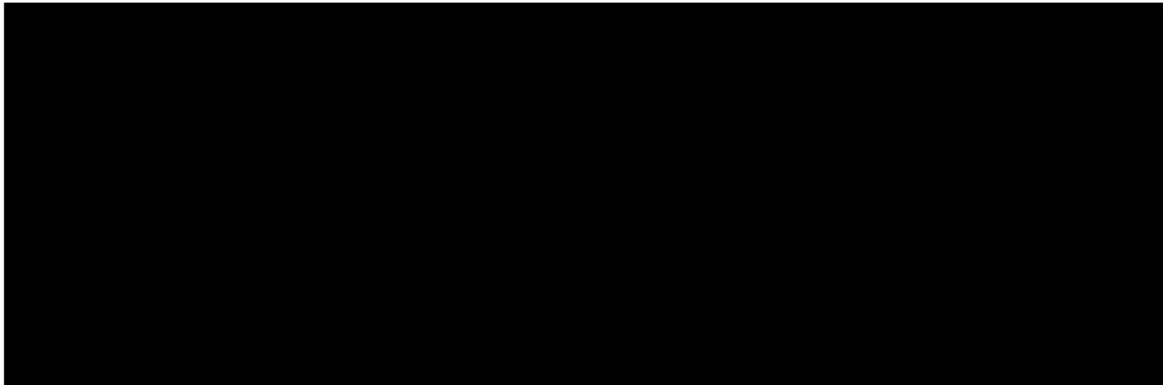
2020

July 29

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Evan A. Gallina

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Vertus

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer, Secretary

2. Are you an employee of any school operated by the education corporation?

Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write</i> NONE	<i>"None" if applicable.</i>	<i>Do not leave</i>	<i>this space blank.</i>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

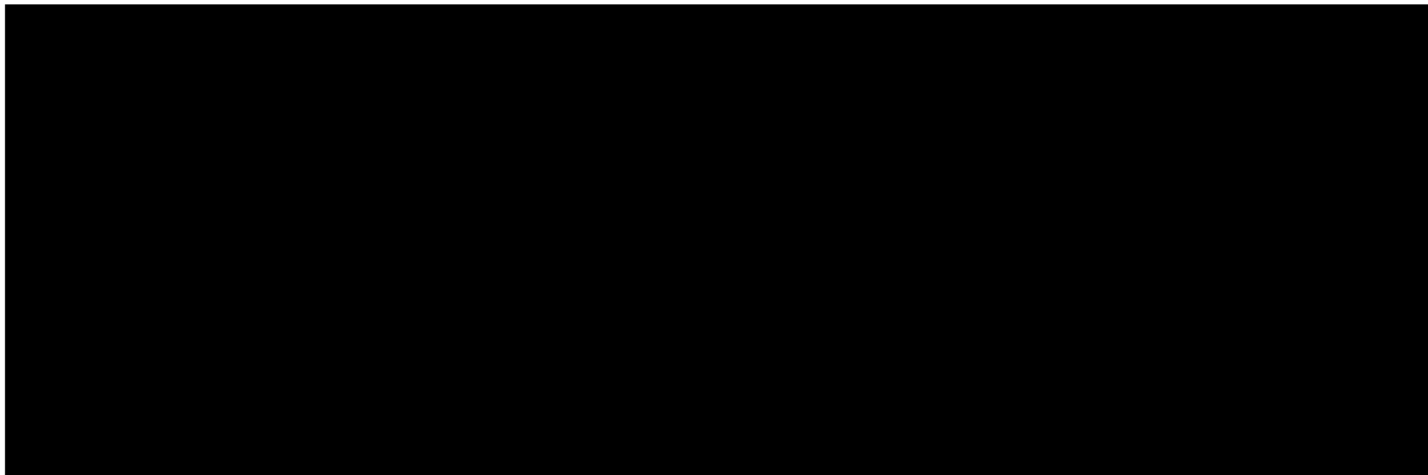
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; font-weight: bold; margin-left: 10px;">NONE</p>				


7/21/20

Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name: Victoria Van Voorhis

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Vertus Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **No**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>NONE</i>				

P. Van Hook

7/28/20

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: FREDRICK JOHNSON

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Vertus High School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Member & Parent Engagement

2. Are you an employee of any school operated by the education corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

none
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

none
If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

none

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
none	none		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

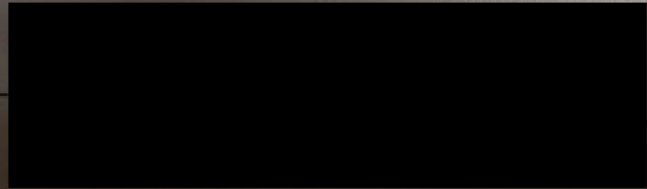
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

