

# Application: VOICE Charter School

Jen Pasek - jen@pasekconsulting.com  
2021-2022 Annual Report

## Entry 1 School Info and Cover Page

Completed - Aug 1 2022

### 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 2021-2022 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, 2022**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

VOICE CHARTER SCHOOL OF NEW YORK 800000061089

### a1. Popular School Name

VOICE

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

**d. DISTRICT / CSD OF LOCATION**

CSD #30 - QUEENS

**e. DATE OF INITIAL CHARTER**

1/2008

**f. DATE FIRST OPENED FOR INSTRUCTION**

8/2008

**c. School Unionized**

Is your charter school unionized?

No

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

**MISSION STATEMENT**

Our mission is to develop every child into a caring human being, full of wonder, who can work hard to reach a place where they can choose from many great paths that will lead to a life of purpose, happiness, and fulfillment.

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**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	PROFESSIONAL LEARNING COMMUNITIES: One of VOICE's best practices is its collaborative, team-based Professional Learning Community (PLC) structure. The PLC approach encourages collaboration by providing multiple preparatory periods each day, during which teachers work as teams.
KDE 2	INSTRUCTION ACROSS DISCIPLINES: VOICE ensures students have access to content knowledge through deep experiences in rigorous music, visual arts, science, social studies, health, and physical education.
KDE 3	SOCIAL EMOTIONAL LEARNING: K-4 students have access to weekly instruction around social emotional skills such as resolving conflict and managing feelings as well as targeted small group instruction. Middle School students have advisory three times a week to support their emotional growth and work towards long term goals.
KDE 4	MULTIPLE INSTRUCTIONAL METHODS AND MODES: Learners vary in their preferences and responsiveness to different methods and modes of instruction. Certainly, direct instruction will be in this mix of options, but the methods and modes might also include digital and virtual learning options, collaboration with peers, and text and video analysis, among many others.
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)

<https://www.voicecharterschool.org/>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

810

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

659

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

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 2022-2023?

Yes, 2 sites

VOICE CHARTER SCHOOL OF NEW YORK 800000061089

### 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	36-24 12th St. Long Island City 11106	718-361-1694	NYC CSD 30	3-8	7-8

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Franklin Headley	ED/Principal	718-361-1694		<a href="mailto:fheadley@voicecharterschool.org">fheadley@voicecharterschool.org</a>
Operational Leader	Thomas Ficeto	Director of Finance	718-361-1694		<a href="mailto:tficeto865@voicecharterschool.org">tficeto865@voicecharterschool.org</a>
Compliance Contact	Thomas Ficeto	Director of Finance	718-361-1694		<a href="mailto:tficeto865@voicecharterschool.org">tficeto865@voicecharterschool.org</a>
Complaint Contact	Thomas Ficeto	Director of Finance	718-361-1694		<a href="mailto:tficeto865@voicecharterschool.org">tficeto865@voicecharterschool.org</a>
DASA Coordinator	Peter Cataldo	Guidance Counselor	718-361-1694		<a href="mailto:pcataldo@voicecharterschool.org">pcataldo@voicecharterschool.org</a>
Phone Contact for After Hours Emergencies	Franklin Headley	ED/Principal	917-817-5276		<a href="mailto:fheadley@voicecharterschool.org">fheadley@voicecharterschool.org</a>

**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, 2021.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

### Site 1 Certificate of Occupancy (COO)

[VOICE Certificate of Occupancy.pdf](#)

**Filename:** VOICE Certificate of Occupancy.pdf **Size:** 635.2 kB

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### Site 1 Fire Inspection Report

[VOICE FIRE Inspection 2021.pdf](#)

**Filename:** VOICE FIRE Inspection 2021.pdf **Size:** 4.9 MB

VOICE

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### School Site 2

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**m2. SCHOOL SITES**

Please provide information on Site 2 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 2	37-15 13th Street Long Island City 11106	718-361-1694	NYC CSD 30	K-2	No

**m2a. Please provide the contact information for Site 2.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Franklin Headley	ED/Principal	718-361-1694		<a href="mailto:fheadley@voicecharterschool.org">fheadley@voicecharterschool.org</a>
Operational Leader	Thomas Ficeto	Director of Finance	718-361-1694		<a href="mailto:tficeto865@voicecharterschool.org">tficeto865@voicecharterschool.org</a>
Compliance Contact	Thomas Ficeto	Director of Finance	718-361-1694		<a href="mailto:tficeto865@voicecharterschool.org">tficeto865@voicecharterschool.org</a>
Complaint Contact	Thomas Ficeto	Director of Finance	718-361-1694		<a href="mailto:tficeto865@voicecharterschool.org">tficeto865@voicecharterschool.org</a>
DASA Coordinator	Peter Cataldo	Guidance Counselor	718-361-1694		<a href="mailto:pcataldo@voicecharterschool.org">pcataldo@voicecharterschool.org</a>
Phone Contact for After Hours Emergencies	Franklin Headley	ED/Principal	917-817-5276		<a href="mailto:fheadley@voicecharterschool.org">fheadley@voicecharterschool.org</a>

**m2b. Is site 2 in public (co-located) space or in private space?**

Co-located Space

**m2c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 2	N/A	No		No		No

**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

No

**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

**ATTESTATIONS**

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Jen Pasek
Position	Consultant
Phone/Extension	518-542-9810
Email	<a href="mailto:jen@pasekconsulting.com">jen@pasekconsulting.com</a>

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

**Responses Selected:**

Yes

q. 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. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

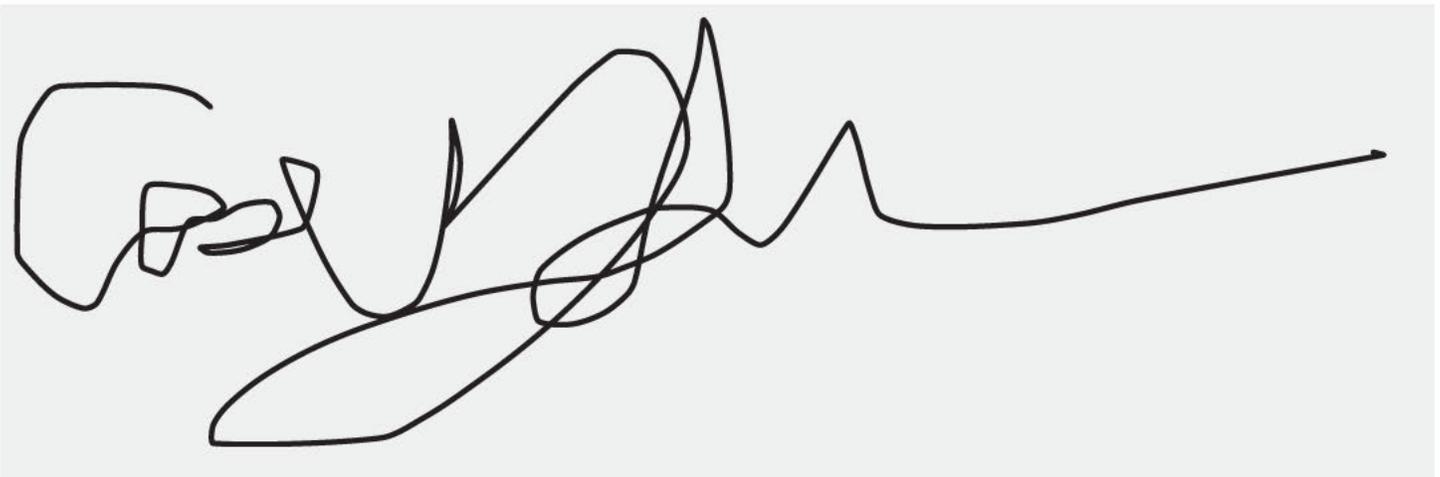
**Responses Selected:**

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature consists of a small, stylized mark on the left, followed by a large, sweeping, curved line that arches over the rest of the signature.

Signature, President of the Board of Trustees

A complex, handwritten signature in black ink on a light gray background. The signature features multiple overlapping loops and a long, horizontal tail extending to the right.

Date

Aug 1 2022

Thank you.



## Entry 3 Progress Toward Goals

Completed - Nov 1 2022

## Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

#### Regents, NYCDOE, and Buffalo BOE-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, 2022.

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VOICE CHARTER SCHOOL OF NEW YORK 800000061089

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#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

#### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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2021-2022 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	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination must exceed such percentage for the Community School District (CSD) in which the school is located. (Relevant for schools serving grades 3-8)	NYS ELA Exam and CSD 30  Gr VOICE CSD 30 3 42% 56% 4 20% 53% 5 21% 47% 6 53% 65% 7 52% 59% 8 60% 64% 3-8 40% 58%	Not Met	Our outcomes on the 2022 State exams show that our middle school grades met or exceeded the district while our elementary grades did not. We are working to implement standardized academic systems across divisions as well as create a centralized data dashboard that includes key data points across Grades K-8, such as attendance, assessment data from iReady and other interim assessments, enrollment, parent and student surveys, and staff performance. We are also introducing monthly meetings with faculty teaching common disciplines from all grades to discuss content and improve

				collaboration. In addition, we launched cross-divisional observations to allow for increased alignment across grade levels.
Academic Goal 2	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination must exceed such percentage for New York City. (Relevant for schools serving grades 3-8)	<p>NYS ELA Exam and NYC</p> <p>Gr VOICE NYC</p> <p>3 42% 49%</p> <p>4 20% 44%</p> <p>5 21% 39%</p> <p>6 53% 56%</p> <p>7 52% 53%</p> <p>8 60% 53%</p> <p>3-8 40% 49%</p>	Not Met	See above.
Academic Goal 3	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination must exceed such percentage for the Community School District (CSD). (Relevant for schools serving grades 3-8)	<p>NYS Math Exam and CSD 30</p> <p>Gr VOICE CSD 30</p> <p>3 47% 51%</p> <p>4 17% 49%</p> <p>5 23% 42%</p> <p>6 44% 43%</p> <p>7 38% 43%</p> <p>8 43% 33%</p> <p>3-8 34% 44%</p>	Not Met	See above.
Academic Goal 4	For each year of the school's renewal charter term, the percentage of the school's students who score at or	<p>NYS Math Exam and NYC</p> <p>Gr VOICE NYC</p> <p>3 47% 48%</p> <p>4 17% 42%</p>	Not Met	See above.

	above Level 3 on the New York State Mathematics examination must exceed such percentage for New York City. (Relevant for schools serving grades 3-8)	5 23% 38% 6 44% 34% 7 38% 36% 8 43% 25% 3-8 34% 38%		
Academic Goal 5	Based on the proficiency rates on the New York State ELA examination, the school will demonstrate positive academic growth in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS ELA Exam Growth  2022 is the new baseline	Unable to Assess	N/A
Academic Goal 6	Based on the proficiency rates on the New York State Mathematics examination, the school will demonstrate positive academic growth in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Math Exam Growth  2022 is the new baseline	Unable to Assess	N/A
Academic Goal 7	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State ELA examination	NYS ELA Exam Growth -ELL  2022 is the new baseline ELA (3-8) ELL 33% Proficient	Unable to Assess	N/A

	<p>proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)</p>			
Academic Goal 8	<p>Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)</p>	<p>NYS ELA Exam Growth - SWD</p> <p>2022 is the new baseline ELA (3-8) SWD 16% Proficient</p>	Unable to Assess	N/A
Academic Goal 9	<p>Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the free or reduced price lunch program, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term. (Relevant for</p>	<p>NYS ELA Exam Growth - ED</p> <p>2022 is the new baseline ELA (3-8) ED 39% Proficient</p>	Unable to Assess	N/A

	schools serving grades 3-8)			
Academic Goal 10	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Math Exam Growth - ELL  2022 is the new baseline Math (3-8) ELL 30% Proficient	Unable to Assess	VOICE provides an educational program that is highly differentiated to meet the needs of all students. One of our primary strategies for supporting struggling students, including SWD, MLL/ELLs, and ED students, is the use of ICT classrooms. We have at least one ICT classroom per grade; we have also increased the total number of ICT classrooms in our third charter term, moving from eight in 2018-19 to 12 in 2021-22. Teachers at VOICE use co-teaching strategies within the context of whole group instruction. Co-teaching strategies include: i) one teacher, one support; ii) parallel teaching as part of collaborative co-teaching; and iii) team teaching in a collaborative co-teaching environment.

**2. Do have more academic goals to add?**

Yes

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2021-2022 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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	<p>NYS Math Exam Growth - SWD</p> <p>2022 is the new baseline Math (3-8) SWD 13% Proficient</p>	Unable to Assess	N/A
Academic Goal 12	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the free or reduced price lunch program, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each	<p>NYS Math Exam Growth - ED</p> <p>2022 is the new baseline Math (3-8) ED 33% Proficient</p>	Unable to Assess	N/A

	year of the charter term. (Relevant for schools serving grades 3-8)			
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

#### 4. ORGANIZATION GOALS

**For the 2021-2022 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”.**

2021-2022 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	Each year, the school self-reported average daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	ATS/Gradelink systems  VOICE's 2021-22 attendance rate was 92%.	Unable to Assess	N/A
Org Goal 2	Each year, the percentage of students enrolled in ATS on 10/31 of a given school year that are enrolled in ATS on 10/31 the following school year will exceed the rate of the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	BEDS Day Enrollment Records  VOICE's Retention Rate in 2021-22 was 87%.	Unable to Assess	N/A
Org Goal 3	Each year, the school will meet or exceed any applicable student	VOICE SIRS Data and NYSED Preliminary Enrollment Data	Unable to Assess	N/A

	enrollment targets, as prescribed by the Board of Regents, for English language learners.	In 2021-22, VOICE's enrollment of ELL students was 21% compared to CSD 30 at 22%.		
Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.	VOICE SIRS Data and NYSED Preliminary Enrollment Data  In 2021-22, VOICE's enrollment of SWD students was 19% compared to CSD 30 at 16%	Met	
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.	VOICE SIRS Data and NYSED Preliminary Enrollment Data  In 2021-22, VOICE's enrollment of ED students was 84% compared to CSD 30 at 70%.	Met	
Org Goal 6	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for English language learners.	ELL BEDS Day Enrollment Records  VOICE's Retention Rate of all English Language Learners in 2021-22 was 91%.	Unable to Assess	N/A
Org Goal 7	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents,	SWD BEDS Day Enrollment Records  VOICE's SWD Retention Rate in 2021-22 was 89%.	Unable to Assess	N/A

	for students with disabilities.			
Org Goal 8	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch.	ED BEDS Day Enrollment Records  VOICE's Retention Rate of Economically Disadvantaged students in 2021-22 was 88%.	Unable to Assess	N/A
Org Goal 9	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of parents participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.	NYCDOE School Survey  54% of parents participated in the NYC DOE survey in 2021-22. VOICE met or exceeded the city in every domain for parents.	Met	
Org Goal 10	In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE	NYCDOE School Survey	Not Met	46% of staff participated in the NYC DOE survey in 2021-22. VOICE met or exceeded the city in 12 out of 19

	<p>School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of staff participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>			<p>domains for staff. Going forward, we are continuing to focus on support for staff to ensure strong satisfaction.</p>
Org Goal 11	<p>In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of students participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is</p>	<p>NYCDOE School Survey</p> <p>87% of students participated in the NYC DOE survey in 2021-22. VOICE exceeded the city in 12 of 12 domains for students.</p>	Met	

	higher. (Relevant for schools serving grades 6-12 only)			
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**

2021-2022 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	Each year, the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS. (This goal applies only to schools that are no longer "growing" grades within the current charter term.)	BEDS Day Enrollment Records	Not Met	VOICE has increased our marketing and recruitment efforts to ensure that we meet our enrollment targets. As of BEDS day 2022, our enrollment has increased and is within 85% of our target.
Financial Goal 2	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Financial Records	Met	
Financial Goal 3	Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	Financial Records	Not Met	As noted above, our enrollment increased for the 2022-23 school year. We have also developed strategies to ensure accurate enrollment projections. Both of these factors will support a balanced budget in 2022-23.
Financial Goal 4				
Financial Goal 5				

## 7. Do have more financial goals to add?

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed - Nov 1 2022

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

### [VOICE Charter School - Financial Statements - June 30 2022](#)

Filename: VOICE\_Charter\_School\_-\_Financial\_S\_NXRkE15.pdf Size: 540.2 kB

## Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 1 2022

### [Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [VOICE FY22 AuditedFinancialReportTemplate-nysed \(11](#)

Filename: VOICE\_FY22\_AuditedFinancialReport\_Zq1QpWs.xlsx Size: 81.9 kB

## Entry 4c – Additional Financial Documents

Completed - Nov 1 2022

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter

2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

**[VCS Checking\\_9939523059 \(1\) Redacted](#)**

Filename: VCS\_Checking\_9939523059\_1\_Redacted.pdf Size: 186.6 kB

## Entry 4d - Financial Services Contact Information

Completed - Oct 21 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Thomas Ficeto	<a href="mailto:tficeto865@voicecharterschool.org">tficeto865@voicecharterschool.org</a>	718-361-1694

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Marc Taub	[REDACTED]	[REDACTED]	13

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 5 – Fiscal Year 2022-2023 Budget

Completed - Nov 1 2022

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [VOICE final-2022-2023-ar-budget-template NYSED \(11\)](#)

Filename: VOICE\_final-2022-2023-ar-budget-t\_85zoOgm.xlsx Size: 37.0 kB

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

### [VOICE Marc Cohen](#)

Filename: VOICE\_Marc\_Cohen.pdf Size: 523.6 kB

### [VOICE Valbrun](#)

Filename: VOICE\_Valbrun.pdf Size: 528.5 kB

### [Susheel Kurien VOICE](#)

Filename: Susheel\_Kurien\_VOICE.pdf Size: 524.2 kB

### [VOICE Casey Lamb](#)

Filename: VOICE\_Casey\_Lamb.pdf Size: 523.7 kB

### [Sheila Durant VOICE](#)

Filename: Sheila\_Durant\_VOICE.pdf Size: 524.8 kB

### [Christine Papania VOICE](#)

Filename: Christine\_Papania\_VOICE.pdf Size: 524.6 kB

### [VOICE Richard Grassey](#)

Filename: VOICE\_Richard\_Grassey.pdf Size: 524.7 kB

### [VOICE Christopher Doyle](#)

Filename: VOICE\_Christopher\_Doyle.pdf Size: 524.4 kB

### [VOICE Enlow](#)

Filename: VOICE\_Enlow.pdf Size: 525.1 kB

### [VOICE Sari Biddelman](#)

Filename: VOICE\_Sari\_Biddelman.pdf Size: 525.7 kB

### [VOICE Guarini](#)

Filename: VOICE\_Guarini.pdf Size: 525.8 kB

### [VOICE Karp](#)

Filename: VOICE\_Karp.pdf Size: 524.1 kB

### [Bob De Luna VOICE](#)

Filename: Bob\_De\_Luna\_VOICE.pdf Size: 534.7 kB

## Entry 7 BOT Membership Table

Completed - Aug 1 2022

## 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 7 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.

VOICE CHARTER SCHOOL OF NEW YORK 800000061089

**Authorizer:**

Who is the authorizer of your charter school?