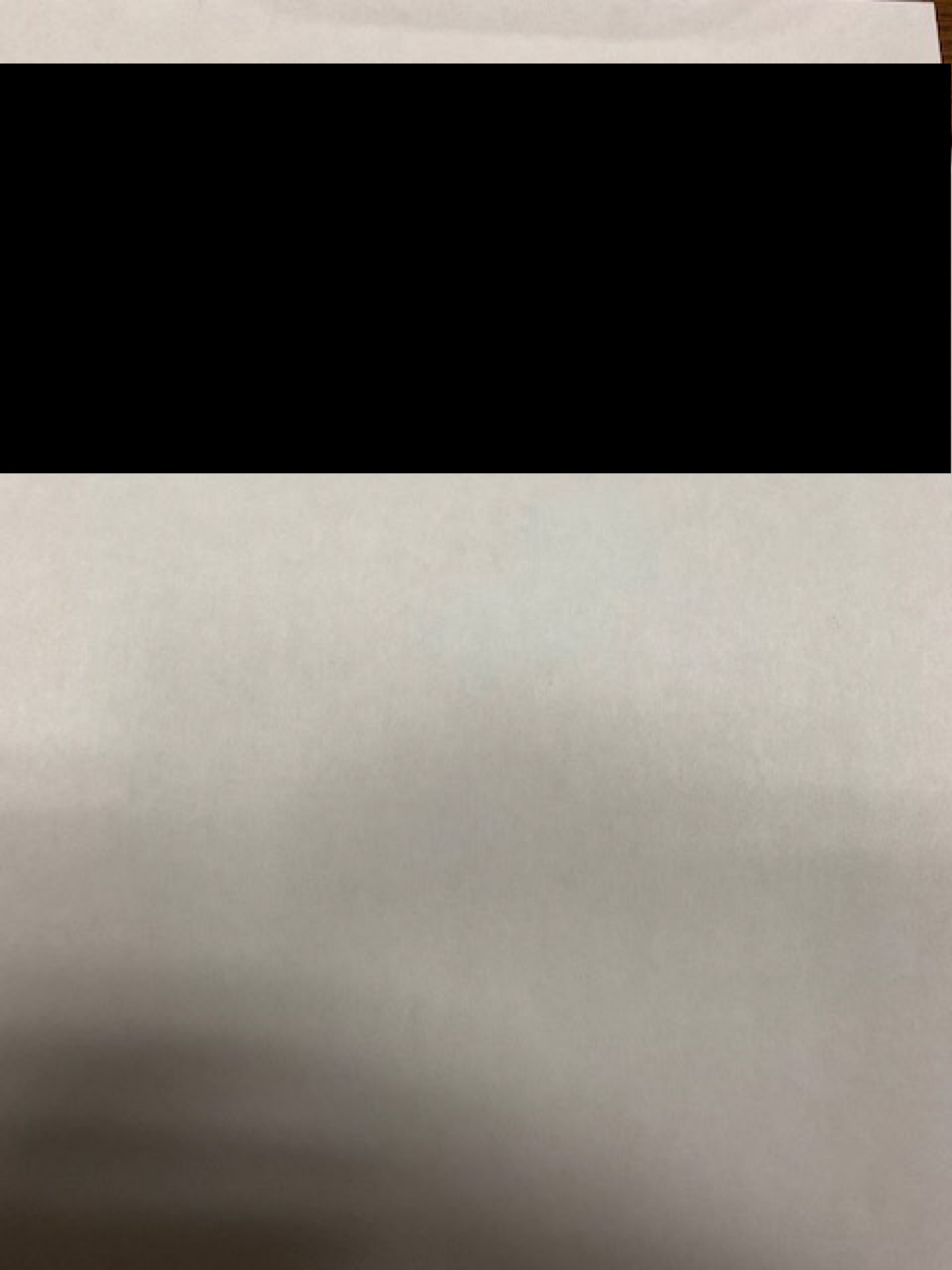

7/28/20

 Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member**

Name:

_____ Timothy J Brown _____

**Name of Charter School Education Corporation (the Charter School Name,
if the charter school is the only school operated by the education
corporation):**

___ Vertus Charter
School _____

1. List all positions held on the education corporation Board of Trustees ("Board")
(e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?
___ Yes ___ X ___ No

If **Yes**, for each school, please provide a description of the position(s) you
hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If **Yes**, please describe the nature of your relationship and how this person
could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any
student currently enrolled in the school?

NO

If **Yes**, please describe the nature of your relationship and how this person
could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise
benefit from your participation as a board member of this school?

NO

If **Yes**, please describe the nature of your relationship and how this person
could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

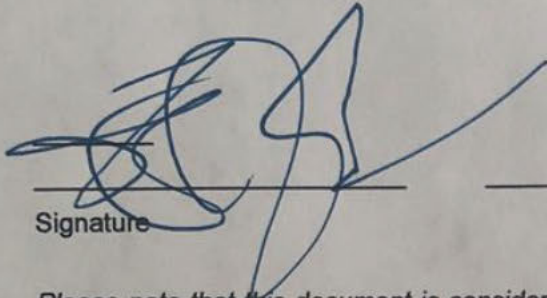
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the	Steps taken to avoid conflict of interest

			interest	
NONE				



Signature

7/30/2020

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Bryan D. Hickman

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Vertus Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chairman, chair governance committee member, Fundraising and accountability.

2. Are you an employee of any school operated by the education corporation?

Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

 Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Several Please write "None" if applicable.	Interest free cash flows needs Ail repaid	received board approval	Do not leave this space blank.

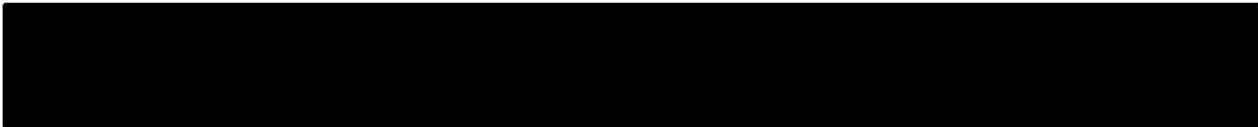
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

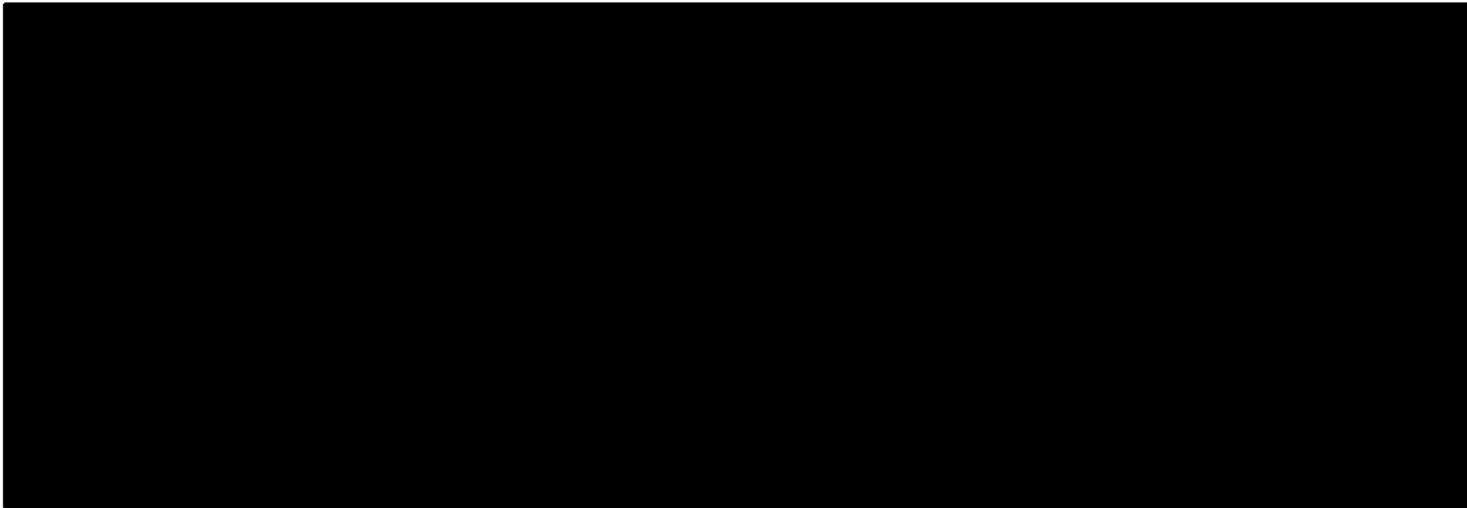
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<p><i>None</i></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Bryan D. Hickenim
Signature

July 21, 2020
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

David Carr

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

-Vertus Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Community Relations con.

2. Are you an employee of any school operated by the education corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

NO

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

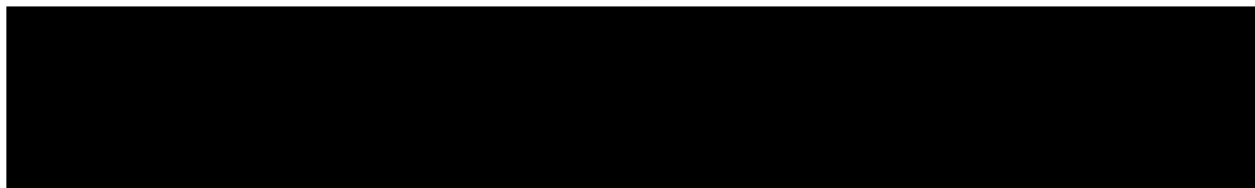
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				




 Signature Date

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last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Michael Mandina

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

_____ **Vertus High School**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
___ **Yes** ___ **x** ___ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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Please write "None" if applicable. Do not leave this space blank.

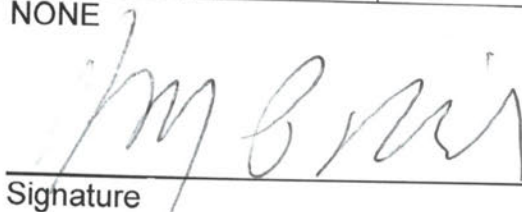
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NONE

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

NONE



Signature

7-28-20

Date



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes May 19, 2020

Board Members in Attendance (via video conference): Bryan Hickman, Evan Gallina, Victoria Van Voorhis, Mike Mandina, Timothy Brown, and Dr. Frederick Johnson

Vertus Staff in Attendance (via video conference): Julie Locey, Jason Trzeciak

Bryan Hickman called the meeting to order at 5:11 pm.

Resolution 1: Upon a motion by Mike Mandina, seconded by Evan Gallina, the Board discussed minor wording changes and then unanimously approved the amended minutes for the April Board Meeting (v2).

Julie Locey presented the Month at a Glance report. Dr. Johnson suggested setting up a basic schedule for the students, which Julie agreed to consider, but went on to highlight student engagement in classes later in the day rather than during 'normal' school hours. She discussed that teacher office hours are established on a schedule, as well as Preceptor team meetings. The discussion went on to the operations around re-opening the school in regards to sanitation and physical distancing, as well as the legal ramifications of re-opening and the health (and monitoring of health) of our staff and students.

Jason Trzeciak presented the Board Statistics report, the Actual vs. Budget report, and the Cash Flow report. The statistics report indicates that we're very close to meeting the "on track to graduate" goal metric, our other metrics remain strong, with some that are challenging to track due to the remote learning situation. The budget vs. actual report indicates that we are slightly ahead of expected revenue, and about 6% under expected expenditures. The cash flow projections show a solid cash footing going through September 2020 due to the Payroll Protection Program loan, which is thought to be adequate to cover the many uncertainties in revenues and expenses due to the COVID-19 situation.

Victoria Van Voorhis moved to adjourn, seconded Evan Gallina at 5:51 pm.

Next Meeting – Scheduled for June 16, 2020 at 21 Humboldt St., Rochester



Board Meeting Minutes
June 16, 2020

Board Members in Attendance (via video conference): Bryan Hickman, Evan Gallina, Victoria Van Voorhis, Mike Mandina, Timothy Brown, David Carr, and Dr. Frederick Johnson

Vertus Staff in Attendance (via video conference): Julie Locey, Jason Trzeciak

Bryan Hickman called the meeting to order at 4:03 pm.

Resolution 1: Upon a motion by Bryan Hickman, seconded by Evan Gallina, the Board unanimously approved the minutes for the May 2020 Board meeting.

Resolution 2: Upon a motion by Victoria Van Voorhis, seconded by Dr. Frederick Johnson, the Board unanimously approved the revised minutes for the January, February, March, and April 2020 Board meetings.

Resolution 3: Upon a motion by Victoria Van Voorhis, seconded by David Carr, the Board unanimously approved the proposed staff attendance bonus payments for the 2019-20 school year.

Resolution 4: Upon a motion by Evan Gallina, seconded by Bryan Hickman, the Board unanimously approved the Board meeting schedule for the 2020-21 school year.