NYCDOE

---

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Casey Lamb		Chair	Education Advisory Committee (Chair)	Yes	2	07/01/2019	6/30/2022	12
2	Robert de Luna		Secretary	Admissions & Planning Committee	Yes	2	07/01/2019	6/30/2022	11
3	Michael Karp		Trustee/Member	Education Advisory Committee, Human Resources and Talent (Chair)	Yes	4	07/01/2021	6/30/2024	9
4	Richard Grasse		Treasurer	Finance Committee (Chair), Audit Committee	Yes	4	07/01/2021	6/30/2024	9
5	Christopher Doyle		Trustee/Member	Education Advisory Committee	Yes	5	07/01/2020	6/30/2023	11
6	Marc		Trustee/	Admissio	Yes	6	07/01/20	6/30/202	11

	Cohen		Member	ns & Planning Committee, Finance Committee, Audit Committee			21	4	
7	Loraine Enlow		Trustee/Member	Music	Yes	2	07/01/2020	6/30/2023	5 or less
8	Michael Guarini		Trustee/Member	Admissions and Planning	Yes	2	07/01/2021	6/30/2024	9
9	Karen Valbrun		Vice Chair	Education Advisory Committee	Yes	1	12/18/2019	12/17/2022	8

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

Yes

**1b. Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
10	Sari Biddelman		Trustee/Member	Education Advisory Committee	Yes	1	12/18/2019	12/17/2022	7
11	Susheel Kurien		Trustee/Member	Music	Yes	1	12/18/2019	12/17/2022	10
12	Sheila Durant		Trustee/Member		Yes	1	08/01/2021	7/31/2024	5 or less
13	Christine Papania		Trustee/Member		Yes	1	12/15/2021	12/14/2024	6
14					Yes				
15					Yes				

**1c. Are there more than 15 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, 2022	12
b. Total Number of Members Added During 2021-2022	2
c. Total Number of Members who Departed during 2021-2022	1
d. Total Number of members, as set in Bylaws, Resolution or Minutes	12

### 3. Number of Board meetings held during 2021-2022

12

### 4. Number of Board meetings scheduled for 2022-2023

12

### Total number of Voting Members on June 30, 2022:

12

### Total number of Voting Members added during the 2021-2022 school year:

2

**Total number of Voting Members who departed during the 2021-2022 school year:**

1

**Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:**

18

**Total number of Non-Voting Members on June 30, 2022:**

0

**Total number of Non-Voting Members added during the 2021-2022 school year:**

0

**Total number of Non-Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:**

N/A

**Board members attending 8 or fewer meetings during 2021-2022**

5

**Thank you.**

## Entry 8 Board Meeting Minutes

Completed - Aug 1 2022

**Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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 1, 2022**.

### VOICE Complete Minutes 2021-22

Filename: VOICE\_Complete\_Minutes\_2021-22.pdf Size: 1.2 MB

## Entry 9 Enrollment & Retention

Completed - Aug 1 2022

**Instructions for submitting Enrollment and Retention Efforts**

**Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2022-2023.

## Entry 9 Enrollment and Retention of Special Populations

---

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>One of our primary strategies for ensuring that our enrollment reflects that of our surrounding neighborhood is through a lottery preference. VOICE has a preference for applicants currently in the Supplemental Economically Disadvantaged Nutrition Assistance Program (SNAP) whereby upon verification, the student is pulled up from lower in the list to fill one of the designated SNAP seats. The number of SNAP seats is set by the board and is calculated to ensure incoming students do not skew the school's FRPL percentage below the target. The school discusses meal programs at the open house, on its application, and during tours. Support is offered to assist families in completing all necessary paperwork to ensure eligible students participate in the lunch program and are enrolled in FRPL programs if determined to be eligible. To ensure that families are aware of our program and have an opportunity to participate in the lottery, we conduct outreach through Urban Upbound, Hour Children, and the Boys and Girls Club of Astoria, so our application can reach families receiving their services.</p>	<p>In 2021-22, our percentage of ED students was 84%, 14 percentage points above our district. Going forward, we will continue to implement the strategies described on the left to maintain our substantial ED population.</p>
English Language Learners	<p>VOICE is located in a predominantly Spanish-speaking neighborhood; as such, we advertise in English and Spanish. We also conduct outreach at local preschools and private daycare providers with multilingual staff. Advertising and school</p>	<p>In 2021-22, we enrolled 21% ELLs, within one point of CSD 30. We will keep using the strategies described to the left to ensure that our ELL population continues to reflect our surrounding neighborhood.</p>

	<p>materials are translated as needed and translation services are provided with sufficient notice. The school contacts trusted service providers of immigrant communities, such as CHHAYA, to inform them and their clients of VOICE. VOICE provides applications to existing ELL parents and encourages them to reach out and contact families that they know and inform them about VOICE.</p>	
<p>Students with Disabilities</p>	<p>VOICE's direct mail advertising and website highlight the multiple supports we offer for students with special needs. The school advertises to special needs communities. VOICE conducts outreach to specialized feeder schools and programs. VOICE works with the intervention team to monitor incoming students to ensure those with previously undiagnosed disabilities are properly diagnosed and provided with services.</p>	<p>In 2021-22, our percentage of SWD students was 19%, three percentage points above CSD 30. We will continue to recruit SWD using the strategies described to the left.</p>

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>In 2021-22, ED students made up 84% of the student population at VOICE. As such, our retention efforts for the general population of students are designed to serve ED students. We have a school-wide focus on using differentiated instruction to engage students in culturally relevant material that fosters academic and social emotional growth. Our music program also provides opportunities for enrichment that ED students might not otherwise have access to, such as participation in the school musical or receiving audition preparation. Our intervention structure, SEL team, and strong connection with families allows us to provide robust support to ED students, leading to strong retention.</p>	<p>Our retention rate for ED students was 84% between 2020-21 and 2021-22. Going forward, we will continue to use the retention strategies described to the left.</p>
English Language Learners	<p>Efforts to retain ELL students are largely similar to the general population discussed above. In addition, VOICE works to ensure that families of former ELL students whose parents have not yet attained proficiency in English feel supported in their native language (through interpretation services) and kept involved in the school community (through events and curriculum that recognize their community's contributions). VOICE continually works to improve non-English, non-Spanish speaking parental involvement and linguistic support. We also retain ELLs by using culturally relevant instruction</p>	<p>Our retention rate for ELLs was 89% between 2020-21 and 2021-22. Going forward, we will continue to use the retention strategies described to the left.</p>

	<p>and curricular materials that reflect diverse perspectives. Finally, our music program is designed to improve literacy and increase retention for ELLs. By singing, reading, and writing music, students develop familiarity with common sentence structures and learn how to communicate meaning.</p>	
<p>Students with Disabilities</p>	<p>VOICE uses the approaches of Integrated Co-Teaching (ICT), Special Education Teacher Support Services (SETSS), and counseling to provide an inclusive education to all students. To improve the retention rate of SWD, the intervention team coordinates with classroom teachers, parents, and the CSE to ensure that the mandates of each student's IEP are met.</p>	<p>Our retention rate for SWD was 89% between 2020-21 and 2021-22. Going forward, we will continue to use the retention strategies described to the left.</p>

## Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2022

## Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

---

### Attestation

#### Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2022

### 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.

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.

## Entry 11 Uncertified Teachers

School Name:

---

# 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, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
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. Mathematics	
ii. Science	1
iii. Computer Science	
iv. Technology	1
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>2.0</b>

**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, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
<b>Total Category C: not to exceed 5</b>	<b>0</b>

**TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)**

(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	7

**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	4

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	64

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	75

Thank you.



**Entry 12 Organization Chart**

Completed - Aug 1 2022

[Instructions](#)

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

### [VOICE Org Chart SY21-22](#)

Filename: VOICE\_Org\_Chart\_SY21-22.pdf Size: 69.6 kB

## Entry 13 School Calendar

Completed - Aug 1 2022

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also 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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [VOICE 2022-23 Calendar 2](#)

Filename: VOICE\_2022-23\_Calendar\_2.7\_1.pdf Size: 238.7 kB

## Entry 14 Links to Critical Documents on School Website

Completed - Aug 1 2022

[Instructions](#)

### Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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. Current Annual Report (i.e., 2021-2022 Annual Report);<sup>[1]</sup>
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

<sup>[1]</sup> Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

# Form for Entry 14 Links to Critical Documents on School Website

School Name: VOICE Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://www.voicecharterschool.org/compliance">https://www.voicecharterschool.org/compliance</a>
2. Board meeting notices, agendas and documents	<a href="https://www.voicecharterschool.org/compliance">https://www.voicecharterschool.org/compliance</a>
3. New York State School Report Card	<a href="https://www.voicecharterschool.org/compliance">https://www.voicecharterschool.org/compliance</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.voicecharterschool.org/family-handbook">https://www.voicecharterschool.org/family-handbook</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.voicecharterschool.org/compliance">https://www.voicecharterschool.org/compliance</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.voicecharterschool.org/compliance">https://www.voicecharterschool.org/compliance</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.voicecharterschool.org/compliance">https://www.voicecharterschool.org/compliance</a>

Thank you.





# VOICE Charter School

Financial Statements  
Years Ended June 30, 2022 and 2021

and Supplemental Schedule of Expenditures of  
Federal Awards for the Year Ended June 30, 2022

# VOICE Charter School

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Financial Statements  
Years Ended June 30, 2022 and 2021  
and Supplemental Schedule of Expenditures of Federal Awards  
for the Year Ended June 30, 2022

# VOICE Charter School

## Contents

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<b>Independent Auditor’s Report</b>	<b>3 - 5</b>
<b>Financial Statements</b>	
Statements of Financial Position as of June 30, 2022, and 2021	7
Statements of Activities for the years ended June 30, 2022, and 2021	8
Statement of Functional Expenses for the year ended June 30, 2022	9
Statement of Functional Expenses for the year ended June 30, 2021	10
Statements of Cash Flows for the years ended June 30, 2022, and 2021	11- 12
Notes to Financial Statements	13 - 26
<b>Supplementary Information</b>	
Schedule of Expenditures of Federal Awards for the year ended June 30, 2022	28
Notes to Schedule of Expenditures of Federal Awards	29
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	30 - 31
Independent Auditor’s Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	32 - 34
Schedule of Findings and Questioned Costs for the Year Ended June 30, 2022	35 - 36



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622 Third Ave, Suite 3100  
New York, NY 10017

## **Independent Auditor's Report**

To the Board of Trustees  
VOICE Charter School  
New York, New York

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of VOICE Charter School (the "School"), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

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### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audits.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audits, significant audit findings, and certain internal control-related matters that we identified during the audits.



### ***Other Matters***

#### ***Supplementary Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2022 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*BDO USA, LLP*

New York, NY  
October 27, 2022

## Financial Statements

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**VOICE Charter School**  
**Statements of Financial Position**

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<i>June 30,</i>	<b>2022</b>	<b>2021</b>
<b>Assets</b>		
Cash and cash equivalents	\$ 2,319,495	\$ 4,021,802
Cash - restricted	70,000	70,000
Grants and other receivables	1,157,219	403,443
Investments	1,374,332	1,428,287
Prepaid expenses and other assets	648,844	601,671
Property and equipment, net	2,035,833	2,099,165
Construction in progress	293,786	356,483
<b>Total Assets</b>	<b>\$ 7,899,509</b>	<b>\$ 8,980,851</b>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts payable and accrued expenses	\$ 347,969	\$ 127,315
Accrued salaries and other payroll related expenses	2,482,212	2,507,593
Deferred rent	1,152,455	1,185,035
<b>Total Liabilities</b>	<b>3,982,636</b>	<b>3,819,943</b>
<b>Commitments and Contingencies</b>		
<b>Net Assets</b>		
Without donor restrictions	3,916,873	5,160,908
<b>Total Net Assets</b>	<b>3,916,873</b>	<b>5,160,908</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 7,899,509</b>	<b>\$ 8,980,851</b>

*See accompanying notes to the financial statements.*

# VOICE Charter School

## Statements of Activities

<i>June 30,</i>	<b>2022</b>	<b>2021</b>
<b>Operating Revenue without Donor Restrictions</b>		
State and local per pupil operating revenue	\$12,806,249	\$ 13,105,958
Government grants and contracts	2,235,209	1,262,991
<b>Total Operating Revenue without Donor Restrictions</b>	<b>15,041,458</b>	<b>14,368,949</b>
<b>Expenses</b>		
Program services:		
General education	12,540,395	12,123,806
Special education	1,801,488	1,930,488
Management and general	1,942,381	1,774,981
<b>Total Expenses</b>	<b>16,284,264</b>	<b>15,829,275</b>
<b>Deficit from School Operations</b>	<b>(1,242,806)</b>	<b>(1,460,326)</b>
<b>Support and Other Income</b>		
Forgiveness of debt - Paycheck		
Protection Program loan	-	1,883,624
Contributions, grants, and other income	9,354	31,168
Investment return, net	(12,280)	3,583
Interest income	1,697	3,077
<b>Total Support and Other (Loss) Income</b>	<b>(1,229)</b>	<b>1,921,452</b>
<b>Change in Net Assets without Donor Restrictions</b>	<b>(1,244,035)</b>	<b>461,126</b>
<b>Net Assets, beginning of the year</b>	<b>5,160,908</b>	<b>4,699,782</b>
<b>Net Assets, end of the year</b>	<b>\$ 3,916,873</b>	<b>\$ 5,160,908</b>

*See accompanying notes to the financial statements.*

# VOICE Charter School

## Statement of Functional Expenses for the Year Ended June 30, 2022

	No. of Positions	Program Services			Supporting Services	
		General Education	Special Education	Total Program	Management and General	Total
<b>Personnel Services Costs:</b>						
Instructional personnel	93	\$ 7,020,375	\$ 1,279,475	\$ 8,299,850	\$ -	\$ 8,299,850
Administrative personnel	29	-	-	-	1,022,923	1,022,923
<b>Total Salaries and Staff</b>	<b>122</b>	<b>7,020,375</b>	<b>1,279,475</b>	<b>8,299,850</b>	<b>1,022,923</b>	<b>9,322,773</b>
Payroll taxes and employee benefits		1,896,450	109,289	2,005,739	267,638	2,273,377
Retirement benefits		469,763	115,237	585,000	131,763	716,763
Professional development		413,772	-	413,772	12,877	426,649
Legal fees		4,525	-	4,525	74,812	79,337
Audit and accounting fees		26,400	-	26,400	32,434	58,834
Professional fees - other		432,975	71,590	504,565	84,736	589,301
Student and staff recruitment		197,183	-	197,183	6,120	203,303
Curriculum and classroom expenses		560,174	76,877	637,051	-	637,051
Student field trips and incentive programs		11,184	1,377	12,561	-	12,561
Postage, printing, and copying		1,889	-	1,889	722	2,611
Insurance		74,467	-	74,467	10,155	84,622
Information technology		208,447	-	208,447	41,498	249,945
Leased equipment		17,529	-	17,529	2,390	19,919
Repairs and maintenance		268,002	40,763	308,765	30,926	339,691
Occupancy and facility costs		592,698	83,097	675,795	91,501	767,296
Utilities		40,851	-	40,851	5,571	46,422
Depreciation and amortization		217,946	23,783	241,729	32,963	274,692
Other expense		81,640	-	81,640	80,584	162,224
Office expense		4,125	-	4,125	12,768	16,893
		<b>\$ 12,540,395</b>	<b>\$ 1,801,488</b>	<b>\$ 14,341,883</b>	<b>\$ 1,942,381</b>	<b>\$ 16,284,264</b>

See accompanying notes to the financial statements.

# VOICE Charter School

## Statement of Functional Expenses for the Year Ended June 30, 2021

	No. of Positions	Program Services			Total Program	Supporting Services	
		General Education	Special Education	Education		Management and General	Total
<b>Personnel services costs:</b>							
Instructional personnel	97	\$ 6,511,890	\$ 1,469,143	\$ 7,981,033	\$ -	\$ 7,981,033	\$ 7,981,033
Administrative personnel	29	-	-	-	-	1,029,575	1,029,575
<b>Total Salaries and Staff</b>	<b>126</b>	<b>6,511,890</b>	<b>1,469,143</b>	<b>7,981,033</b>	<b>1,029,575</b>	<b>9,010,608</b>	<b>9,010,608</b>
Payroll taxes and employee benefits		1,933,857	103,040	2,036,897		285,862	2,322,759
Retirement benefits		509,814	113,581	623,395		131,974	755,369
Professional development		462,916	-	462,916		1,499	464,415
Legal fees		18,240	-	18,240		13,610	31,850
Audit and accounting fees		21,472	-	21,472		31,244	52,716
Professional fees - other		549,819	102,100	651,919		29,076	680,995
Student and staff recruitment		105,104	-	105,104		1,500	106,604
Curriculum and classroom expenses		494,086	41,575	535,661		-	535,661
Student field trips and incentive programs		3,949	429	4,378		-	4,378
Postage, printing, and copying		1,958	-	1,958		1,377	3,335
Insurance		65,125	-	65,125		8,881	74,006
Information technology		262,501	-	262,501		68,737	331,238
Leased equipment		14,868	-	14,868		2,028	16,896
Repairs and maintenance		90,820	12,619	103,439		12,685	116,124
Occupancy and facility costs		564,892	65,959	630,851		85,769	716,620
Utilities		37,610	-	37,610		5,129	42,739
Depreciation and amortization		232,734	22,042	254,776		34,742	289,518
Other expense		239,277	-	239,277		28,044	267,321
Office expense		2,874	-	2,874		3,249	6,123
		<b>\$ 12,123,806</b>	<b>\$ 1,930,488</b>	<b>\$ 14,054,294</b>		<b>\$ 1,774,981</b>	<b>\$ 15,829,275</b>

See accompanying notes to the financial statements.

**VOICE Charter School**  
**Statements of Cash Flows**

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<i>Year ended June 30,</i>	<b>2022</b>	<b>2021</b>
<b>Cash Flows from Operating Activities:</b>		
Cash received from operating revenue	\$ 14,287,682	\$ 14,362,061
Cash received from interest income	1,697	3,077
Other cash received	44,826	65,598
Cash paid to employees and suppliers	(15,894,052)	(15,456,256)
<b>Net Cash Used in Operating Activities</b>	<b>(1,559,847)</b>	<b>(1,025,520)</b>
<b>Cash Flows from Investing Activities:</b>		
Purchase of investments	(828,797)	(586,791)
Proceeds from sale of investments	835,000	745,000
Purchase of property and equipment	(67,560)	(11,621)
Construction in progress	(81,103)	(94,960)
<b>Net Cash (Used In) / Provided by Investing Activities</b>	<b>(142,460)</b>	<b>51,628</b>
<b>Net Decrease in Cash</b>	<b>(1,702,307)</b>	<b>(973,892)</b>
<b>Cash and Cash Equivalents and Restricted Cash , beginning of year</b>	<b>4,091,802</b>	<b>5,065,694</b>
<b>Cash and Cash Equivalents and Restricted Cash , end of year</b>	<b>2,389,495</b>	<b>4,091,802</b>
<b>Reconciliation of change in net assets to net cash used in operating activities:</b>		
Change in net assets	(1,244,035)	461,126
Adjustments to reconcile change in net assets to net cash Used in operating activities:		
Depreciation and amortization	274,692	289,518
Unrealized loss on investments	47,752	33,859
Realized gain on investments	-	(3,012)
Gain on forgiveness of Paycheck Protection Program loan	-	(1,883,624)
Deferred rent	(32,580)	(17,635)
Changes in operating assets and liabilities:		
Grants and other receivables	(753,776)	(6,888)
Prepaid expenses and other assets	(47,173)	(353,757)
Accounts payable and accrued expenses	220,654	(91,936)
Accrued salaries and other payroll related expenses	(25,381)	546,829
<b>Net Cash Used in Operating Activities</b>	<b>(1,559,847)</b>	<b>(1,025,520)</b>

*See accompanying notes to the financial statements.*

**VOICE Charter School**  
**Statements of Cash Flows**

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<i>Year ended June 30,</i>	<b>2022</b>	<b>2021</b>
<b>Supplemental Disclosure of Cash Flow Information:</b>		
<b>Non-cash investing activities:</b>		
Construction in progress placed into service and included in property and equipment	<b>143,800</b>	<b>15,106</b>
<hr/>		
<b>Cash and cash equivalents and cash - restricted:</b>		
Cash and cash equivalents	<b>2,319,495</b>	<b>4,021,802</b>
Cash - restricted	<b>70,000</b>	<b>70,000</b>
<hr/>		
<b>Cash and Cash Equivalents and Restricted Cash, end of year</b>	<b>\$ 2,389,495</b>	<b>\$ 4,091,802</b>

*See accompanying notes to the financial statements.*

# VOICE Charter School

## Notes to Financial Statements

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### 1. Nature of the Organization

VOICE Charter School (the “School”) aims to create a safe and healthy learning environment that will nurture, motivate, and challenge all of our children to achieve the highest level of academic excellence and to develop into mindful, responsible, contributing participants in their education, their community, and the diverse society in which we live. The School incorporates music into a rigorous academic program. On January 15, 2008, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The charter was renewed for an additional 5 years on January 15, 2013 for the period ending June 30, 2018. On March 12, 2018, the charter was renewed for an additional 5 years for the period ending June 30, 2023.