Julie Locey presented the Month at a Glance report; she was asked about the plan for the summer session. The session will continue primarily remotely due to the novel coronavirus pandemic, with the hope that we can have some of the most at-risk students scheduled for occasional days in the building. Bryan discussed the potential donation from The Summers Foundation to assist with the summer session and the 2020-21 school year; requesting a spending plan to present to the foundation.

Jason Trzeciak presented the Board Statistics Report which is little changed to the prior month. Victoria Van Voorhis requested that Vertus look into whether it would be best practice to use a separate bank account for donations. Bryan Hickman asked about attendance tracking, which we are completing on a daily basis through our online curriculum software. Mike Mandina requested updates to the report with information relating to the impact of the pandemic on the benchmarks; Julie Locey indicated that we will have those data for the July Board meeting and the report will be updated.

Jason Trzeciak went on to present the Actual vs. Budget report, and the Cash Flow report. Both reports show a very strong financial picture, and a healthy cash flow through the projected months.



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

The discussion went around the topic of the current social and racial unrest in the area and in the country, and what, if any the Board's response should be. Julie highlighted the efforts made by the leadership team at Vertus, and advised that she feels it would be acceptable for the Board to respond. Victoria Van Voorhis suggested that the Board come together to write up a statement, but refrain from any response that requires changes to our charter or by-laws; Dr. Frederick Johnson offered to write a draft to be reviewed by the Board.

Bryan Hickman led a conversation around the pending charter renewal application, specifically around the self-evaluation; he proposed an update to the current evaluation which will lead to action items for the coming year. He also requested that the existing committees set up meeting schedules in order to ensure accountability and consistent reporting to the rest of the Board. Lastly, Bryan brought up the Board Strategic Plan and requested that the Board suggest an updated plan based on the academic schedule and committee meeting timing.

Bryan Hickman moved to adjourn, seconded Evan Gallina at 5:10 pm.

Next Meeting – Scheduled for July 21, 2020 at 21 Humboldt St., Rochester



Vertus
HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes
February 25, 2020

Board Members in Attendance: Bryan Hickman, Mike Mandina, Victoria Van Voorhis, and Evan Gallina.

Vertus Staff in Attendance: Julie Locey, Jason Trzeciak, and Jennifer LeFrois

Public in Attendance: David Carr and Dr. Frederick Johnson (pending board members)

Bryan Hickman called the meeting to order at 4:03 pm.

Upon a motion by Victoria Van Voorhis, seconded by Evan Gallina, the Board unanimously approved the minutes for the January Board Meeting.

Julie Locey briefly presented the Month at a Glance report, highlighting the student's trip to the M.K. Gandhi Institute. Jason Trzeciak also brought up the recent uptick in transfer students, which has resulted in a current enrollment of 292 students, as well as upcoming recruitment efforts focused on highlighting how Vertus can step in as an alternative to the RCSD schools.

Jason Trzeciak presented the Board Statistics report, the Actual vs. Budget report, and the Cash Flow report, all of which demonstrate and improving enrollment, attendance, financial situation, and cash flow. Tight management to the budget and careful control of cash continues to trend in the right direction to serve the goal of ending fiscal year 2020 in the black.

Julie Locey presented the results of the January Regents Exam results, which show significant improvement in nearly every exam and an almost 15% increase in overall scores over last year's administration. The Board went on to discuss the relationship between the Preceptor assignment and the Regents pass rate; students are assigned to a Preceptor based on multiple criteria which makes a direct Regents exam score to Preceptor performance correlation a challenging data point to assess, though is part of our overall analysis.

Vertus guidance counselor, Jennifer LeFrois presented an overview of the counseling department efforts, primarily around post-secondary readiness whether college, the military, or a career. She went over the multitude of programs and partnerships Vertus is involved in, and highlighted the upcoming job/military/college fair; part of this month's family conference night.

Bryan Hickman moved to adjourn, seconded by Evan Gallina at 5:25pm.

Next Meeting – Scheduled for March 17, 2020 at 21 Humboldt St., Rochester



Board Meeting Minutes
March 31, 2020

Board Members in Attendance (via video conference): Bryan Hickman, Victoria Van Voorhis, Timothy Brown, and Mike Mandina.

Vertus Staff in Attendance (via video conference): Julie Locey, Jason Trzeciak

Public in Attendance (via video conference): David Carr and Dr. Frederick Johnson (pending board members)

Bryan Hickman called the meeting to order at 4:07 pm.

Resolution 1: Upon a motion by Victoria Van Voorhis, seconded by Evan Gallina, the Board unanimously approved the minutes for the February Board Meeting.

Julie Locey presented the Month at a Glance report, highlighting the efforts being made by the staff and school leaders to accommodate continuity of education during the closure due to the COVID-19 crisis. Teachers, Preceptors, and school leaders are all tracking student progress through Edgenuity and making every effort to keep students engaged, including using multiple social media platforms. Multiple efforts to ensure our students have food, and are in safe situations were also discussed, including a plan to purchase and distribute additional groceries to our neediest families, as well as being there for students who need counseling and mental health support. Jason Trzeciak also reiterated the recent uptick in transfer students, which has resulted in a current enrollment of 296 students. He also briefly discussed the efforts being made by the operations team to prepare the school for the return to normal classes.

Jason Trzeciak presented the Board Statistics report, the Actual vs. Budget report, and the Cash Flow report, all of which demonstrate and improving enrollment, attendance, financial situation, and cash flow. Tight management to the budget and careful control of cash continues to trend in the right direction to serve the goal of ending fiscal year 2020 in the black.

Resolution 2: The Vertus Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Rev. Frederick Johnson as a final candidate to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by SED. The resolution approving Rev. Frederick Johnson is formally adopted upon SED's approval. Upon a motion by Victoria Van Voorhis, seconded by Evan Gallina, the board unanimously approved the appointment of Rev. Frederick Johnson to the Board of Trustees.



Vertus

HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Resolution 3: The Vertus Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select David Carr as a final candidate to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by SED. The resolution approving David Carr is formally adopted upon SED's approval. Upon a motion by Evan Gallina, seconded by Mike Mandina, the board unanimously approved the appointment of Rev. Frederick Johnson to the Board of Trustees.

Resolution 4: Resolved, that the Board accepts the resignation of Stephen Jacobs effective December 13, 2019. Upon a motion by Bryan Hickman, seconded by Victoria Van Voorhis, the board unanimously accepted the resignation of Stephen Jacobs from the Board of Trustees.

Resolution 5: Resolved, that the Board approves the appointment of Bryan Hickman to the position of Chairman for a one year term beginning 1/1/2020 and ending 1/1/2021. Upon a motion by Evan Gallina, seconded by Victoria Van Voorhis, the board unanimously approved the appointment.

Resolution 6: Resolved, that the Board approves the appointment of Victoria Van Voorhis to the position of Vice-chairperson for a one year term beginning 1/1/2020 and ending 1/1/2021 to be advanced to Chairperson in February, 2021, if so approved by the board. Upon a motion by Bryan Hickman, seconded by Mike Mandina, the board unanimously approved the appointment.

Resolution 7: Resolved, that the Board approves the following Committee Affiliations:

- a. Governance Committee – Bryan Hickman, Victoria Van Voorhis, and Michael Mandina
- b. Fundraising Committee – Bryan Hickman, Timothy Brown, Evan Gallina, and Michael Mandina
- c. Accountability Committee – Bryan Hickman and Victoria Van Voorhis
- d. Finance Committee – Timothy Brown and Evan Gallina

Upon a motion by Evan Gallina, seconded by Mike Mandina, the board unanimously approved the above committee affiliations.

Julie Locey discussed with the board her meeting with Victoria Van Voorhis in anticipation of her joining the Accountability Committee to discuss and review the continuity of education plan provided by Vertus to the NY State Board of Education.

Bryan Hickman moved to adjourn, seconded by at 5:02pm.

Next Meeting – Scheduled for April 21, 2020 at 21 Humboldt St., Rochester



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes April 21, 2020

Board Members in Attendance (via video conference): Bryan Hickman, Evan Gallina, Victoria Van Voorhis, Mike Mandina, and Timothy Brown

Vertus Staff in Attendance (via video conference): Julie Locey, Jason Trzeciak

Public in Attendance (via video conference): David Carr (pending board member)

Bryan Hickman called the meeting to order at 4:07 pm.

Resolution 1: Upon a motion by Mike Mandina, seconded by Evan Gallina, the Board unanimously approved the minutes for the March Board Meeting.

Julie Locey presented the Month at a Glance report, highlighting communications with family and pending mailing of Progress Reports. Julie discussed activities to bring the staff together during the lockdown, including a group prayer session in support of struggling families. The discussion led to the impact of the shutdown on our renewal, and continued around the development of a football program for the 2020-21 school year.

Jason Trzeciak presented the Board Statistics report, the Actual vs. Budget report, and the Cash Flow report. The statistics show a slight decrease in attendance, but an improved enrollment. The actual vs. budget report shows a continually improving picture. Jason went on to present two different cash flow analysis, one reflecting income from the Paycheck Protection Program loan, and one that leaves that out of the equation.

Jason Trzeciak then presented an overview of the draft budget for fiscal year 2020-21, highlighting areas where we are saving money over previous years, and where expenditures are increased compared to last year. The budget reflects ending the fiscal year 2021 in the black.

Resolution 2: Upon a motion by Victoria Van Voorhis, seconded by Evan Gallina, the Board unanimously agreed to approve the budget for fiscal year 2020-21.

Bryan Hickman discussed a potential grant from the Summers Foundation for 2020-21; who are interested in funding hands on technical skills learning through the school and the steps to help ensure this funding comes in, including purchasing of e-Dynamic Learning Software to enhance teaching technical and health care skills.

Evan Gallina moved to adjourn, seconded by Mike Mandina at 5:23 pm.

Next Meeting – Scheduled for May 19, 2020 via video conference



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes July 31, 2019

Board Members in Attendance: Bryan Hickman, Mike Mandina, Evan Gallina, Timothy Brown, and Victoria Van Voorhis

Vertus Staff in Attendance: Julie Locey, Jason Trzeciak, Joseph Carter

Bryan Hickman called the meeting to order at 7:31am.

Upon a motion by Evan Gallina, seconded by Mike Mandina, the Board unanimously agreed to accept the Minutes from the June Board Meeting.

Julie Locey presented the Month-at-a-Glance Report, as well as the Board Statistics along with Jason Trzeciak. Julie highlighted the need for an accountability committee, and the importance of having accurate, clean data. Ensuring this has been an important focus throughout the 2018-19 school year, with an emphasis on making sure our data matches that of the NYSED. We went on to clarify the proper on track to graduate for our 2016, 2017, and 2018 cohorts.

Julie Locey then presented our Regents results and trends for the 2018-19 school year; which reflect an overall increase in the pass rate compared to previous years. She went on to discuss student's ACT scores, showing progress in our third year class compared to the previous year.

Jason Trzeciak talked about student recruitment, presenting the Retention, Enrollment, and Recruitment Report which highlights recruitment which is slightly ahead of our monthly goals. Jason then presented the Preliminary Financial Report for the 2018-19 school year which shows a slightly lower than expected overall revenue due to a known issue around SpEd Per Pupil Tuition, and exactly as expected expenditures.

Joseph Carter the led a presentation about student safety at Vertus and the efforts he and his deans take to ensure the safety of our staff and students; focused on building strong relationships with our students and their families.

Bryan Hickman led a brief discussion about School Leader Evaluation by the Board; suggesting creating a committee that focuses on that evaluation, as well as other oversight committees.

Upon a motion by Evan Gallina, seconded by Timothy Brown, the Board unanimously approved the Board Meeting dates for the 2019-20 school year.

Victoria Van Voorhis moved to adjourn, seconded by Evan Gallina at 8:48am.

Next Meeting – Scheduled for August 21, 2019 at 21 Humboldt St., Rochester



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes January 21, 2020

Board Members in Attendance: Michael Mandina, Evan Gallina, and Victoria Van Voorhis.