On October 3, 2008, the School, as determined by the Internal Revenue Service, was approved for Federal income tax exemption under section 501(a) of the Internal Revenue Code (“IRC”) as an organization described in Section 501(c)(3) of the IRC. It is also currently exempt under a similar provision under New York State income tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) of the IRC and qualifies for deductible contributions as provided in section 170(b)(1)(A)(ii) of the IRC. The School’s primary sources of income are government grants, contracts, and per pupil funding. VOICE Charter School, located in Long Island City, Queens, primarily educates children residing in District 30.

In fiscal year 2022 and 2021, the School operated classes for students in kindergarten through eighth grade.

### 2. Significant Accounting Policies

#### *Financial Statement Presentation*

The School’s financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (“U.S. GAAP”).

The classification of the School’s net assets and its support, revenues, and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the two classes of net assets - with donor restrictions or without donor restrictions - be displayed in a statement of the financial position and that the amount of change in each of those classes of net assets be displayed in a statement of activities.

These classes are defined as follows:

Net Assets with Donor Restrictions consist of contributions and other inflows of assets whose use is subject to donor-imposed restrictions that are more specific than broad limits reflecting the nature of the not-for-profit entity, the environment in which it operates and the purposes specified in its articles of incorporation or bylaws or comparable documents. Donor-imposed restrictions may be temporary in nature, such as stipulating that resources may be used only after a specified date or limited to specific programs or services. Certain donor-imposed restrictions are perpetual in nature.

# VOICE Charter School

## Notes to Financial Statements

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Net Assets without Donor Restrictions consist of contributions and other inflows of assets whose use is not subject to donor-imposed restrictions. This net asset category includes both contributions not subject to donor restrictions and exchange transactions, and are, therefore, available for general operations.

At June 30, 2022 and 2021, the School had no assets with donor restrictions.

### ***Cash and Cash Equivalents***

The School considers all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents.

### ***Cash - Restricted***

An escrow account in the amount of \$70,000 was held aside under the provisions of the School's charter to pay for legal and audit expenses that would be associated with a dissolution should it occur, as required by the New York State Education Department for the years ended June 30, 2022 and 2021.

### ***Estimates***

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### ***Grants and Other Receivables***

Grants and other receivables represent unconditional promises by government agencies and donors. Grants and other receivables that are expected to be collected within one year and recorded at net realizable value amount to \$1,162,902 and \$403,443 at June 30, 2022 and 2021, respectively. The School evaluates the collectability of the receivables and employs the allowance method. The School has determined that no allowance for uncollectible accounts is necessary as of June 30, 2022 and 2021. Such estimate is based on management's assessments of the aged basis of its receivables, as well as current economic conditions and historical information.

### ***Contributions***

Transfers of cash or other assets or settlement of liabilities that are both voluntary and nonreciprocal are recognized as contributions.

Contributions may either be conditional or unconditional. A contribution is considered conditional when the donor imposes both a measurable barrier and a right of return. Conditional contributions are recognized as revenue on the date all donor-imposed barriers are overcome or explicitly waived by the donor. Barriers may include specific and measurable outcomes, limitations on the performance of an activity and other stipulations related to the contribution. A donor has a right of return of any assets transferred or a right of release of its obligation to transfer any assets in the event the School fails to overcome one or more barriers. Assets received before the barrier is overcome are accounted for as refundable advances.

# VOICE Charter School

## Notes to Financial Statements

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Unconditional contributions may or may not be subject to donor-imposed restrictions. Donor-imposed restrictions limit the use of the donated assets as to time or purpose restrictions.

Contributions subject to donor restrictions are recognized in changes in net assets with donor restrictions. When a purpose restriction is satisfied or when a time restriction expires, the contribution is reported as net assets released from restrictions and is recognized in changes in net assets without donor restrictions in the statement of activities.

### ***Revenue Recognition***

#### *Per-Pupil Revenue*

The School recognizes revenues from per-pupil funding in the fiscal year in which the academic programs are provided. Per-pupil revenue is billed and received based on the total number of full-time equivalent (FTE) students and the basic charter school tuition rate for the school district of residence of the students attending the School in any given fiscal year for general education and special education. The FTE is formula-driven and based on the number of days the student has been with the School as a proportion of the number of days in the entire school year (the calculation is done by using the New York State calculator online). The School's total student population includes general education and special education students. The School has determined that revenue from its students has the same performance obligations, types of contract, and services rendered. As a result, the student body is viewed as one customer base for revenue purposes. The School uses a portfolio approach to account for per-pupil contracts as a collective group rather than recognizing revenue on an individual-contract basis. The School believes that revenue recognized by utilizing the portfolio approach approximates the revenue that would have been recognized if an individual contract approach were used.

Per-pupil invoicing is managed on a bi-monthly basis to the funding source (local school district). Billing is a function of student enrollment for the upcoming fiscal year, which is the basis for the first two invoices per-pupil due June 1st and July 31st, which is a projection. Subsequent invoices are due bi-monthly. With the implementation of an automated-invoicing process through a dedicated website, the submission of each invoice is done online. After the year is complete, the School submits the FTE per-pupil reconciliation, listing every student who attended any part of the year, and the FTE each represents. Based on this final count, it calculates how much should have been paid to the School and included in the reconciliation will be any amounts due from the funding source included in grants and other receivables on the statement of financial position at year end, or any amounts payable to the funding source included as a liability on the statement of financial position at year end, as amounts are tried up to actual based on actual numbers submitted at year end.

Additional funding is also provided to support special education services. All students who are identified to need special education services or settings have an Individualized Education Program ("IEP"), formalized for his or her unique needs. Based on this IEP, the student is categorized into one of three levels of service: 0-20% service, 20-60% service, or 60% or more service required and provided by the School. For a student receiving less than 20% in services, no additional funding is received. For a student receiving services between 20% and 60% and 60% or more services of the school day, additional funding per FTE is received. Billing for this support is incorporated into the per-pupil invoices and is also settled in the same FTE per-pupil reconciliation process.

# VOICE Charter School

## Notes to Financial Statements

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As the students receive the benefit of these services simultaneously as the School is providing them, the School recognizes per-pupil revenue from these services over time. The School believes that this method provides a reasonable depiction of the transfer of services over the term of the performance obligation based on the services needed to satisfy the obligation. Generally, performance obligations satisfied over time relate to students receiving academic or school services. The School measures the performance obligation from admission or enrollment into the School to the point when the student is discharged or the end of the school year where it is no longer required to provide services to the student, which is generally at the time of discharge or the completion of the school year. All of these services are bundled and considered a single-performance obligation, and as such, the School accounts for these bundled-performance obligations under state and local per pupil operating revenue in the statement of activities and recognizes the per-pupil revenue over time.

### *Government Grants*

Revenue from federal, state, and local government grants and contracts is recognized by the School when qualifying expenditures are incurred and billable to the government, or when required services have been provided.

### *Contract Assets and Contract Liabilities*

In accordance with Financial Accounting Standards Board (“FASB”) Accounting Standards Codification (ASC) 606, contract assets are to be recognized when an entity has the right to receive consideration in exchange for goods or services that have been transferred to a customer when that right is conditional on something other than the passage of time. The School does not recognize contract assets, as the right to receive consideration is unconditional in accordance with the passage of time criteria. Also, in accordance with ASC 606, contract liabilities are to be recognized when an entity is obligated to transfer goods or services for which consideration has already been received. The School does not receive consideration prior to the transfer of goods or services and, therefore, does not recognize contract liabilities.

### *Contributions of Nonfinancial Assets*

The School may receive contributed services that are an integral part of its operations. Such services are only recorded as contributions of nonfinancial assets, at their fair value, provided the services create or enhance nonfinancial assets, require specified skills provided by individuals possessing those skills, and typically need to be purchased, if not provided by donation.

The School receives donated space from the New York City Department of Education (“NYCDOE”) that it shares with a New York City public school (Note 5). The donated space will be used for operating, general and administrative activities. In valuing the donated space, which is located in Long Island City, New York, the School estimated the fair value on the basis of the cost per square foot that is currently being paid for a similar space in Long Island City’s real estate market.

### *Property and Equipment*

Property and equipment are stated at cost and are depreciated on the straight-line method over the estimated useful lives of the assets. Leasehold improvements are amortized over the lesser of the useful life of the asset or the lease term. The School has established a \$5,000 threshold above which assets are capitalized. Property and equipment acquired with certain government contract

# VOICE Charter School

## Notes to Financial Statements

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funds is recorded as expenses pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized, based on the established threshold. Construction in progress is not depreciated until it is placed into service.

### ***Impairment***

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2022 and 2021.

### ***Deferred Rent***

In accordance with U.S. GAAP, rent expense is recognized on a straight-line basis over the life of the lease, including future scheduled escalations of rent, rather than in accordance with lease payments. Deferred rent represents the adjustment to future rents as a result of using the straight-line method.

### ***Functional Allocation of Expenses***

The costs of providing programs and other activities have been summarized on a functional basis and by natural classification in the accompanying statement of activities. Accordingly, certain costs have been allocated among the respective programs and activities according to the functional categories, as follows:

Program Services - This category represents expenses related to general education and special education for certain students requiring additional attention and guidance. The underlying allocation basis used is salary expense.

Management and General - This category represents expenses related to the overall administration and operation of the School that are not specific to any program services or development. The underlying allocation basis used is salary expense.

### ***Income Taxes***

The School is exempt from federal, state and local income taxes under Section 501(c)(3) of the Internal Revenue Code (the "IRC") and, therefore, has made no provision for income taxes in the accompanying financial statements. In addition, the School has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the IRC. There was no unrelated business income for the years ended June 30, 2022 and 2021.

Under U.S. GAAP, an organization must recognize the tax benefit associated with tax positions taken for tax-return purposes when it is more likely than not that the position will not be sustained upon examination by taking a taxing authority. The School does not believe it has taken any material uncertain tax positions and, accordingly, it has not recorded any liability for unrecognized tax benefits. The School is subject to routine audits by a taxing authority. As of June 30, 2022 and 2021, the School was not subject to any examination by a taxing authority.

# VOICE Charter School

## Notes to Financial Statements

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### ***Investments***

Investments are recorded at fair value based upon quoted market prices. Investment return includes dividends, interest, and realized and unrealized gains and losses on investments carried at fair value. Investment return is recorded as income without donor restrictions in the statements of activities.

### ***Fair Value Measurements and Fair Value - Definition and Hierarchy***

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Accounting standards establish a fair value hierarchy for inputs used in measuring fair value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring the most observable units be used when available. Observable inputs are those that market participants would use in pricing the asset or liability based on market data obtained from sources independent of the School. Unobservable inputs reflect the School's assumptions about inputs used by market participants at the measurement date. The fair value hierarchy is categorized into three levels based on inputs as follows:

Level 1 - Valuation based on quoted prices in active markets for identical assets or liabilities that the School has the ability to access.

Level 2 - Valuation based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

Level 3 - Valuation based on inputs that are unobservable and significant to the overall fair value measurement.

### ***Recently Adopted Accounting Pronouncements***

#### ***Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets***

In September 2020, the FASB issued Accounting Standards Update ("ASU") 2020-07, Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets (Topic 958). The update requires not-for-profits to present contributed nonfinancial assets as a separate line item on the statement of activities, and to disclose information regarding each type of contributed nonfinancial assets. The update is effective for financial statements issued for fiscal years beginning after June 15, 2021. The School adopted this ASU as of July 1, 2021. The adoption of this ASU did not have a material impact on the financial statements. See note 5 for additional information

**VOICE Charter School**  
**Notes to Financial Statements**

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Issued but not yet Adopted Accounting Pronouncements

Lease Accounting

In February 2016, the FASB issued ASU 2016-02, Leases, which will require lessees to recognize a lease liability, which is a lessee’s obligation to make lease payments arising from a lease, measured on a discounted basis; and a right-of-use asset, which is an asset that represents the lessee’s right to use, or control the use of, a specified asset for the lease term. The FASB also issued ASU 2020-05, which deferred the effective date for the School until annual periods beginning after December 15, 2021. The School is currently evaluating the impact of the adoption of ASU 2016-02.

**3. Liquidity and Availability of Resources**

The School maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. The School’s management meets monthly to address projected cash flows to meet its operational expenditures. In addition, the School invests excess cash in U.S. Government Securities and a money market fund, which are highly liquid investments.

The School’s financial assets available within one year of the statements of financial position date for general expenditures are as follows:

<i>Years ending June 30,</i>	<b>2022</b>	<b>2021</b>
Cash and cash equivalents	\$2,319,495	\$ 4,021,802
Cash - restricted	70,000	70,000
Grants and other receivables	1,157,219	403,443
Investments	1,374,332	1,428,287
<b>Total Financial Assets</b>	<b>4,921,046</b>	<b>5,923,532</b>
Less: amounts unavailable for general expenditures within one year due to:		
Restricted by contract	(70,000)	(70,000)
<b>Total Financial Assets Available to Management for General Expenditures within One Year</b>	<b>\$4,851,046</b>	<b>\$ 5,853,532</b>

**VOICE Charter School**  
**Notes to Financial Statements**

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**4. Investments**

***Determination of Fair Values***

The valuation methodologies used to determine the fair values of assets and liabilities under the “exit price” notion reflect market-participant objectives and are based on the application of the fair value hierarchy that prioritizes observable market inputs over unobservable inputs. The School measures the fair values of the U.S. Government Securities based on quoted market prices.

The preceding method may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair value. Furthermore, although the School believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The School's investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risks associated with these investments, it is at least reasonably possible that changes in the values of these investments will occur in the near term and that such changes could materially affect the amounts reported in the statements of financial position and the statements of activities.

The following tables present by level, within the fair value hierarchy, the School's investments at fair value as of June 30, 2022 and 2021. As required by fair value measurement accounting standards, investments are classified in their entirety based upon the lowest level of input that is significant to the fair value measurement.

	Fair Value on a Recurring Basis	Quoted Market Prices in Active Market for Identical Assets (Level 1)	Other Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<i>June 30, 2022</i>				
<b>U.S. Government Securities</b>	<b>\$ 1,374,332</b>	<b>\$ 1,374,332</b>	<b>\$ -</b>	<b>\$ -</b>

	Fair Value on a Recurring Basis	Quoted Market Prices in Active Market for Identical Assets (Level 1)	Other Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<i>June 30, 2021</i>				
<b>U.S. Government Securities</b>	<b>\$ 1,428,287</b>	<b>\$ 1,428,287</b>	<b>\$ -</b>	<b>\$ -</b>

**VOICE Charter School**  
**Notes to Financial Statements**

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The aggregate cost basis, gross unrealized gains and losses, and fair market value of the investments at June 30, 2022 and 2021, are as follows:

<i>June 30, 2022</i>	Cost	Gross Unrealized Gains	Gross Unrealized Losses	Fair Value
<b>U.S. Government Securities</b>	<b>\$ 1,455,943</b>	<b>\$ -</b>	<b>\$ (81,611)</b>	<b>\$ 1,374,332</b>

<i>June 30, 2021</i>	Cost	Gross Unrealized Gains	Gross Unrealized Losses	Fair Value
<b>U.S. Government Securities</b>	<b>\$ 1,451,040</b>	<b>\$ -</b>	<b>\$ (22,753)</b>	<b>\$ 1,428,287</b>

The components of the activity of the School's U.S. Government Securities consist of the following:

<i>June 30,</i>	2022	2021
Investments, beginning of year	1,428,287	\$ 1,617,343
Purchase of investments	828,797	586,791
Sale of investments	(835,000)	(745,000)
Realized gain on investments	-	3,012
Unrealized loss on investments reported at fair value	(47,752)	(33,859)
<b>Investments, end of year</b>	<b>\$ 1,374,332</b>	<b>\$ 1,428,287</b>

The School's U.S. Government Securities are scheduled to mature on various dates between September 2022 and December 2023.

### **5. Agreement with School Facility**

The School shares space with P.S. 111 Jacob Blackwell, A New York City public school, located at 37-15 13<sup>th</sup> Street, Queens, New York 11101. As part of the New York City Chancellor's Charter School Initiative, the NYCDOE has provided this space to the School at no charge. The services provided by the NYCDOE to the charter school, such as rent, utilities, custodial services, maintenance, and safety services are also provided at no cost.

The School is using a relative valuation model to measure the fair value of the donated space. The NYCDOE has not provided a value for the space and there is no lease or agreement in place. In applying the valuation model, significant inputs include the total square footage of space occupied by the School. Based on such assumptions, the School applies a relative cost per square foot calculated using current lease terms from their similar facility in Long Island City.

# VOICE Charter School

## Notes to Financial Statements

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The School occupies approximately 8,830 square feet at this location. The value of the space and related utilities and services allocated to the School calculated by applying the relative valuation model is not significant and, therefore, is not recorded in the financial statements.

### 6. Property and Equipment

Property and equipment consist of the following:

<i>June 30,</i>	<b>2022</b>	2021	Estimated Useful Lives
Furniture and fixtures	\$ 542,442	\$ 542,442	7 years
Musical instruments	6,610	6,610	3 years
Computers	320,004	320,004	3 years
Software	35,425	35,425	3 years
			Lesser of the useful life of the asset or the lease term
Leasehold improvements	<b>3,479,144</b>	3,267,784	
	<b>4,383,625</b>	4,172,265	
Less: Accumulated depreciation and amortization	<b>(2,347,792)</b>	(2,073,100)	
<b>Total Property &amp; Equipment, net</b>	<b>\$2,035,833</b>	\$ 2,099,165	

Depreciation and amortization expense for the years ended June 30, 2022 and 2021 was \$274,692 and \$289,518, respectively.

### 7. Construction in Progress

The School is undergoing construction at its St. Rita location in order to bring the building up to code and receive a new certificate of occupancy from the City due to the expansion of the School. The School operates on a work-order basis and has not entered into any long-term contracts. At June 30, 2022 and 2021, construction in progress was \$293,786 and \$356,483, respectively.

At June 30, 2022, the projects have been substantially completed. The School will place the remaining construction in progress into service upon receipt of the certificate of occupancy from the City.

### 8. Paycheck Protection Program

In May 2020, the School received loan proceeds in the amount of \$1,883,624 (the “PPP Loan”), under the Paycheck Protection Program (“PPP”). The PPP was established as part of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”) which was enacted March 27, 2020. The PPP Loan, which was in the form of a promissory note, dated May 2, 2020, issued by the School, originally matured on May 2, 2022, and bore interest at a rate of 1.0% per annum.

The CARES Act and the PPP provide a mechanism for forgiveness of up to the full amount borrowed. The amount of the loan proceeds eligible for forgiveness is based on a formula that takes into account a number of factors, including the amount of loans proceeds used by the School during the

# VOICE Charter School

## Notes to Financial Statements

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24-week period after the loan origination for certain eligible purposes including payroll costs, interest on certain mortgage obligations, rent payments on certain leases, and certain qualified utility payments, provided that at least 60% of the loan amount is used for eligible payroll costs; the employer maintaining or rehiring employees and maintaining salaries at certain levels; and other factors. Subject to other requirements and limitations on loan forgiveness, only loan proceeds spent on payroll and other eligible costs during a covered eight-week or twenty-four-week period qualify for forgiveness. Any forgiveness of the PPP loan is subject to approval by the Small Business Administration.

On December 21, 2020, the School received notification from the Small Business Administration that the School’s forgiveness application of the PPP Loan and accrued interest was approved in full, and the School has no further obligations related to the PPP Loan. Accordingly, the School recorded a forgiveness of debt of the PPP Loan in the accompanying statements of activities at June 30, 2021.

### 9. Pension Plan

The School participates in the Teachers' Retirement System of the City of New York (“TRS” or the “Plan”), which covers principals and teachers. Employees enrolled in the Plan are required to contribute up to 6% depending on when they enrolled in the Plan. Employees become vested in the School’s contribution to the Plan after ten years of service. The School’s contribution is a rate based on actuarial assumptions and methods. During the years ended June 30, 2022 and 2021, the School used a rate of 10.07% and 11.78%, respectively.

For the years ended June 30, 2022 and 2021, the School incurred pension expense of \$608,622 and \$898,405, respectively, which is included in retirement benefits in the accompanying statements of functional expenses.

Accounting standards require employers participating in multiemployer plans to provide detailed quantitative and qualitative disclosures for these plans. TRS, which is sponsored by the City of New York, does not impose an expiration date on participating employers. The zone status is consistent with the Pension Protection Act and is for the Plan’s year-end at June 30, 2020. The zone status is based on information provided in the TRS Comprehensive Annual Financial Report, which includes information from TRS’ actuary and is certified by TRS’ auditor. Among other factors, plans in the red zone are generally less than 65 percent funded, plans in the yellow zone are less than 80 percent funded and plans in the green zone are at least 80 percent funded. TRS did not report a rehabilitation plan. Information related to the Plan is comprised of the following:

Pension Fund	Plan		Contribution	
	Month/Day End Date	Zone Status	2022	2021
Teachers' Retirement System	6/30	Yellow - As of June 30, 2021	\$ 608,622	\$ 898,405

Employees may also participate in a Tax-Deferred Annuity (“TDA”) Program, which is defined-contribution pension plan. Employees may contribute as little as 1% of their salary to the TDA Program and as much as their designated Maximum Contribution Rate. This rate is based on their salary and the allowable maximum contribution amount the Internal Revenue Service (“IRS”) has established for that year.

# VOICE Charter School

## Notes to Financial Statements

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In July 2014, the School opted to participate in a 403(b) Plan, which is open for salary reduction contributions to all employees of the School. There is a base and match contribution given to employees who are at least 21 years of age and who have reached the minimum service requirement of at least six months of eligibility service at the School. Eligibility service is defined as service in a salaried position that does not qualify as a TRS position. The vesting period for the 403(b) Plan is based on a vesting table where it takes two years to be partially vested and six years to be fully vested. The 403(b) Plan calls for the School to make a base contribution of 3.5% of an eligible employee's salary and match 100% of an eligible employee's contribution up to 10% of their fiscal year salary. The base and matching contributions will not be offered to employees who participate in the TRS plan. The School incurred 403(b) Plan expenses of \$108,141 and \$81,069 for the years ended June 30, 2022 and 2021, respectively, which is included in retirement benefits in the accompanying statements of functional expenses.

### 10. Risk Management

The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks. The School also intends to defend its positions on these matters. As of June 30, 2022 and 2021, there are no matters for which the School believes the ultimate outcome would have a material adverse effect on the School's financial position.

The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund. The School is of the opinion that such cost disallowances, if any, will not have a material effect in the School's financial statements and will record them in the fiscal year they become known.

### 11. Concentration Risks

Financial instruments that potentially subject the School to concentrations of credit risk consist principally of cash deposits. Accounts are insured by the Federal Deposit Insurance Corporation up to \$250,000. The School has not experienced any losses in such accounts and does not believe it is exposed to any significant credit risk on its cash accounts.

The School received approximately 85% and 91% of its total revenue from per pupil funding from the NYCDOE during each of the years ended June 30, 2022 and 2021, respectively.

The School's grants and other receivables consist of two major grantors accounting for approximately 72% at June 30, 2022. The School's grants and other receivables consist of three major grantors at approximately 73% June 30, 2021.

The School's payables consist of one major vendor accounting for approximately 36% at June 30, 2022. The School's payables consist of two major vendors accounting for approximately 43% at June 30, 2021.

**VOICE Charter School**  
**Notes to Financial Statements**

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**12. Commitment and Contingencies**

The School leases facilities under two operating leases with The Roman Catholic Church of St. Rita (the “Church”) at 36-24 12<sup>th</sup> Street, Long Island City, New York 11106. In June 2011, the School entered into a lease agreement with the Church for leasing the school building and the immediately adjoining sidewalk and pavement area. The lease term is from July 1, 2011 to June 30, 2031. In November 2020, the School entered into a lease agreement with the Church for leasing a portion of the lower Church. The lease term is from December 1, 2020 to June 30, 2025. The aggregate future minimum rental lease payments are as follows:

<i>Years ending June 30,</i>	<i>Amount</i>
2023	\$ 796,175
2024	815,779
2025	835,873
2026	769,300
2027	788,532
Thereafter	3,356,252
<b>Total</b>	<b>\$ 7,361,911</b>

Rent expense and occupancy costs for the years ended June 30, 2022 and 2021 was \$767,296 and \$716,620, respectively, and is included in occupancy and facility costs on the statements of functional expenses.

On December 10, 2020, the School entered into a Facilities Transition Agreement (the “Agreement”) with Growing Up Green Charter School (“GUG”), A New York not-for-profit education corporation having an address at 36-49 11<sup>th</sup> Street, Long Island City, NY 11101. The landlord of the GUG premises is the Church. The Agreement is for GUG to transfer its interest in the GUG premises to the School, so that the GUG premises can become part of the VOICE Charter School premises all under one lease between the School and the Church. The terms of the Agreement state the transfer date of GUG premises to the School is expressly conditioned upon GUG’s new facility being completed, with an anticipated delivery date of July 1, 2022. Per the Agreement, the School is obligated to pay a transition fee in the amount of \$1,000,000 for the improvements GUG made to the GUG premises. On the commencement date of the Agreement, the School paid a down payment of \$200,000 (the “down payment”) which is included in prepaid expenses and other assets in the accompanying statements of financial position at June 30, 2022 and 2021. The Down Payment is held in an escrow by GUG’s counsel. The remaining balance of the transition fee, amounting to \$800,000 is payable, and the Down Payment is to be released upon GUG vacating the GUG premises in accordance with the Agreement.

# VOICE Charter School

## Notes to Financial Statements

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The School is currently in discussion to enter into a new lease with the Church for leasing the GUG premises. The lease is for the school building, the immediately adjoining sidewalk and pavement area, another building and the associated rear play yard and has a duration of twenty years. As part of the lease agreement, the School has paid a security deposit of \$105,700 which is included in prepaid expenses and other assets in the accompanying statements of financial position at June 30, 2022 and 2021. The terms of the agreement have not yet been finalized as of the date the financial statements were available to be issued, and the School has not taken possession of the premises.

### **12. Subsequent Events**

The School's management has performed subsequent event procedures through October 27, 2022, which is the date the financial statements were available to be issued, and there were no subsequent events requiring adjustment to the financial statements or disclosures as stated herein.

## Supplementary Information

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# VOICE Charter School

## Schedule of Expenditures of Federal Awards

*Year ended June 30, 2022*

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided To Subrecipients	Total Federal Expenditures
<b>U.S. Department of Education</b>				
Passed through the New York State Education Department:				
Title I Grants to Local Education Agencies (Title I Part A of the ESEA) Supporting Effective Instruction State Grants	84.010	Not Applicable	\$ -	\$ 132,736
Student Support and Academic Enrichment Program	84.367	Not Applicable	-	23,029
Special Education Cluster (IDEA): Special Education - Grants to States (IDEA, Part B)	84.424	Not Applicable	-	10,627
Elementary and Secondary School Emergency Relief (ESSER) Fund	84.027	Not Applicable	-	131,011
American Rescue Plan - Elementary And Secondary School Emergency Relief (ARP ESSER)	84.425D	Not Applicable	-	314,819
ARP Homeless Grant	84.425U	Not Applicable	-	707,038
	81.027	Not Applicable	-	8,015
Emergency Connectivity Fund (ECF)	32.009	Not Applicable	-	159,983
<b>Total U.S. Department of Education</b>				<b>1,487,258</b>
<b>Total Expenditures of Federal Awards</b>			<b>\$ -</b>	<b>\$ 1,487,258</b>

*The accompanying notes are an integral part of this schedule.*

# VOICE Charter School

## Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2022

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### 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of VOICE Charter School under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the School.

### 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principals contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

### 3. Indirect Cost Rate

The School has elected to use the 10% de minimis indirect costs rate allowed under the Uniform Guidance.



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## **Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

To the Board of Trustees  
VOICE Charter School  
New York, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of VOICE Charter School (the “School”), which comprise the School’s statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2022.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School’s internal control over financial reporting (“internal control”) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the School’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and

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material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*BDO USA, LLP*

New York, New York  
October 27, 2022



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## **Independent Auditor’s Report on Compliance for Each Major Federal Program and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

To the Board of Trustees  
VOICE Charter School  
New York, New York

### **Report on Compliance for Each Major Federal Program**

#### **Opinion on Each Major Federal Program**

We have audited VOICE Charter School (the “School”) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School’s major federal programs for the year ended June 30, 2022. The School’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

#### **Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School’s compliance with the compliance requirements referred to above.

#### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School’s federal programs.

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## Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control Over Compliance

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.



Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*BDO USA, LLP*

New York, New York  
October 27, 2022

# VOICE Charter School

## Schedule of Findings and Questioned Costs Year Ended June 30, 2022

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### Section I - Summary of Auditor's Results

#### *Financial Statements*

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ Yes      X   No
- Significant deficiency(ies) identified? \_\_\_\_\_ Yes      X   None reported

Noncompliance material to financial statements noted?

\_\_\_\_\_ Yes      X   No

#### *Federal Awards*

Internal control over major federal programs:

- Material weakness(es) identified? \_\_\_\_\_ Yes      X   No
- Significant deficiency(ies) identified? \_\_\_\_\_ Yes      X   None reported

Type of auditor's report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

\_\_\_\_\_ Yes      X   No

Identification of major federal programs:

<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.425D	Elementary and Secondary School Emergency Relief (ESSER) Fund
84.425R	Coronavirus Response and Relief Supplemental Appropriations Act, 2021 - Emergency Assistance to non- Public School (CRRSA EANS) Program
84.425U	American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

\_\_\_\_\_ Yes      X   No

# VOICE Charter School

## Schedule of Findings and Questioned Costs Year Ended June 30, 2022

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### **Section II - Financial Statement Findings**

There were no findings related to the financial statements that are required to be reported in accordance with generally accepted government auditing standards.

### **Section III - Federal Award Findings and Questioned Costs**

There were no findings and questioned costs for federal awards (as defined in 2 CFR 200.516 (a)) that are required to be reported.

Citibank CBO Services 638  
P.O. Box 6201  
Sioux Falls, SD 57117-6201

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CITIBANK, N. A.

VOICE CHARTER SCHOOL OF NY  
ESCROW FOR  
C/O RICHARD GRASSEY  
107 RIVER ROAD  
SCARBOROUGH NY 10510

**Control Account:**  
[REDACTED]  
**Statement Period**  
**Oct 1 - Oct 31, 2022**

**CitiEscrow CONTROL ACCOUNT DETAIL FROM OCT 1, 2022 THRU OCT 31, 2022**

<b>CitiEscrow Control Checking</b>	
[REDACTED]	<b>Beginning Balance:</b> \$70,000.00
	<b>Ending Balance:</b> \$70,000.00

<b>Average Balance Information</b>	
Average Ledger Balance this Statement Period	70,000.00
Average Collected Balance this Statement Period	70,000.00

**CUSTOMER SERVICE INFORMATION**

<b>IF YOU HAVE QUESTIONS ON:</b>	<b>YOU CAN CALL:</b>	<b>YOU CAN WRITE:</b>
Escrow Deposit Account	877-528-0990 (For Speech and Hearing Impaired Customers Only TTY: 800-788-0002)	CitiBusiness 100 Citibank Drive San Antonio, TX 78245-9966

For change in address, call your account officer or visit your branch.

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**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Marc Cohen

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

**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

*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. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**



DocuSigned by:  
*Marc Cohen*  
C8CF366DA6E0416...

7/4/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Karen Valbrun

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice Chair 2021-2022

Academic Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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

5. 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.

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**None**

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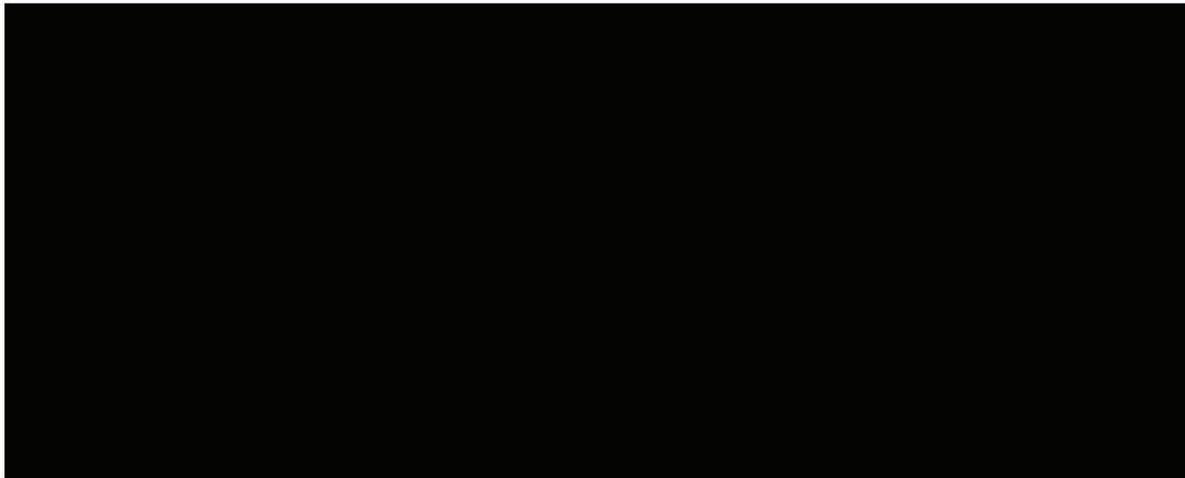
**None**

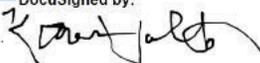
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

*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. The*



**Business Address:**



DocuSigned by:  
  
1345C947FC9E4D1...

6/29/2022

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**Signature**

**Date**

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Susheel Kurien

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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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**None**

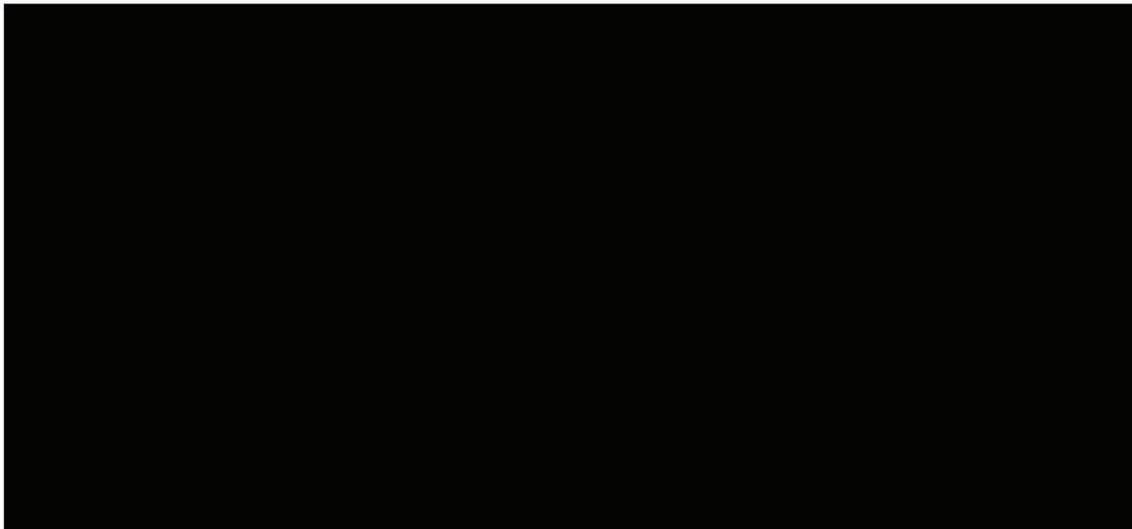
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

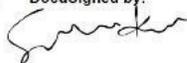
*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**



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7/13/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Casey Lamb

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

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Yes  No

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Yes  No

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**None**

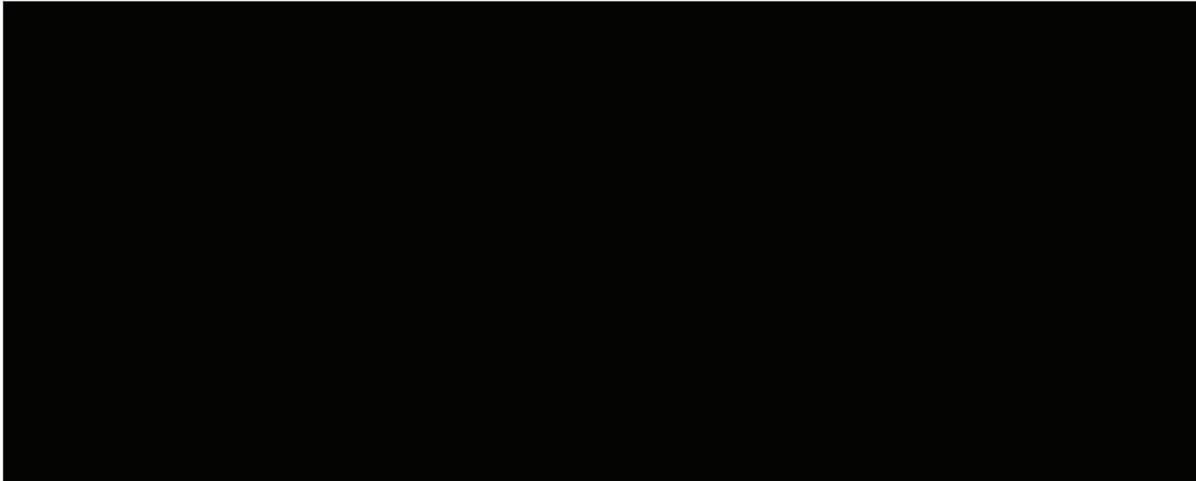
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**Business Telephone:**

\_\_\_\_\_

**Business Address:**



DocuSigned by:  
*Casey Lamb*  
C763723DD93845C...