Vertus Staff in Attendance: Julie Locey and Jason Trzeciak

Public in Attendance: Dr. Frederick Johnson and David Carr (pending board members)

Evan Gallina called the meeting to order at 4:12pm.

Upon a motion by Evan Gallina, seconded by Victoria Van Voorhis, the Board unanimously approved the minutes for the December Board Meeting.

Julie Locey briefly presented the Month at a Glance report, discussing the student attendance trends for the school year so far, and the efforts being taken to continue to improve overall attendance. The conversation went on to focus on students considered chronically absent, and the process we use to attempt to remedy the situation creating the absenteeism.

Jason Trzeciak presented the Board Statistics report, and the Recruitment / Attrition report, both of which show a growing student population from the beginning of the school year; highlighting that we have 3 new students starting this week, as well as 2 others in the immediate pipeline.

Jason Trzeciak presented the Actual vs. Budget report and the Cash Flow report, both of which demonstrate and improving financial situation and cash flow. Tight management to the budget and careful control of cash continues to trend in the right direction to serve the goal of ending fiscal year 2020 in the black.

Julie Locey discussed the upcoming re-chartering and the related costs, as well as our pending mid-term site visit, which has yet to be scheduled.

Evan Gallina moved to adjourn, seconded by Mike Mandina at 5:25pm.

Next Meeting – Scheduled for February 25, 2020 at 21 Humboldt St., Rochester



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes October 23, 2019

Board Members in Attendance: Bryan Hickman, Evan Gallina, Mike Mandina, and Victoria Van Voorhis

Vertus Staff in Attendance: Julie Locey, Jason Trzeciak, and Ben Kadar

Bryan Hickman called the meeting to order at 7:35am.

Julie Locey briefly presented a review of the meeting with Vertus' Board of Regents Liaisons and Regent Norwood regarding the language we will be using for our upcoming charter revisions. The language will address the new performance framework implemented by the Board of Regents, and how Vertus' model requires us to present supplemental information to provide an accurate picture of its performance, specifically around students considered under credited.

Upon a motion by Evan Gallina, seconded by Victoria Van Voorhis, the Board unanimously approved the minutes for the September and August Board Meetings.

Julie then introduced the Board to Vertus' Instructional Coach, Ben Kadar. Ben gave a brief overview of his role at Vertus as a member of the Leadership Team.

Julie Locey presented the Month-at-a-Glance Report, and Jason Trzeciak presented the Board Statistics, and followed with a brief presentation of the Recruitment and Retention Report, highlighting a lower attrition rate than last year, and an increased overall number of applications compared to previous years.

Jason Trzeciak presented the Budget vs. Actuals Report, which reflects that spending and revenue are on track for the first three months of the fiscal year. He went on to present a high level cash flow projection, continuing the conversation around potential fundraising efforts.

Julie Locey presented a breakdown of the Benchmark Goals for the 2019-20 school year, including student attendance, parent engagement, student and staff attrition, graduations rate, NWEA results, ACT Exam results, character growth, Regents Exam results, on track to graduate, and college and career readiness.

Upon a motion by Bryan Hickman, seconded by Evan Gallina, the Board unanimously approved the Benchmark Goals for the 2019-20 school year.

Evan Gallina moved to adjourn, seconded by Mike Mandina at 8:50am.

Next Meeting – Scheduled for November 20, 2019 at 21 Humboldt St., Rochester



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes August 21, 2019

Board Members in Attendance: Bryan Hickman, Mike Mandina, Evan Gallina, Timothy Brown, and Victoria Van Voorhis

Vertus Staff in Attendance: Jason Trzeciak

Bryan Hickman called the meeting to order at 7:33am.

Upon a motion by Evan Gallina, seconded by Victoria Van Voorhis, the Board unanimously agreed to accept the Minutes from the July Board Meeting.

Jason Trzeciak presented the Month-at-a-Glance Report, as well as the Board Statistics. A brief discussion about the August Regents exam administration was followed by a conversation around cash flow, and the challenges presented by not receiving SpEd Per Pupil Tuition payments until November. The Board discussed creating a capital campaign to assist in ensuring we start the next fiscal year with enough cash to cover expenses through November without the High Cost Aid.

Jason briefly presented the Enrollment/Recruitment/Retention Report, highlighting a lower than average attrition rate, and enrollment that is just under the goal for July. We anticipate that we will be ahead of the budget goal for enrollment for the 2019-20 school year.

Jason then presented the Financial Report, Budget vs. Actuals, which reflects that spending and revenue are on track for the first month of the fiscal year. The conversation continued around fundraising efforts, and the idea of finalizing a Fundraising Committee. Jason went on to present a high level cash flow projection which shows Vertus ending the year in the black.

Evan Gallina moved to adjourn, seconded by Timothy Brown at 8:31am.

Next Meeting – Scheduled for September 26, 2019 at 21 Humboldt St., Rochester



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes December 18, 2019

Board Members in Attendance: Bryan Hickman, Michael Mandina, Victoria Van Voorhis, Evan Gallina, and Timothy Brown

Vertus Staff in Attendance: Julie Locey, Jason Trzeciak, and Michael James

Bryan Hickman called the meeting to order at 7:40am.

Upon a motion by Evan Gallina, seconded by Victoria Van Voorhis, the Board unanimously approved the minutes for the November Board Meeting.

Upon a motion by Victoria Van Voorhis, seconded by Timothy Brown, the Board unanimously approved the revisions to Vertus' Charter which spells out more clearly the intent of the school to serve students at most risk, particularly including those "over-aged and under-credited." It highlights the level of academic readiness that the students enter Vertus with and the impact that has on our ability to meet traditional academic expectations.

Julie Locey briefly presented the Month at a Glance report, highlighting the baseline data from this fall's NWEA exams which demonstrates a significant number of incoming students that fall far below grade level in both reading and math. This data sets the baseline for comparison after retesting the students in the spring as a way to measure success of the Vertus programs.