7/5/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Sheila Durant

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

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Yes  No

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4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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Yes  No

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<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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**None**

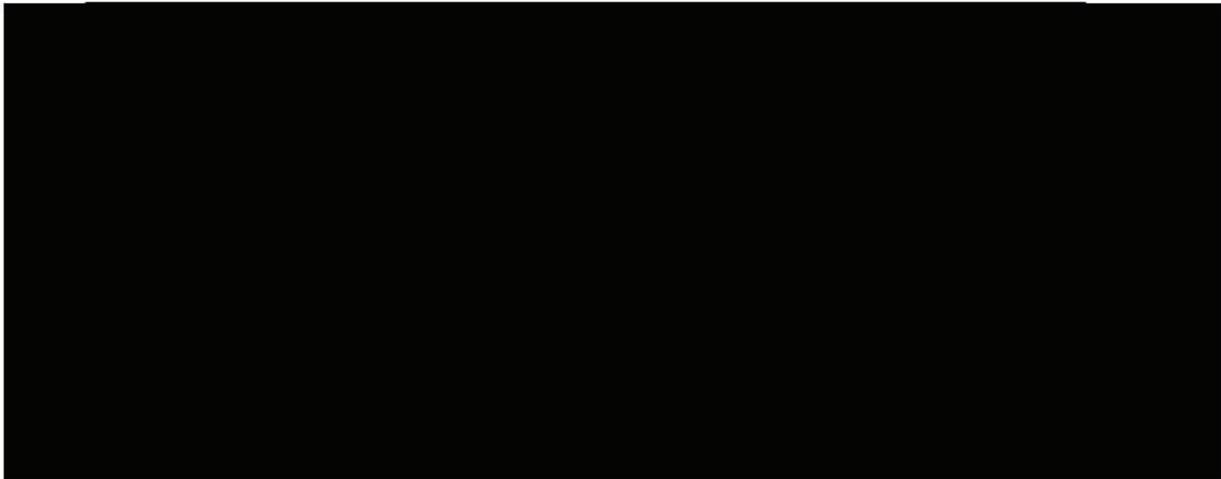
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**Business Telephone:**

\_\_\_\_\_

**Business Address:**



DocuSigned by:  
*Sheila Durant*  
889410DDF77148C...

7/14/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Christine Papania

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

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Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

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Yes  No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

**None**

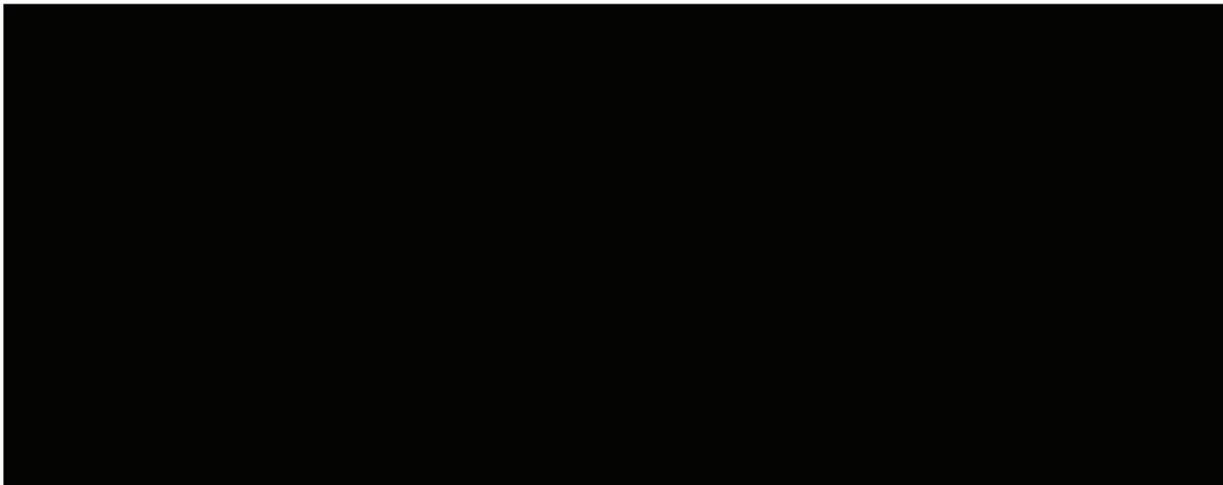
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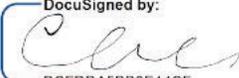
*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**



DocuSigned by:  
  
BCFDDA5BB3E14CF...

7/18/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Richard Grasse

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

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Yes  No

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

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Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

**None**

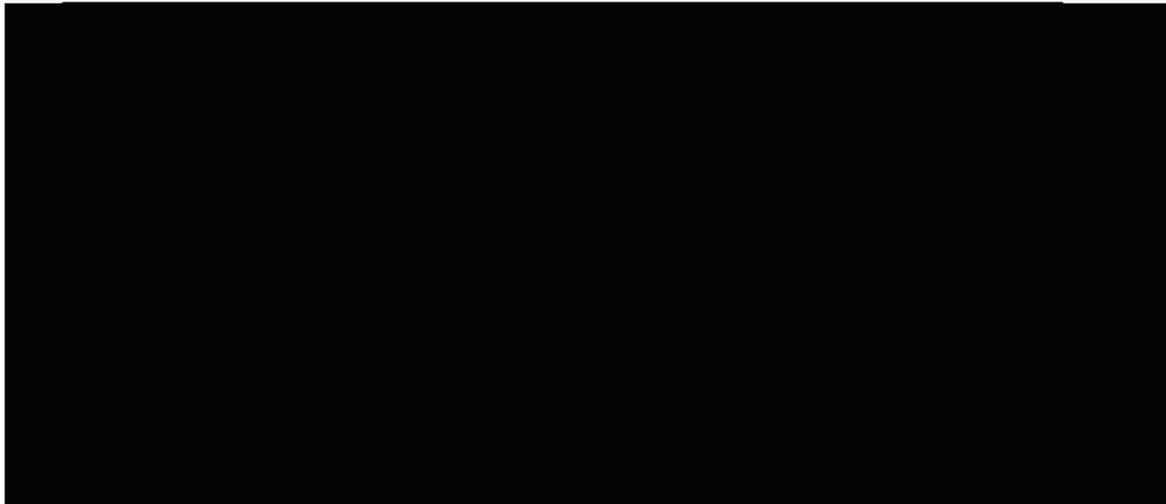
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

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**Business Telephone:**

\_\_\_\_\_

**Business Address:**



DocuSigned by:  
*Richard Grassey*  
34C833CE16044D3...

6/29/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Christopher Doyle

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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

5. 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?

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**None**

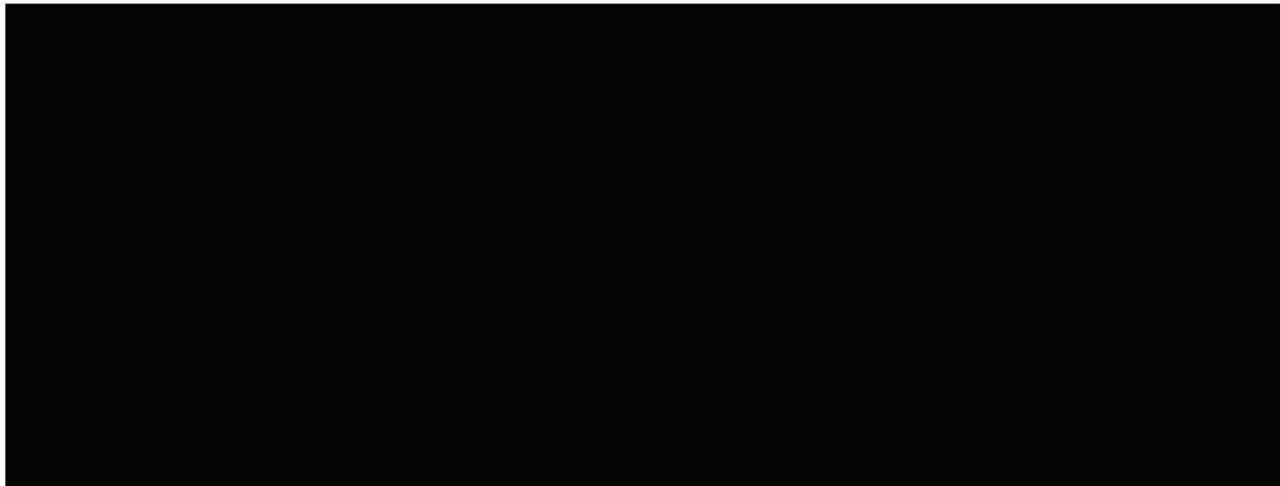
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**Business Telephone:**

\_\_\_\_\_

**Business Address:**



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*Christopher Doyle*  
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6/30/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Loraine Enlow

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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Yes  No

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**None**

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**Business Telephone:**

\_\_\_\_\_

**Business Address:**



DocuSigned by:  
*Loraine Enlow*  
9C14D3DE256B419...

6/29/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Sari Biddelman

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

Vice chair

EAC chair- but no longer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

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

5. 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

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**None**

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**None**

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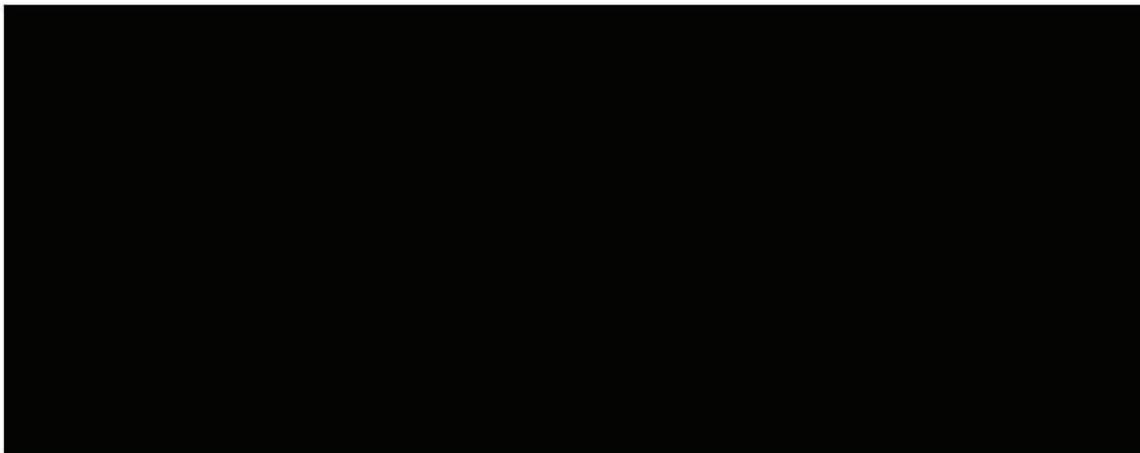
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**Business Telephone:**

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**Business Address:**

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DocuSigned by:  
*Sari Biddelman*  
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7/5/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Michael Guarini

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

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Yes  No

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Yes  No

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Yes  No

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

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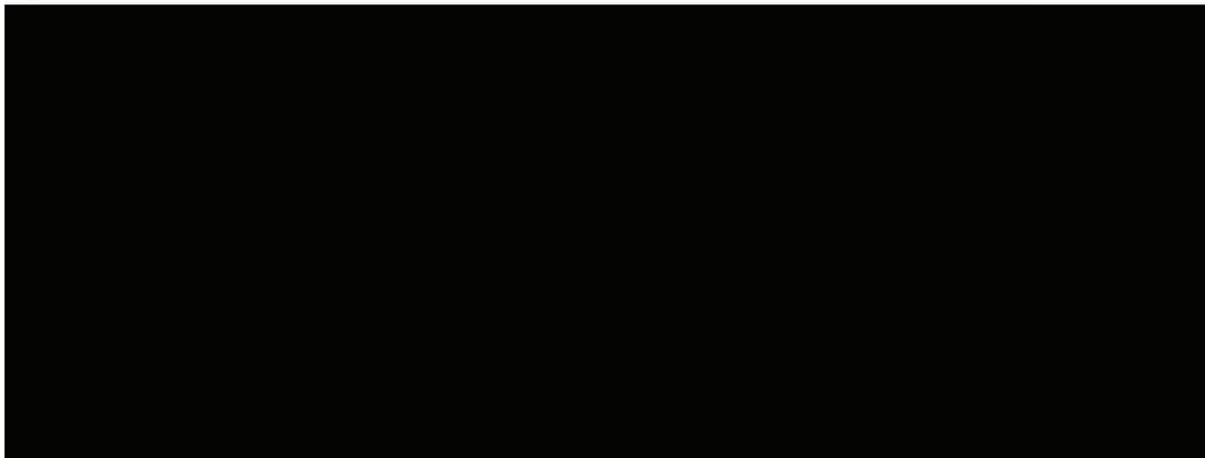
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**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_



DocuSigned by:  
*Michael Guarini*  
A719251BEBC145F...

6/29/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

michael karp

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

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Yes  No

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Yes  No

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Yes  No

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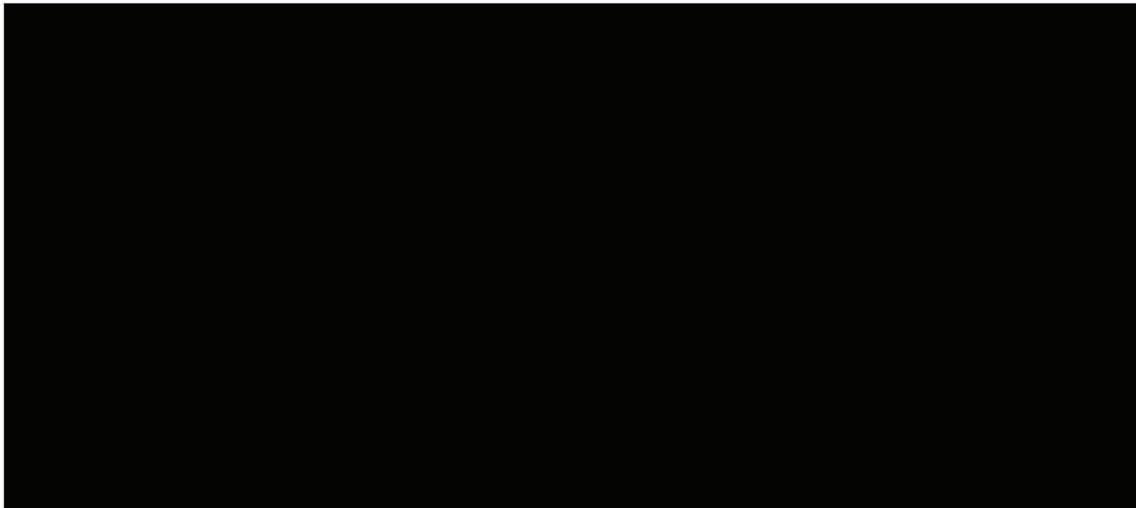
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**Business Address:**



DocuSigned by:  
*Michael Karp*  
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6/29/2022

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Robert de Luna

---

**Name of Charter School Education Corporation:**

VOICE Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

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Yes  No

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Yes  No

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Yes  No

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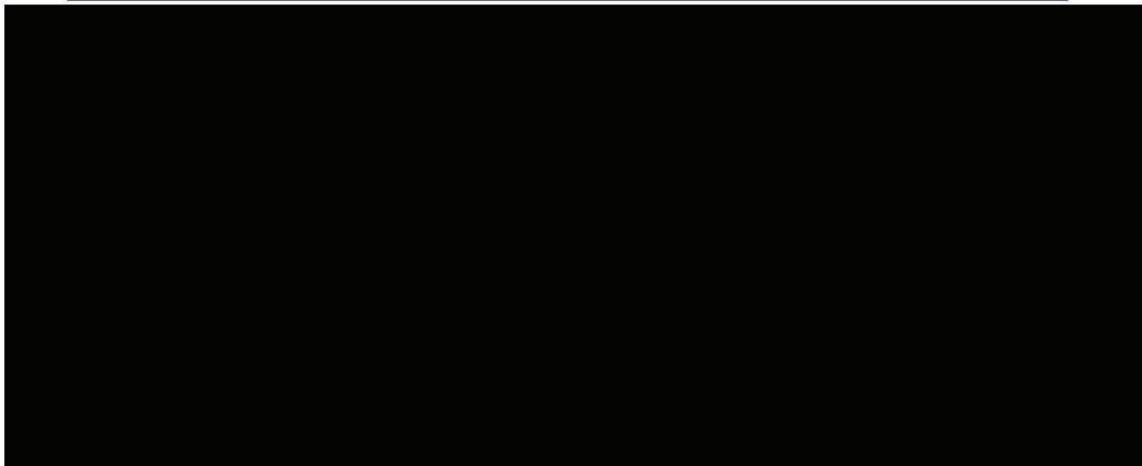
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**Business Address:**



DocuSigned by:  
*Robert de Luna*  
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7/11/2022

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



All students will learn. All students will sing.

## **VOICE Charter School of New York Minutes of July 21, 2021 Board Meeting**

- Trustees in Attendance:** Casey Lamb, Sari Biddelman (via Zoom, in a public space), Marc Cohen, Robert de Luna, Chris Doyle, Sheila Durant (non-voting, pending final DOE approval), Loraine Enlow (via Zoom), Rick Grasse (via Zoom), Michael Guarini (via Zoom), Susheel Kurien, Karen Valbrun.
- Absent Trustees:** Michael Karp.
- Other Attendees:** Patrick Ford, Franklin Headley, Ray McGarrigle, Christine Papania.
- Date and Time:** July 21, 2021, 6:33 pm to 7:25 pm
- Location:** VOICE Charter School  
36-24 12<sup>th</sup> St.  
Long Island City, NY, 11106

### **AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the meeting to order at 6:33 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the June 9 board meeting were approved.
3. Ms. Lamb introduced a draft proposal for board consideration that would mandate COVID-19 vaccination for all VOICE employees except for those eligible for a medical accommodation. Discussion ensued touching on a range of related topics, including possible expansion on the accommodation beyond medical concerns, the unpaid leave component tied to the accommodation verification process, and the timing of the policy's implementation, as well as the underlying reasons for such a policy. Following a motion duly made and seconded, the board approved the substance of the policy, and it authorized

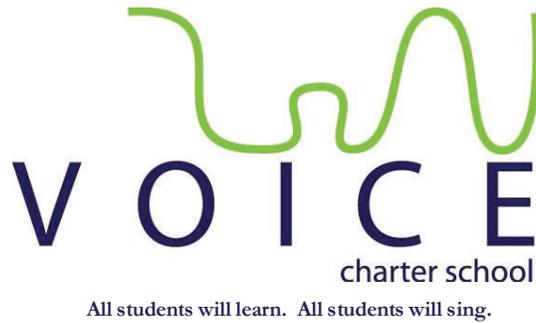


All students will learn. All students will sing.

the Executive Committee to make revisions needed to finalize the policy (when the dates of the policy's implementation, as well as the related vaccination deadline dates, are determined) and to then officially adopt the policy.