Jason Trzeciak presented the Board Statistics report, and the Recruitment / Attrition report, both of which show a growing student population from the beginning of the school year. He also highlighted the fact that we have student applications for the 2020-21 school year.

Jason Trzeciak presented the Actual vs. Budget report and the Cash Flow report, both of which demonstrate and improving financial situation and cash flow. Tight management to the budget and careful control of cash continues to trend in the right direction to serve the goal of ending fiscal year 2020 in the black.

Senior Recruiter, Michael James gave a brief presentation of his background and role, and the recruitment efforts undertaken this year, as well as the plans for the future. Michael focused on the initial efforts to increase brand awareness, innovation, and community partnerships. Michael finished the presentation by asking the Board to avail themselves to him in an effort to use their spheres of influence to benefit recruitment for the 2020-21 school year.

Evan Gallina moved to adjourn, seconded by Bryan Hickman at 8:38am.

Next Meeting – Scheduled for January 21, 2020 at 21 Humboldt St., Rochester



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

Tel (585) 747-8911
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Board Meeting Minutes November 20, 2019

Board Members in Attendance: Bryan Hickman, Evan Gallina, Stephen Jacob, and Victoria Van Voorhis

Vertus Staff in Attendance: Julie Locey, and Jason Trzeciak

Bryan Hickman called the meeting to order at 7:35am.

Upon a motion by Victoria Van Voorhis, seconded by Stephen Jacobs, the Board unanimously approved the minutes for the October Board Meeting.

Julie Locey briefly presented an overview of the past month, including some staffing changes. Julie went on to discuss her current round of 15 minute conversations with each of the staff and the benefits she's seeing. She also provided the Board with copies of the Vertus literary magazine, *Files From the Furnace*, created last year by the Creative Expressions class.

Victoria Van Voorhis lead a discussion updating the Board on the pending Charter Revisions due in December. She highlighted multiple conversations with various representatives from NYSED and the Board of Regents. She talked about NYSED's concerns with the accuracy of previously submitted data, and how Vertus should present data in the future; specifically around reporting to which grade a student is assigned.

Julie Locey then presented the 5 year graduation rate for the 2015 cohort which is estimated at 84%, and the 4 year projected rate for the 2016 cohort at 77%.

Jason Trzeciak presented the Cash Flow Report, highlighting a larger than project High Cost Aid payment and an improved outlook. The conversation went on to discuss potential funding opportunities that have recently arisen, and specifically for what Vertus can request grant funds.

Jason finished the meeting with a quick overview of our current enrollment which has increased since the previous Board Meeting.

Evan Gallina moved to adjourn, seconded by Stephen Jacobs at 8:37am.

Next Meeting – Scheduled for December 18, 2019 at 21 Humboldt St., Rochester



Vertus HIGH SCHOOL

21 Humboldt Street
Rochester, New York 14609

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

Board Meeting Minutes September 26, 2019

Board Members in Attendance: Bryan Hickman, Evan Gallina, Timothy Brown, and Victoria Van Voorhis

Vertus Staff in Attendance: Julie Locey and Jason Trzeciak

Bryan Hickman called the meeting to order at 7:35am.

Jason Trzeciak presented the Budget vs. Actuals Report, which reflects that spending and revenue are on track for the first two months of the fiscal year. Jason went on to present a high level cash flow projection; leading the conversation around potential fundraising efforts.

Julie Locey the presented the suggested Performance vs. Benchmark Goals for the 2019-20 school year, which led to a discussion around each of the presented goals; attendance, parent engagement, student and staff attrition, graduations rate, NWEA results, ACT Exam results, character growth, Regents Exam results, on track to graduate, and college and career readiness.

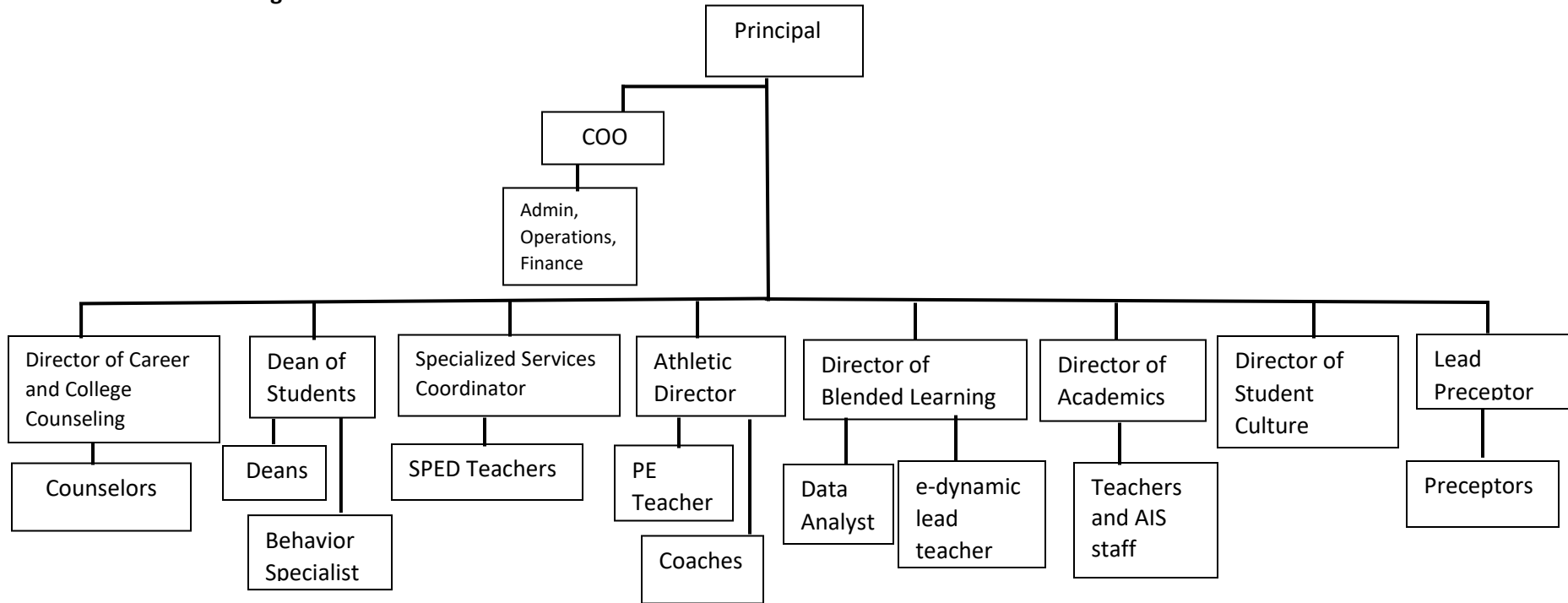
Julie Locey presented the Month-at-a-Glance Report, and Jason Trzeciak presented the Board Statistics, and followed with a brief presentation of the Enrollment/Recruitment/Retention Report, highlighting a lower than average attrition rate. We remain slightly ahead of the budget goal for enrollment for the 2019-20 school year.