4. In his Principal's report, Mr. Headley reported on the graduation ceremony, which took place outdoors, a precedent that worked very well and would be considered for future graduation ceremonies. Board members who attended shared their observations, including noting that the students and their parents were thrilled about the event. Mr. Headley noted the positive reception for the bestowal of the Founders Award to honor the memory of Jawann Haynes, the beloved VOICE upper elementary dean who died in early 2020. He also reported that summer school was underway and going well and that many staff members were returning from the July break and participating in a leadership retreat.
5. Ms. Lamb noted that several New York City charter schools had filed a lawsuit against the city seeking reimbursement for COVID testing and that the schools that were a party to that lawsuit, and only those schools, were receiving the reimbursement they sought. Further discussion with VOICE's lawyers would be needed to determine whether VOICE should pursue a similar lawsuit.
6. On behalf of the Music Committee, Mr. Kurien reported that VOICE would not be able to bring back choral singing in September because of COVID-related distance requirements, so the music program would be offering students other music education.
7. The meeting was adjourned at 7:25 pm.

Robert de Luna, Secretary  
Approved Aug 25, 2021



## **VOICE Charter School of New York Minutes of August 25, 2021 Board Meeting**

**Trustees in Attendance:** Casey Lamb, Robert de Luna (via Zoom), Chris Doyle, Rick Grasse (via Zoom), Michael Guarini (via Zoom), Susheel Kurien, Karen Valbrun (via Zoom).

**Absent Trustees:** Sari Biddelman, Marc Cohen, Sheila Durant, Loraine Enlow, Michael Karp.

**Other Attendees:** Patrick Ford, Franklin Headley, Jordan Paul.

**Date and Time:** August 25, 2021, 6:38 pm to 7:50 pm

**Location:** VOICE Charter School  
36-24 12<sup>th</sup> St.  
Long Island City, NY, 11106

### **AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the meeting to order at 6:38 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the July 21 board meeting were approved.
3. Ms. Lamb shared highlights from the committee reports, which were shared electronically prior to the meeting.
4. On behalf of the Finance Committee, Mr. Grasse reported on the school's end-of-year finances. Revenue was higher than budgeted for the year due to above-budget enrollment and PPP loan forgiveness. Pandemic-related expenses, including technology expenditures and costs associated with the in-school participation program, were also higher than budgeted. In aggregate, the school is financially in good shape.



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5. Continuing to share highlights from committee reports, Ms. Lamb noted that the Education and Accountability Committee would review and discuss recently drafted schoolwide priorities, goals, and metrics for the 2021-22 year.
6. Ms. Lamb reported that the Music Committee would be working with Music Department faculty to discuss the ongoing pandemic's impact on music teaching and learning. Mr. Kurien added that the Music Committee has requested that a Music Department representative play a role on the leadership team.
7. Ms. Lamb reported that the new Diversity, Equity, and Inclusion Committee held its first meeting. Dr. Valbrun has volunteered to chair the committee, which will draft a charter, consider committee goals in alignment with board and schoolwide goals, and engage the board on last year's equity audit and other diversity, equity, and inclusion matters.
8. Ms. Lamb summarized updates from the HR and Talent Committee, noting that the committee would review current systems with an eye to streamlining the HR management process.
9. Ms. Lamb summarized an update from the Nominating Committee, which is currently finalizing nomination materials to formally present one candidate for board consideration. Conversations have begun with another candidate, who Mr. Kurien suggested could be a good representative of the Astoria community.
10. On behalf of the Admissions and Planning Committee, Mr. de Luna summarized the current enrollment snapshot, which shows below-target enrollment. He commented on the unique uncertainties of this time given the ongoing pandemic, particularly with the lower grades. Conversation ensued about enrollment fluctuations and predictions, demographic shifts, constraints due to building capacity, potential mitigation strategies, and budgetary consequences in the event of enrollment shortfalls. Ms. Lamb added that the board would monitor the enrollment situation closely as the school year began.
11. Mr. Headley presented the Fall 2021 COVID-19 Safety Plan. Discussion ensued around vaccinations, a contingency plan for remote instruction, the definitions of close contact, and contact tracing. After a motion duly made and seconded, the COVID-19 Safety Plan was approved, with minor edits for clarity. The plan will be posted on the school's website.
12. Ms. Lamb noted that future board meetings will take place at 4:15 pm on the dates indicated in the previously approved calendar.
13. In his Principal's report, Mr. Headley spoke about the logistical challenges of reopening the school in the absence of official state or city guidance. He expected to have more to report to the board after two upcoming town hall events with families discussing the school's

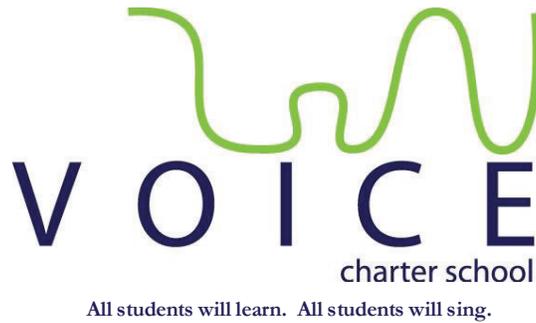


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safety plan. He then summarized a recent staff-led schoolwide professional development session on anti-racism and equity.

14. The meeting was adjourned at 7:50 pm.

Robert de Luna, Secretary  
Approved Sep 22, 2021



**VOICE Charter School of New York  
Minutes of September 22, 2021 Board Meeting**

**Trustees in Attendance:** Casey Lamb, Marc Cohen, Chris Doyle, Sheila Durant, Loraine Enlow, Rick Grasse, Michael Guarini, Michael Karp, Karen Valbrun.

**Absent Trustees:** Sari Biddelman, Robert de Luna, Susheel Kurien,

**Other Attendees:** Franklin Headley, Christine Papania, Jordan Paul.

**Date and Time:** September 22, 2021, 4:20 pm to 6:15pm

**Location:** Zoom virtual meeting

**AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

**BOARD DELIBERATIONS**

1. Ms. Lamb called the meeting to order at 4:20 pm. Mr. Doyle served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the August 25 board meeting were approved.
3. Ms. Lamb noted her recent visit to the school and encouraged others to visit.
4. In his Principal's report, Mr. Headley outlined the main challenges of returning to school this year: the complicated logistics of student bus service that the city provides; understaffing from unfilled positions, unexpected departures, and staff calling out sick out of precaution; and enrollment shortfalls. Ms. Lamb added that students and staff were happy to be together in community again. Discussion ensued around staffing, enrollment, and financial consequences.



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5. Ms. Lamb shared highlights of the committee reports that were shared electronically. She noted that the Education and Accountability Committee discussed how Kindergarteners seemed less prepared for school due to decreased participation in Pre-K.
6. On behalf of the Diversity, Equity, and Inclusion Committee, Dr. Valbrun shared the Committee's plans to examine the board's communication practices and power dynamics; to coordinate with ongoing, internal anti-racism and DEI work now that the consultant's engagement has ended; and, in collaboration with the HR and Talent Committee, to review hiring practices and staff retention with an equity lens. Dr. Valbrun highlighted resources and concepts that would be helpful in the process. She added that members of the Committee would soon do a school climate, culture, and tone walkthrough on-site.
7. On behalf of the Music Committee, Ms. Enlow reported on the Music Department's progress in music instruction despite pandemic-related barriers. They discussed current and future issues of space allocation and the desired balance between vocal versus instrumental music instruction. Ms. Lamb noted the challenge of aligning the music curriculum across the three school divisions.
8. Ms. Lamb shared that the chairs of each committee had met recently to discuss reviewing and revising committee charters and aligning committee goals with schoolwide goals. She encouraged the trustees to explore membership on other committees with fewer members if possible. Conversation ensued about the charter renewal process and aligning board goals to address gaps indicated on the renewal report.
9. At Ms. Lamb's request, Ms. Papania introduced herself formally to the board, highlighting her background and professional involvement in choral music instruction and arts administration.
10. On behalf of the Nominating Committee, Dr. Valbrun noted the Committee's recommendation to approve Christine Papania's election to the board. After a motion duly made and seconded, Ms. Papania was elected to the board pending the school's authorizer's approval or deemed approval.
11. Mr. Headley introduced the schoolwide Strategic Priorities, Goals & Metrics document for 2021-22, which was shared via email prior to the meeting. Discussion ensued on specific goals, metrics, timelines, and accountability related to the document. The board collectively expressed strong support for the Strategic Priorities, Goals and Metrics document.
12. The board went into executive session at 6:07pm to discuss a personnel matter.
13. The board came out of executive session at 6:15pm and the meeting was adjourned.



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Robert de Luna, Secretary  
Approved Oct 20, 2021



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## **VOICE Charter School of New York Minutes of October 20, 2021 Board Meeting**

- Trustees in Attendance:** Casey Lamb, Marc Cohen, Robert de Luna, Chris Doyle, Loraine Enlow, Michael Guarini, Susheel Kurien.
- Absent Trustees:** Sari Biddelman, Sheila Durant, Rick Grasse, Michael Karp, Karen Valbrun.
- Other Attendees:** Margie Amaya, Franklin Headley, Ray McGarrigle, Christine Papania, Jordan Paul, Daniel Powell.
- Date and Time:** October 20, 2021, 4:20 pm to 5:55 pm
- Location:** Zoom virtual meeting

### **AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the meeting to order at 4:20 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb introduced guest speakers Ms. Amaya, her children and VOICE students Isabel and Jason, and VOICE middle school social studies teacher Mr. Powell. The guests spoke about why they joined VOICE and what they appreciate most about the school, including its receptivity to parent input, its personalized communications with families, its commitment to helping students of all abilities, and its flexibility in working with parents around various challenges. The guests also shared what they might like to see change, including growing the school so that students could continue with VOICE through high school. Conversation ensued about the preparedness of VOICE students for high school and ways to better engage parents in school activities.
3. In his Principal's report, Mr. Headley noted the active work of several board committees. He summarized the major and persistent problems of the bus service supporting the school's families at the outset of this school year. Other challenges have included student

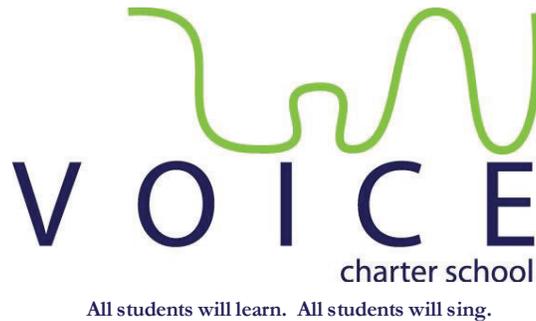


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enrollment, which is lower than budgeted; open staff positions, which have been difficult to fill; and the greater need for additional supports by some students. The impact of the enrollment shortfall on the school's budget was also discussed.

4. Ms. Lamb distributed a survey form electronically for board members to complete.
5. After a motion duly made and seconded, the minutes of the September board meeting were approved.
6. Ms. Lamb shared highlights of recent committee work. She reported on this year's audit work by the Audit Committee, academic data that the Education Accountability Committee shared, and the Music Committee's recommendation to include music faculty at the leadership level of the school. She added that the Diversity, Equity, and Inclusion Committee membership had arranged to meet with the school's staff Diversity, Equity, and Inclusion working group. She summarized that the HR & Talent Committee was looking at creating a stronger music team leadership role and updating policies to increase assistant-level staff retention.
7. On behalf of the Admissions and Planning Committee, Mr. de Luna summarized the probable reasons for the enrollment shortfall, as well as various strategies underway to recruit additional students for the current year and beyond. Conversation touched on demographic changes in the school's district and the scope of the problem, which is affecting other district and charter schools as well.
8. In response to Mr. Kurien's concerns about pandemic-related student learning loss, Ms. Lamb explained the Education Accountability Committee's activities in that area.
9. The board went into executive session at 5:53 pm to discuss a personnel matter.
10. The board came out of executive session at 5:55 pm, and the meeting was adjourned.

Robert de Luna, Secretary  
Approved Nov 17, 2021



**VOICE Charter School of New York  
Minutes of November 17, 2021 Board Meeting**

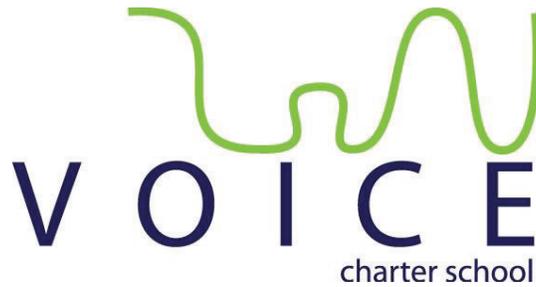
- Trustees in Attendance:** Casey Lamb, Marc Cohen, Robert de Luna, Chris Doyle, Sheila Durant, Rick Grasse, Michael Karp, Susheel Kurien, Christine Papania.
- Absent Trustees:** Sari Biddelman, Loraine Enlow, Michael Guarini, Karen Valbrun.
- Other Attendees:** Franklin Headley, Ray McGarrigle, Jordan Paul.
- Date and Time:** November 17, 2021, 5:02 pm to 6:12 pm
- Location:** Zoom virtual meeting

**AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

**BOARD DELIBERATIONS**

1. The board delayed its scheduled 4:15 start for an executive session to discuss a personnel matter.
2. Ms. Lamb called the board meeting to order at 5:02 pm. Mr. de Luna served as meeting secretary.
3. After a motion duly made and seconded, the minutes of the October 20 board meeting were approved.
4. Ms. Lamb summarized highlights of recent committee work. On October's finance update, she noted the financial impact of current enrollment, which is lower than budgeted. She reported on academic data discussed by the Education Accountability Committee, noting lower student performance than recorded at this point last year due to the pandemic, as well as actions undertaken to mitigate these deficits. Discussion ensued around historical trends in math and ELA performance, the pandemic's impact on learning in different content areas, and state testing. Mr. Karp noted the potential impact of staff morale on student achievement. Ms. Lamb completed her committee summary with the HR & Talent



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Committee, which will discuss staff survey results and entry-level staff turnover during the next meeting.

5. In his Principal's report, Mr. Headley summarized the school's response to COVID cases and the protocols in place to minimize transmission and disruptions. Despite the turmoil caused by these cases, student morale is high.
6. Ms. Lamb noted that the charter renewal process would be starting in the coming months, with completion planned by the spring of 2023. Discussion ensued on the details of that process.
7. Mr. Headley reported that the lease for additional space has been signed.
8. Ms. Lamb discussed efforts to increase parental involvement in a number of ways, including at town halls.
9. Ms. Lamb noted that Mr. Headley's evaluation is expected to be ready by the next board meeting..
10. On behalf of the Admissions and Planning Committee, Mr. de Luna led a discussion about current enrollment numbers, which show a small increase from last month but are still well below budget. He summarized the efforts to increase student enrollment, which include plans to engage a firm that specializes in marketing for student recruitment by charter schools. Discussion ensued on marketing efforts, social media, the VOICE staffing in these areas, and the long-term financial consequences of under-enrollment.
11. The meeting was adjourned at 6:12 pm.

Robert de Luna, Secretary  
Approved Dec 15, 2021



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## **VOICE Charter School of New York Minutes of December 15, 2021 Board Meeting**

**Trustees in Attendance:** Casey Lamb, Sari Biddelman, Marc Cohen, Robert de Luna, Sheila Durant, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien,

**Absent Trustees:** Chris Doyle, Loraine Enlow, Christine Papania, Karen Valbrun.

**Other Attendees:** Margie Amaya, Aniko Domokos, Ray McGarrigle, Brenda O'Connor, Jordan Paul.

**Date and Time:** December 15, 2021, 4:17 pm to 6:15 pm

**Location:** Zoom virtual meeting

### **AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:17 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the November 17 board meeting were approved.
3. Ms. Lamb welcomed to the meeting two VOICE parents, Ms. Amaya and Ms. Domokos, who shared reflections about how the school year is going and how parents are feeling. Ms. Amaya also updated the board on newly resumed Parent Association meetings, including plans for elections. Topics of interest at the most recent Parent Association meeting were bussing issues and classroom closures related to the pandemic.
4. In Mr. Headley's absence, Ms. Lamb provided a joint President's and Principal's report. She reported on a revised high school admissions timeline, potential changes to the COVID-19 safety plan to enable in-person staff meetings, and school-based vaccine clinics



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for students. She added that student enrollment remains below target, but new student admissions have negated recent losses through attrition. With the recent engagement of recruitment and marketing consultants, she is hopeful that the student enrollment shortfall will not continue after this year. Given temporary pandemic-related closures of certain grades and activity around vaccination clinics, Ms. Lamb noted that the assessment calendar has been somewhat interrupted, but that fewer interruptions would occur as more students got vaccinated. Ms. Lamb added that Mr. Paul would be leaving in January and thanked him for his service to the board and to VOICE.

5. On behalf of the Finance Committee, Mr. McGarrigle presented the November financials, noting no significant changes from previous months. The primary concern continues to be a revenue shortfall from under-enrollment. Conversation ensued about the enrollment shortfall, the extent to which other schools are experiencing similar shortfalls, and related financial consequences for future plans. Ms. Lamb and Mr. de Luna shared that VOICE's challenges with enrollment are consistent with many other schools' experiences; a number of families have moved away from the city or district, while others appear to be withholding their children from school due to health and safety concerns.
6. On behalf of the Admissions and Planning Committee, Mr. de Luna noted significant movement in enrollment in the past month—much higher churn than usual—with an equal number of newly enrolled and departed students. Conversation ensued around the long-term trajectory of the coronavirus, the possibility of reduced student enrollment beyond this school year, the related impact on the budget, and potential actions the school can take. Ms. Amaya added her impressions about how parents feel sending children to school during the current pandemic. Conversation ensued around after-school programming for elementary grades.
7. Ms. Lamb summarized updates from board committees, which had been shared electronically prior to the meeting. She noted that the DEI Committee had met with representatives from the staff DEI group, which is working on a draft vision statement to be presented in the coming months. The board DEI Committee began drafting its charter. The Music Committee began working on its charter as well. She noted that the Nominating Committee had not met but communicated about finding leads for new candidates through the school consultant Scott Crowley.
8. On behalf of the Education Accountability Committee, Ms. Lamb presented student assessment data with comparisons to previous years and national averages. She noted that student proficiency levels are lower than we'd like in both math and ELA, but not surprisingly so, given the impact of the pandemic on instructional time and continuity. She noted differences in the data resulting from two recently administered assessments. She



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added that school staff have been strategizing about addressing gaps in learning and that school leadership has been discussing academic alignment across school divisions.

9. On behalf of the HR and Talent Committee, Ms. O'Connor shared results from this year's Pulse Survey of all staff. Given the ongoing pandemic, the response rate and the positivity of the responses were encouragingly high, meeting or exceeding all but one target. Conversation ensued around the wording of specific questions, the rationale for choosing the targets, segmenting the data by demographics, communication and discrepancies among divisions, and actions to be taken based on the data. Ms. Durant and Ms. Lamb shared their thoughts about the incoming chancellor and how his policies could transform education and the charter sector in New York City.
10. The board went into executive session at 5:34pm to discuss a personnel matter.
11. The meeting was adjourned at 6:15 pm.

Robert de Luna, Secretary  
Approved Jan 19, 2022



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## **VOICE Charter School of New York Minutes of January 19, 2022 Board Meeting**

**Trustees in Attendance:** Casey Lamb, Sari Biddelman, Marc Cohen, Chris Doyle, Robert de Luna, Rick Grasse, Michael Guarini, Michael Karp, Christine Papania.