Evan Gallina moved to adjourn, seconded by Timothy Brown at 8:31am.

Next Meeting – Scheduled for October 23, 2019 at 21 Humboldt St., Rochester



Organizational Chart 2019-2020



Leadership Team:

Principal: Julie Locey

COO: Jason Trzeciak

Director of Counseling: Jennifer LeFrois (not a member of the leadership team)

Dean of Student: Joseph Carter

Specialized Services Coordinator: Kristen Bonn

Athletic Director: Richard Maez

Director of Blended Learning: Timothy Hill

Director of Academics: Benjamin Kadar

Director of Student Culture: James Daniels

Lead Preceptor: Levi Bennett



2020-21 Academic Calendar

August 2020				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

13th - 14th - Regents Exams
14th - Last Day of Summer Session
14th - Markin Period 5 Ends

September 2020				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

3: Students Begin 2020-21
7: Labor Day

October 2020				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

8: Half Day for Students
12: Columbus Day

November 2020				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

6: Marking Period 1 Ends
11: Veteran's Day
25-27: Thanksgiving Recess

December 2020				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

4: Half Day for Students
24-31: Winter Recess

January 2021				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1: New Year's Day Holiday/Winter Recess
18: MLK Day
22: Marking Period 2 Ends
26-29: Regents Exams

February 2021				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

15: President's Day
15-19: February Recess

March 2021				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5: Half Day for Students
29-31: Spring Recess

April 2021				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2: Spring Recess
16: Marking Period 3 Ends

May 2021				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

31: Memorial Day

June 2021				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16-24: Regents Exams
24: Marking Period 4 Ends

July 2021				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

6: Summer Session Begins

August 2021				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

12-13: Regents Exams
13: Marking Period 5 Ends

September 2021				
Mo	Tu	We	Th	Fr
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

6: Labor Day
7: First Day of School 2021-2022

Days of Instruction:

September	18
October	20
November	16
December	16
January	19
February	15
March	20
April	19
May	20
June	18
Total:	181

KEY

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

General Information and Fire/Life Safety History

Inspection Date: 9/24/19

1. Primary Use: INSTRUCTIONAL

2. Fire Sprinkler System? Yes

2a. Sprinkler alarm? No

3. Fire Hydrant System? Yes

3a. Hydrant Ownership: Public owned

4. Building Ownership: Leased

4a. Owner Name: 21 Humboldt St., LLC

4a. Owner Address: 1170 Pittsford-Victor Rd., Suite 260

4a. Owner Address2: Pittsford, NY 14534

4a. Owner Phone #: [REDACTED]

5. Leased To Others?: No

6. Square footage: 48800

8a. Fire drill manuals distributed? No

8f. Average evacuation time: 2 minutes 49 seconds

8g. Arson/Fire Prevention? Yes

8h. Prevention/Evacuation Training? Yes

9. Fire Dept. notified via alarm? N/A

10. Any Fires? No

10a. Number of fires: Not Applicable

10b. Number of injuries: Not Applicable

10c. Cost of Damage: Not Applicable

Inspector Notified of previous fire report? Yes

FIRE & EMERGENCY DRILLS

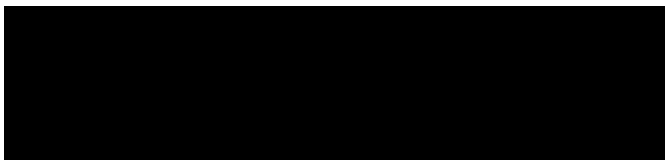
No drills reported.

EMERGENCY EVACUATION DRILLS

No drills reported.

Initial Inspector

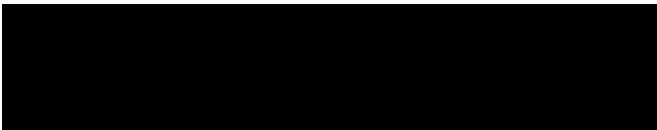
Thomas Tambe



Email: thomas.tambe@cityofrochester.gov

Building Administrator

Jason Trzeciak



Building Overview

ID: 261600908002
District Location: VERTUS CHARTER SCHOOL
Building Type: INSTRUCTIONAL
Name & Address: VERTUS HIGH SCHOOL
21 HUMBOLT STREET
ROCHESTER, NY 14609

Inspection History

Date Created: Oct 18, 2019
Created By: jason.trzeciak

Date Modified: Oct 18, 2019
Modified By: julie.locey

Date Certified: Oct 18, 2019
Certified By: julie.locey

Certificate History

Certificate Type	Date Certified	Certified By
Certificate of Occupancy	Oct 18, 2019	julie.locey

Non-conformances

No non-conformances reported.

*University of the
Education*



*State of New York
Department*

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

VERTUS HIGH SCHOOL
21 HUMBOLT STREET
ROCHESTER, NEW YORK 14609

DISTRICT:

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

Building ID: 261600908002

Issuance Date: October 18, 2019

Effective Date: September 01, 2019

Expiration Date: September 01, 2020