**Absent Trustees:** Sheila Durant, Loraine Enlow, Susheel Kurien, Karen Valbrun.

**Other Attendees:** Nora Clancy, Patrick Ford, Franklin Headley, Stephany Lin, Ray McGarrigle.

**Date and Time:** January 19, 2021, 4:18 pm to 5:55 pm

**Location:** Zoom virtual meeting

### **AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

### **BOARD DELIBERATIONS**

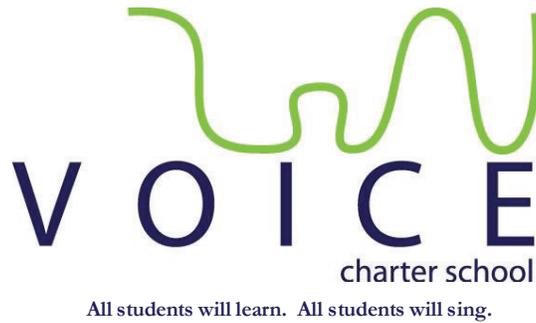
1. Ms. Lamb called the board meeting to order at 4:18 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb welcomed Stephany Lin, an Astoria-based architect who, because of her interest in education, is eager to learn more about VOICE.
3. Ms. Lamb introduced Nora Clancy of Pasek Consulting, who provided an overview of the timeline and steps involved in the charter renewal process. VOICE's upcoming renewal will conclude in 2023. Ms. Clancy discussed a survey that board members would receive as part of the process, and she expects an initial draft of the renewal document would be shared in April or May. The related discussion touched on challenges raised by COVID, how public hearings may be different, and a preliminary assessment of VOICE's prospects.
4. After a motion duly made and seconded, the minutes of the December 15 board meeting were approved.



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5. In his Principal's report, Mr. Headley reported that he had recently held two town hall meetings for parents, at which the topic of remote instruction due to the COVID Omicron variant was discussed. Virtually all parents agreed that remote instruction for the first two weeks of the new year was prudent, while at the second meeting the parents were more split on whether an additional week of remote instruction was needed. As a compromise, it was agreed that in-person instruction would restart on January 20. Mr. Headley also discussed bringing in an outside firm to test students and all employees. He noted that student attendance remained significantly higher than DOE rates during the remote instruction period.
6. On behalf of the Finance Committee, Mr. McGarrigle presented the December financials, noting a continuation of previously reported trends, most notably, a budget shortfall tied to lower student enrollment than originally budgeted.
7. On behalf of the Education Accountability Committee, Ms. Lamb reported on the challenges to gathering performance data from grades 3 through 5 due to several periods of COVID-related remote instruction.
8. Ms. Lamb shared a summary of the meetings of the other board committees, including noting that the Music Committee was developing its charter, the DEI Committee continues to work closely with their VOICE staff counterparts, the HR and Talent Committee shared recommendations on how to better retain more of our teaching assistants, and the Nominating Committee is in the early stages of vetting two board candidates.
9. On behalf of the Admissions and Planning Committee, Ms Lamb and Mr. de Luna noted that significant enrollment churn continues, but the school continues to add students as fast as they exit, keeping enrollment stable. Mr. de Luna reported that work continues with our new marketing consultant, focused on recruiting for both this year and next.
10. The board went into executive session at 5:27 pm to discuss a personnel matter. No action was taken.
11. The meeting was adjourned at 5:55 pm.

Robert de Luna, Secretary  
Approved Feb 16, 2022



**VOICE Charter School of New York  
Minutes of February 16, 2022, Board Meeting**

**Trustees in Attendance:** Casey Lamb, Sari Biddelman, Marc Cohen, Chris Doyle, Robert de Luna, Sheila Durant, Rick Grasse, Susheel Kurien, Michael Karp, Christine Papania, Karen Valbrun.

**Absent Trustees:** Loraine Enlow, Michael Guarini.

**Other Attendees:** Patrick Ford, Robert Gunther, Franklin Headley, Ray McGarrigle.

**Date and Time:** February 16, 2021, 4:15 pm to 6:00 pm

**Location:** Zoom virtual meeting

**AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

**BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:15 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb introduced and welcomed Robert Gunther, a parent of a current VOICE first grader.
3. After a minor correction and a motion duly made and seconded, the minutes of the January 19 board meeting were approved.
4. Ms. Lamb shared that she would be unavailable for the scheduled April board meeting and asked for thoughts on whether that meeting should be rescheduled.
5. Ms. Lamb shared her observations on her most recent visit to the school, which included a kindergarten lesson about the impact of color on heat absorption and a fifth grade lesson on civil rights. She noted high attendance and great engagement. She encouraged other board members to visit the school soon.



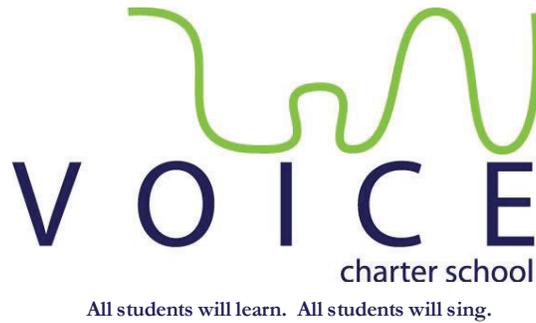
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6. In his Principal's report, Mr. Headley discussed upcoming changes to COVID health policies, including masking policy. He reported that the school has been slowly resuming more in-person activities, such as allowing visitors in the building and spectators at basketball games; soon, in-person parent-teacher conferences will be offered as an alternative to the ongoing Zoom option. He then discussed the pros and cons of possibly opening a pre-K in the future, which is becoming a growing factor in parents' selection of a school for their children. He also discussed the weariness felt among staff and students regarding the pandemic and provided an update on vaccination clinics.
7. Ms. Lamb reminded board members who haven't already completed the emailed board survey to do so.
8. On behalf of the Admissions and Planning Committee, Mr. de Luna discussed the enrollment situation, including an uptick in new student enrollment for the current year and an early look at the application numbers for next year. Discussion ensued about VOICE efforts to counter declining applications.
9. On behalf of the Finance Committee, Mr. McGarrigle presented the January financials, noting no substantial change to the budget shortfall pattern tied to below-budgeted enrollment and special ed billing. Discussion ensued about how we are dealing with the current shortfalls, as well as the implications for next year.
10. Ms. Lamb summarized the meetings of several board committees, including the Education Accountability Committee, which is reviewing middle school student survey results, the DEI Committee, which is looking at representation at the board and committee level, and the HR and Talent Committee, which has been looking into assistant turnover.
11. Ms. Lamb introduced the topic of board growth and direction. Mr. Doyle suggested the board consider committee consolidation. Mr. Headley reminded the board that VOICE initially began with just the Finance Committee and suggested that committees could also meet less frequently.
12. The board went into executive session at 5:31 pm to discuss real estate and personnel matters. No action was taken.
13. The meeting was adjourned at 6:00 pm.

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Robert de Luna, Secretary -- Approved March 23, 2022

36-24 12<sup>th</sup> Street, • Long Island City, New York 11106  
Phone Number: 718.361.1694 • Fax Number: 646.537.1703  
Email: [info@voicecharterschool.org](mailto:info@voicecharterschool.org) • Webpage: [www.voicecharterschool.org](http://www.voicecharterschool.org)



**VOICE Charter School of New York  
Minutes of March 23, 2022, Board Meeting**

**Trustees in Attendance:** Casey Lamb, Sari Biddelman (via Zoom), Marc Cohen, Robert de Luna, Chris Doyle (via Zoom), Sheila Durant (via Zoom), Rick Grasse (via Zoom), Michael Guarini, Michael Karp (via Zoom), Susheel Kurien, Christine Papania, Karen Valbrun.

**Absent Trustees:** Loraine Enlow.

**Other Attendees:** Patricia Davis, Diana DiCocco, Franklin Headley, Ray McGarrigle, Juan Vasquez.

**Date and Time:** March 23, 2022, 4:17 pm to 6:15 pm

**Location:** VOICE Charter School, 36-24 12<sup>th</sup> Street, Long Island City, and via Zoom

**AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

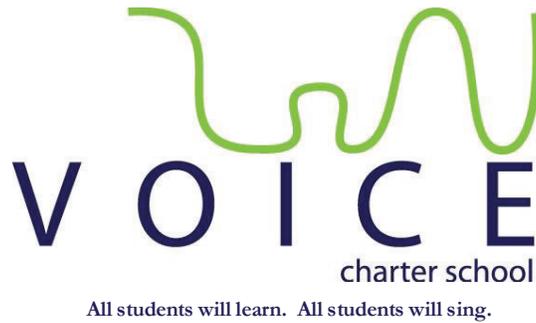
**BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:17 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb introduced Patricia Davis, a newly elected Parent Association co-chair and parent of a VOICE fifth-grade student.
3. Ms. Lamb shared a document with the meeting norms used by other organizations and asked board members to reflect on the content as it relates to today's board meeting.
4. After a motion duly made and seconded, the minutes of the February 16 board meeting were approved.



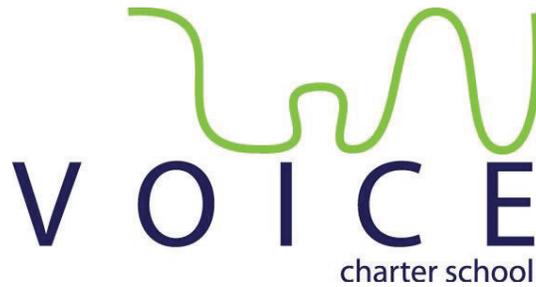
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5. Ms. Lamb reported on the visit to VOICE by New York State Regent Judith Chin, who had the opportunity to speak with teachers, students, and a parent. Ms. Durant reported that Regent Chin had observed rigorous teaching and engaged students, and Mr. Headley reported that the regent shared positive feedback about the school and its administration.
6. In his Principal's report, Mr. Headley reported on COVID developments at the school, noting that anxieties have gone down but not gone away. Wearing masks is now optional for students and staff, with about half choosing to continue to wear them. The daily health questionnaire and weekly testing continue to take place. All eighth graders are vaccinated, and middle school had the best in-person attendance for parent-teacher conferences. The restrictions around music instruction have been fully lifted; discussions about a possible June concert are ongoing, while students will also perform a production of "The Lion King." In other news, the middle school girls' basketball team won the Queens championship and was advancing to compete against other borough champions.
7. Ms. Lamb welcomed Juan Vasquez, who was recently elected to be a Parent Association co-chair, along with Ms. Davis. The co-chairs shared updates, including about bussing and upcoming Parent Association events, such as a carnival that will feature a dunking booth.
8. Ms. Lamb thanked the board for completing the recent survey, with results to be shared via email and a planned discussion at the next board meeting. Among the high-level takeaways she shared were that the board is very engaged and active, while she also noted possible opportunities for growth, including clarifying succession planning, more clearly connecting to our DEI mission and building a stronger sense of inclusion, and getting our parents and alumni more actively involved.
9. Mr. Headley introduced Diana DiCocco to the board as VOICE's new administrative coordinator.
10. Mr. Headley reported that the City Council had introduced legislation that would pay for security guards in all schools, including charters.
11. On behalf of the Finance Committee, Mr. Grasse presented the February financials, noting the importance of meeting enrollment targets in the future. He shared that the Finance Committee and Admissions and Planning Committee had met to make sure everyone had a shared understanding of where applications stand and what we hoped to achieve.
12. On behalf of the Admissions and Planning Committee, Mr. de Luna discussed revised admission estimates for next year, which included plans to add an additional sixth-grade class for next year. He shared details about ongoing churn among currently enrolled students and discussed the knowns and unknowns about next year's admission.



13. Mr. Headley reported that offer letters to teachers have been sent out, and most teachers have already signed, confirming their intent to return.
14. On behalf of the Education and Accountability Committee, Ms. Lamb shared some of the findings of Lead to Empower, an organization engaged to audit the school's structures and roles. Mr. Headley shared that he and the other school leaders were not surprised by the audit's results.
15. The board went into executive session at 5:16 pm to discuss a business proposal, personnel matters, and a student matter.
16. Following the executive session, and following a motion duly made and seconded, the board authorized the engagement of TNTP, a consultancy firm, in support of the school's efforts to align its curriculum across all grades, among other work.
17. The meeting was adjourned at 6:15 pm.

Robert de Luna, Secretary  
Minutes approved April 19, 2022



All students will learn. All students will sing.

## **VOICE Charter School of New York Minutes of April 19, 2022, Board Meeting**

- Trustees in Attendance:** Casey Lamb, Marc Cohen, Robert de Luna, Chris Doyle (via Zoom), Sheila Durant (via Zoom), Rick Grasse (via Zoom), Michael Karp (via Zoom), Susheel Kurien, Karen Valbrun (via Zoom).
- Absent Trustees:** Sari Biddelman, Loraine Enlow, Michael Guarini, Christine Papania.
- Other Attendees:** Nora Clancy, Diana DiCocco, Anjelica Hall, Franklin Headley, Kit Tollerson.
- Date and Time:** April 19, 2022, 4:22 pm to 5:52 pm
- Location:** VOICE Charter School, 36-24 12<sup>th</sup> Street, Long Island City, and via Zoom

### **AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:22 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb shared an edited version of the previously shared meeting norms and reminded board members of the school's mission and values.
3. After a motion duly made and seconded, the minutes of the March 23 board meeting were approved.
4. Ms. Lamb welcomed Nora Clancy (of Pasek Consulting), who summarized results of the recent board survey, including noting that the responses show we have an active and engaged board, excited about the work ahead.



All students will learn. All students will sing.

5. Ms. Lamb asked for volunteers for a task force to review the school's bylaws for possible updates. She also asked board members to consider attending the May 24 Department of Education Annual Comprehensive Review visit.
6. Ms. Clancy provided insights on the May 24 Department of Education Annual Comprehensive Review visit, noting that the school will receive another visit in the fall or winter as part of the charter renewal process. She also reported that we are making good progress in preparing documents for the renewal process.
7. After an introduction by Ms. Lamb, Anjelica Hall and Kit Tollerson (of TNTP) provided thoughts on the first of their three days of classroom observations and audit interviews, which have started off well. They provided an overview of their process, which includes updating the board at each phase.
8. In his Principal's report, Mr. Headley reported that VOICE's middle school girls' basketball team won the city championship, which the whole school celebrated; he was especially proud that every member of the team had scored during the playoffs. He also reported that he will be meeting next week with New York City Schools Chancellor David C. Banks at the Charter Center. The state math tests are also next week, with the ELA state tests recently completed. Ms. Durant, who has supervised ELA scoring, reported that the students are doing well. Mr. Headley provided an update on hiring, noting the high caliber of candidates who have applied; filling entry-level positions continues to be challenging because of the tight labor market.
9. Ms. Lamb reported that, in the coming months, past policy governing board meetings will resume, requiring a quorum at a physical location. The board will have some related decisions to make.
10. On behalf of the HR and Talent Committee, Ms. Lamb reported that the school's handbook is being updated to reflect the changes to employee benefits that have previously been discussed.
11. On behalf of the Music Committee, Mr. Doyle reported that the committee met to discuss defining the committee's purpose and goals, which should reflect the larger goals for the school as laid out by the board.
12. On behalf of the Admissions and Planning Committee, Mr. de Luna shared the committee's recommendation that the board designate a preference for nine kindergarten seats this year for applicants who qualify for free and reduced lunch. He reminded the board that we designate a certain number of seats each year as part of the school's efforts to make the

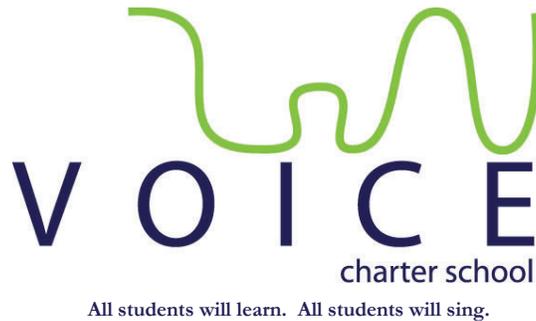


All students will learn. All students will sing.

demographics of the school match those of the community. After a motion duly made and seconded, the allocation of nine free and reduced lunch preference slots was approved.

13. Mr. de Luna reported that student enrollment for the current year increased slightly since last month. Following the recent lottery drawing for next year's applicants, invitations are already being extended, and the families who are being accepted are being walked through the registration process. VOICE staff and teachers are calling families about the application process to add a personal touch. While some families have already completed the enrollment process, the work to connect with every family will be ongoing, as will efforts to engage new families over the summer.
14. On behalf of the Finance Committee, Mr. Grasse reported that March financials continue to reflect trends observed throughout the fiscal year. He then discussed the 2023 draft budget and reported that the 990 document will be submitted next week. He noted the ongoing work with our auditors, who are close to signing off on the annual audit. He also reported that our health insurance provider has suggested an unreasonably large increase in premiums, and the committee is trying to negotiate a more reasonable rate.
15. Ms. Lamb adjourned the meeting at 5:52 pm.

Robert de Luna, Secretary  
Minutes Approved May 25, 2022



## **VOICE Charter School of New York Minutes of May 25, 2022, Board Meeting**

**Trustees in Attendance:** Casey Lamb (via Zoom), Sari Biddleman (via Zoom), Marc Cohen, Robert de Luna (via Zoom), Chris Doyle (via Zoom), Michael Guarini (via Zoom), Michael Karp (via Zoom), Susheel Kurien (via Zoom), Christine Papania (via Zoom), Karen Valbrun (via Zoom).

**Absent Trustees:** Sheila Durant, Loraine Enlow, Rick Grasse.

**Other Attendees:** Patricia Davis, Diana DiCocco, Franklin Headley, Victoria Jessie, Ray McGarrigle (via Zoom), Braceson Pennyfeather, Juan Vasquez, Moses Vasquez, Xavier Vasquez.

**Date and Time:** May 25, 2022, 4:17 pm to 6:30 pm

**Location:** VOICE Charter School, 36-24 12<sup>th</sup> Street, Long Island City, and via Zoom

### **AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:17 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb shared meeting norms and reminded board members of the school's mission and values.
3. Ms. Lamb welcomed the VOICE students and parents who were joining the meeting to share their thoughts on what is working well at VOICE and what could be improved. All expressed their appreciation for the strength of the VOICE community. The parents noted how well rounded the education is, how everything that is needed for the students is supplied, and how positive the transition was for their children from their previous schools, including greater challenges. The students shared experiences they were proud of,



All students will learn. All students will sing.

including one making the track team and participating in his first track meet, at which he finished last but was proud to have tried his best; another who was proud of improving his grades in math and was looking forward to the concerts; and another who was doing “pretty well” with geometry and was enjoying third grade, especially math, PE, lunch, and recess.

4. Ms. Jessie, a middle school music teacher at VOICE, spoke about the challenges the many COVID disruptions placed on the music curriculum, how music class differed this year, and the possibilities open for next year. She also talked about the success of the students’ recent performance of “The Lion King Jr.”
5. The succeeding discussion, involving the students, parents, board members, and Ms. Jessie, touched on a range of topics, including music theory and teaching a range of music genres, whether there are expectations of parental fundraising, and the amount of homework for students, as well as more memorable stories from the students.
6. After a motion duly made and seconded, the minutes of the April 19 board meeting were approved.
7. On behalf of the Admissions and Planning Committee, Mr. de Luna reviewed the most recent enrollment numbers for the current year and admission numbers for next year. Next year’s additional sixth grade class appears to be filling nicely, but admissions in kindergarten and first grade are lagging. He shared his opinion that VOICE will need to seriously consider adding pre-k classes in the near future to generate robust kindergarten classes, which feed the other grades. The ensuing discussion touched on a range of related concerns, including the need for the board to learn more to make informed decisions about pre-k. Ms. Lamb suggested using July’s meeting as a space to discuss this further.
8. On behalf of the Finance Committee, Mr. McGarrigle provided a finance update. As has been the case throughout the fiscal year, below-budget enrollment has created an income shortfall. Income for special needs services is also tracking lower than budgeted. Looking to next year, he noted there will be a special meeting for the budget on June 1 to which all are welcome.
9. Mr. McGarrigle reminded the board that the lease for the new building has been signed, and rent will start being paid in July 2023. The board proposed to look at the lease again to figure out a construction timeline.
10. On behalf of the HR and Talent Committee, Mr. Karp discussed the challenges of staff turnover and filling teacher positions. He also shared that teachers and staff continue to struggle due to COVID. Ensuing discussion touched on the work of our consultant TNTP,



All students will learn. All students will sing.

which may help; some successes in addressing assistant teachers' concerns; and the new transition teams that have been put into place to help new leaders.

11. Ms. Lamb provided an update on the work of TNTP, which recently reviewed the results from the gap analysis. She encouraged board members on the TNTP task force to introduce relevant TNTP developments in their other committee work.
12. Ms. Lamb shared pictures from the Parade of Nations event and highlighted the sense of community it generates. Mr. Headley added that events like this are one of the important features that students love about VOICE. He added that VOICE has several upcoming events, including the spring concerts, the carnival, and the eighth-grade prom and graduation. The overnight field trip for eighth graders is also returning; they will go to Philadelphia.
13. Ms. Lamb reminded the board that in-person quorum will be required starting in June. She proposed having a social gathering after the next board meeting. In the interim, the executive committee will meet to adopt a formal resolution for board meetings moving forward.
14. Mr. Cohen asked how the school was speaking with students about the tragic shooting in Uvalde, Texas. Mr. Headley responded that staff members were prepared to address the difficult subject with their classes, in age-appropriate ways, the following morning. He touched on related staff anxieties and the delicate balance between creating a space to talk about such a tragedy and avoiding the projection of internalized anxieties on the students.
15. Ms. Lamb encouraged the board to attend one of the upcoming school events or visit the school on another day. She also reminded the board there will be a number of important business items at the next meeting, including budget approval, approval of handbook changes, and election of board officers.
16. The board went into executive session at 6:18 pm to discuss a personnel matter. No action was taken.
17. Ms. Lamb adjourned the meeting at 6:30 pm.

Robert de Luna, Secretary  
Approved June 22, 2022



All students will learn. All students will sing.

## **VOICE Charter School of New York Minutes of June 22, 2022, Board Meeting**

**Trustees in Attendance:** Casey Lamb (via Zoom), Sari Biddelman, Marc Cohen, Robert de Luna, Chris Doyle, Michael Guarini (via Zoom), Michael Karp (via Zoom), Susheel Kurien, Christine Papania (via Zoom), Karen Valbrun, Loraine Enlow (via Zoom).

**Absent Trustees:** Sheila Durant, Rick Grassey.

**Other Attendees:** Diana DiCocco, Patrick Ford, Franklin Headley, Ray McGarrigle (via Zoom).

**Date and Time:** June 22, 2022, 4:34 pm to 6:45 pm

**Location:** VOICE Charter School, 36-24 12<sup>th</sup> Street, Long Island City, and via Zoom

### **AGENDA ITEMS**

1. Approval of Board of Trustee Meeting Minutes
2. Committees and Task Forces
3. Old Business
4. New Business

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:34 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb reported on VOICE's public hearing held before the board meeting to discuss the government extension of its allowance for boards to meet via Zoom or other remote systems until July 14. Mr. Ford then shared resolution options for the board's consideration to define permissible use for future board member virtual participation, including on-camera requirements and reasons to allow for Zoom participation. After a motion duly made and seconded, a resolution for virtual board meeting participation was approved.
3. Ms. Lamb shared meeting norms and reminded board members of the school's mission and values.



All students will learn. All students will sing.

4. After a motion duly made and seconded, the minutes of the May 25 board meeting were approved.
5. On behalf of the Admissions and Planning Committee, Mr. de Luna reviewed the most recent enrollment numbers for the current year and admission numbers for next year. For the current year, six students have joined VOICE in the past month, while two students have departed. He noted that three of the new students were former VOICE students who had left VOICE to try another school but were happy to return to VOICE. He added that enrollment has grown throughout the school year, and we are ending at the year's peak. For next year, he reported that we have 200 new students in various stages of the application process, which puts us above enrollment targets in grades 4 through 8 and below targets in grades K through 3. If nearly all of those 200 students complete enrollment and start in the fall, we would exceed our overall enrollment targets.
6. In response to a question about why families who leave VOICE decide to return, Mr. Headley mentioned the pandemic caused a lot of families to move around. While reasons vary, some families chose to try out-of-district schools, and then came back. It also depends on the time of year, since bussing tends to be an issue in the beginning of the year, but not so much later in the year.
7. On behalf of the Finance Committee, Mr. McGarrigle provided a financial update. As has been the case throughout the fiscal year, below-budget enrollment has caused the school to run a deficit, but the school is still in good financial standing. The committee has drafted a budget for next year, with enrollment assumptions being the biggest variable. Mr. McGarrigle shared the draft, which the board then discussed. When asked about wiggle room in the budget, Mr. McGarrigle explained that most of the costs are fixed once the number of classes is decided, so there's not a lot of opportunity to change things. Discussions about the rising costs of health insurance and the school's participation in TRS followed, and it was agreed that now is not the time to consider changing the compensation schedule or benefits package. After a motion duly made and seconded, the VOICE fiscal year 2023 budget was approved.
8. On behalf of the HR and Talent Committee, Mr. Karp expressed concerns about staff morale and challenges in recruitment; Ms. Lamb encouraged board members to use their networks to share and circulate VOICE job postings to assist in recruitment efforts. He also reported that the school's Diversity, Equity, and Inclusion Committee has been active and productive, the two school director vacancies have been filled, and the school's work with the consultant TNTP continues as VOICE considers organizational and operational restructuring.



All students will learn. All students will sing.

9. The board reviewed recommended changes to VOICE's employee handbook. After a motion duly made and seconded, the changes to the employee handbook were approved.
10. On behalf of the Music Committee, Mr. Kurien shared feedback on recent conversations about the school's music program involving Parent Association Co-Chair Juan Vasquez and VOICE music teacher Annie Schulenburg. Mr. Kurien was pleased about the healthy communications between parents and teachers that such dialogue represents.
11. Mr. Cohen shared his recent discussions with the Parent Association Co-Chairs about ways to get more parents engaged and involved.
12. On behalf of the board's Diversity, Equity, and Inclusion Committee, Dr. Valbrun shared that the committee had not met this month, and the ensuing discussion about the focus of the committee led to the conclusion that the board will need to think more this summer about how best to honor VOICE's commitment to diversity, equity, and inclusion at the board level.
13. On behalf of the Nominating Committee, Mr. de Luna reported that the terms of four board members—Ms. Lamb, Ms. Biddelman, Dr. Valbrun, and Mr. de Luna—were ending, and all four welcomed the opportunity to accept another three-year term if the board wished to reelect them. After a motion duly made and seconded, Ms. Lamb, Ms. Biddelman, Dr. Valbrun, and Mr. de Luna were all reelected.
14. On behalf of the Nominating Committee, Mr. de Luna reported that four candidates had been nominated for next year's board officer positions Ms. Lamb was nominated as Chair, Ms. Biddelman as Vice Chair, Mr. Cohen as Treasurer, and Mr. de Luna as Secretary. After a motion duly made and seconded, the slate was approved.
15. The board acknowledged and applauded the work Ms. Lamb and Dr. Valbrun did this past year as President and Vice President.
16. Mr. Headley presented the proposed school calendar for school year 2022-2023, After a motion duly made and seconded, the school calendar was approved. The board calendar for next year was also shared and discussed.
17. Ms. Lamb reviewed the Gap Analysis prepared by the consultant TNTP, noting that design workshops will be conducted in July to determine the timing of some of the proposed changes. The work of TNTP will conclude in August, and an implementation plan will be developed internally, with board support, moving forward.



All students will learn. All students will sing.

18. Ms. Lamb expressed her interest in making the July 20 board meeting a working session, focused on reviewing and making changes to the school's bylaws and learning about the possibility of starting a Pre-K.
19. In his Principal's report, Mr. Headley shared updates on the end-of-year events, including the concerts, the Parade of Nations, the 8<sup>th</sup> Grade Prom, and the Carnival. Despite staff anxieties about pulling together these events, they were all successful and brought great joy to all involved. In particular, he underscored that students have often said it's events like these that are why they love VOICE. He reminded the board that graduation is tomorrow.
20. The board went into executive session at 6:23 pm to discuss a personnel matter. As a result of the executive session discussion, an offer letter was prepared to be extended to Mr. Headley. After a motion duly made and seconded, the offer letter was approved.
21. Ms. Lamb adjourned the meeting at 6:45 pm.

Robert de Luna, Secretary  
Approved July 17, 2022



## 2022-2023 School Calendar

## VOICE Charter School

	Mon	Tue	Wed	Thu	Fri
Aug 2022	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
Sep 2022	29	30	31	1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
Latin American Heritage	26	27	28	29	30
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
Oct 2022	24	25	26	27	28
	31	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
Nov 2022	21	22	23	24	25
	28	29	30	1	2
	5	6	7	8	9
	12	13	14	15	16
Dec 2022	19	20	21	22	23
	26	27	28	29	30
	2	3	4	5	6
	9	10	11	12	13
Jan 2023	16	17	18	19	20
	23	24	25	26	27
	30	31	1	2	3
	6	7	8	9	10
Feb 2023	13	14	15	16	17
	20	21	22	23	24
	27	28	1	2	3
	6	7	8	9	10
Mar 2023	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
	3	4	5	6	7
Apr 2023	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	1	2	3	4	5
May 2023	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31	1	2
Jun 2023	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Holidays & Notes	
Dean start date	Aug 3, 2022
Conclusion of Summer School	Aug 19, 2022
New teacher/existing teacher start dates	Aug 18 /Aug 23
Classroom Assistant Start Date	Aug 25, 2022
Labor Day - No Instruction	Sep 5, 2022
First Day of Instruction	Sep 6, 2022
First day of bus service	Sep 12, 2022
Indigenous People Day - No Instruction	Oct 10, 2022
Half day PD w/bus	Oct 13, 2022
ELA IA #1	Nov 2-3, 2022
Veterans Day / No Instruction	Nov 11, 2022
Fall Conference Day (half day w/bus)	Nov 22, 2022
Thanksgiving Break - No Instruction	Nov 23 - 27, 2022
MATH IA #1	Dec 7-8, 2022
New Year's Break	Dec 26 to Jan 8, 2023
MLK Day - No Instruction	Jan 16, 2023
ELA IA #2	Jan 25-26, 2023
Half day PD w/bus	Jan 30, 2023
Mid Winter Break	Feb 20 to 26 , 2023
Half day PD w/bus	Mar 2, 2023
MATH IA #2	Mar 7-8, 2023
Spring Conference Day (w/bus)	Mar 17, 2023
Full Day PD w/Asynchronous learning	Apr 6, 2023
Spring Break	April 7 to 16
NYS ELA Tests	Apr 19-21, 2023
NYS Math Test	May 2-4, 2023
Memorial Day - No Instruction	May 29, 2023
Half Day PD w/bus	Jun 2, 2023
Juneteenth - No Instruction	Jun 19, 2023
Last Day of Instruction (half day w/bus)	Jun 23, 2023
End of School PD	Jun 26 to 27, 2023

180 full and half days of school

<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Regular Instruction Day
<span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Summer School Day
<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Half Days (counted)
<span style="background-color: #ffcccc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Day off
<span style="background-color: #e0e0ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Full Day PD
<span style="background-color: #ffe0cc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Office staff only

Blue text indicates day with modified instruction schedule

Green text day indicates assessment or test day

Red Text indicates holidays

Calendar Date June 22, 2022

Ver 2.7

**NONPUBLIC FIRE AND BUILDING SAFETY REPORT**

Per NYS Education Law 807-A(1) All school buildings containing classroom, dormitory, laboratory, physical education, dining or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for hazards which may endanger the lives of students, teachers and employees therein and for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

NONPUBLIC SCHOOL BEDS CODE#

3	4	3	0	0	0	8	6	0	9	3	2
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School Name

V	O	I	C	E		C	H	A	R	T	E	R		S	C	H	O	O	L							
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Facility/Building Name

S	T	.	R	I	T	A	'	S		B	U	I	L	D	I	N	G										
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Street Address (NO PO Box Numbers)

3	6	-	2	4		1	2	T	H		S	t	r	e	e	t											
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City/Town/Village

Zip Code

L	O	N	G		I	S	L	A	N	D		C	I	T	Y												
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Name of Municipality Responsible for Local Code Enforcement

F	D	N	Y		C	I	T	Y		O	F		N	E	W	Y	O	R	K								
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**INSTRUCTIONS**

- Read the “*Manual for Nonpublic School Facility - Fire & Building Safety Inspections*” prior to inspecting the facility and complete a separate report for each facility/building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II:**
  - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet – Must be completed for facilities with electrically operated partitions per Regulations of the Commissioner 155.25
  - Items 09A-2 through 26 on the Non-Conformance Report Sheet – Must be completed for all facilities per 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.
- **Part III (A, B, C & D) Certifications** -To be completed by individuals as indicated.

A copy of this form must be kept on file at the school for three years and must be available for public review.

**Part I: General Information and Fire/Life Safety History** (complete annually)

Inspection Date

09/16/2021

**Note: Please insert the date the actual inspection took place.**

*Inspections shall be performed between July 1<sup>st</sup> and December 1<sup>st</sup> of the current school year.*

1. Please indicate the primary use of this facility:

STUDENT INSTRUCTION

OTHER STUDENT USE

Please Specify:

2. Is there a fire sprinkler system in this facility?

YES  NO

If 'yes', is the sprinkler alarm connected with the building alarm?

YES  NO

3. Is there a fire hydrant system for facility protection?

YES  NO

If YES, indicate ownership of system (select one):

\_\_\_\_\_ public owned  
\_\_\_\_\_ school owned  
\_\_\_\_\_ other (please specify)

4. Indicate the ownership of this facility

LEASED

OWNED

5. What is the current gross Square footage of this facility?

  
(to the nearest whole ten feet)

6. Fire and Emergency Drills

a. Per Section 807, paragraph 2 of the New York State Education Law entitled Fire and Emergency Drills, confirm that a copy of Section 807 has been printed and distributed as guidance to teaching staff as required  YES \_\_\_\_\_ NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1<sup>st</sup> and June 30<sup>th</sup> of the previous school year:

**FIRE & EMERGENCY DRILLS**

NOTE Eight (8) are required between September 1, and December 31  
Eight (8) drills are required to be evacuation drills.  
Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	COVID - School Closed		
2			
3			
4			
5			
6			
7			
8			
9	# School opened Sept 9, 2021 drills will begin this month		
10			
11			
12			

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

COVID Closure From 3/16/20 to Sept. 9, 2021

d. Average time to evacuate this facility was: 03 minutes 25 seconds

e. Confirm that arson and fire prevention instruction was provided in accordance with Section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson and fire prevention; injury prevention and life safety for each month that school is in session.

\_\_\_\_\_ YES COVID 19  NO

f. Confirm that employee fire prevention, evacuation and fire safety training was provided and records maintained are being maintained in accordance with Section F406 of the NYS Fire Code

YES \_\_\_\_\_ NO

7. Have there been any fires in this facility since the last annual fire safety inspection report?

\_\_\_\_\_ YES  NO

- a. If YES, indicate: — total number of fires
- b. — total number of injuries



**Part II: Nonpublic School Fire & Building Safety Non-Conformance Report Sheet**

School Name VOICE Charter School Building Name St. Rita's Building

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			14A-2			20A-1		
08B-2			14B-2			20B-1		
08C-2			14C-2			20C-1		
08D-2			14D-1			21A-3	X	
08E-2			14E-1			22A-3		
09A-2			15A-2	X		22B-3		
09B-2			15B-1			22C-3		
09C-1			15C-2			23A-1		
09D-1			15D-2			23B-1		
09E-2			15E-1			23C-1		
09F-2			16A-2			23D-2		
09G-2			16B-2			24A-3		
10A-2			16C-2			25A-1		
10B-2			16D-2			25B-1		
10C-1			17A-3	X		25C-1		
10D-1			17B-2			26A-3		
11A-2			17C-2					
11B-1			17D-2					
11C-2			17E-1					
11D-2			17F-3					
11E-1			17G-1					
12A-1			17H-2	X				
12B-3			17I-2					
12C-2			17J-1					
12D-2			17K-1					
12E-1			17L-1					
12F-1			18A-2					
12G-1			18B-2					
12H-1			18C-2					
12I-1			18D-2					
12J-1			19A-3					
12K-1			19B-2					
12L-1			19C-1					
12M-1			19D-1					
12N-1			19E-1					
12O-2			19F-1					
13A-2			19G-1					
13B-2			19H-2					

**If any additional non-conformances are observed, check item 26A-3 and list the Code section below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**  
The inspector has been provided with a copy of the previous year's school fire safety report:

Yes X No \_\_\_\_\_

5 \*See addendum page #7 for Descriptions of deficiencies

**Part III: NonPublic School Certifications**

**All sections are required to be completed: Section III-A; III-B III-C & III-D**

**Section III-A Fire Inspection Method**

Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?

Check appropriate box or boxes

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification

For additional information regarding these methods, please see: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid certification.**

The individual noted below inspected this building on 09/16/2021 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Vincent Fiorentino Title: Fire+Life Safety Consultant

Signature: [Signature] Date: 09/16/2021

Inspector's Organization: NY Fire Consultants, 165 McBain Ave, Staten Island, NY 10314

Inspector's Telephone #: 845-270-2666 Inspector's Email: [Redacted]

Inspector's Code Enforcement Certification: [Redacted] (as assigned by the NYS Department of State)

**Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village**

Name of Local/Municipal Code Enforcement Office: FONY City of New York  
Address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Section III-D School or Building Administrator, Director, or Headmaster**

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.

Name: Patrick Ford Title: Sr Mgr of Ops

Signature: [Signature] Telephone #: 917 755 0414

Email: pford282@voicecharterschool.org

September 16, 2021

The Voce Charter School

**Addendum to Fire and Life Safety Inspection in a Non-Public school**

Deficiencies explained

**Item 21A-3 – Flammable Storage**

Flammable liquids must be removed from the building or stored in an approved cabinet. below is an example of an acceptable Flammable Liquid Storage Cabinet.



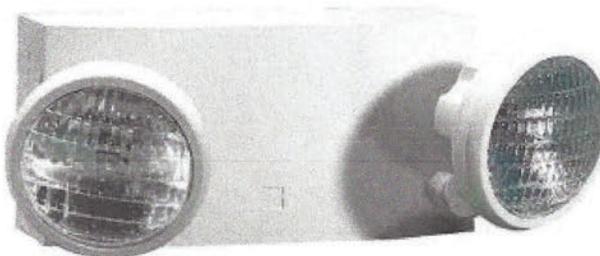
**Item 17A-3 Means of egress must be free of obstructions**

Storage carts in the south stairwell 2<sup>nd</sup>-floor landing must be removed.

**Item 17H-2 Emergency Light Fixtures**

All emergency light fixtures should have batteries checked; the emergency light fixtures must operate for 90 minutes. The following fixtures did not operate at all – near rooms 203, 207, 107  
*Code ref:*

*1006.3.1 Emergency Power Source The emergency power system shall provide power for a duration of not less than 90 minutes and shall consist of storage batteries, unit equipment or an on-site generator. The installation of the emergency power system shall be in accordance with chapter 27*



Vincent Fiorentino  
Fire and Life  
NY Fire Consultants

Safety Consultant

DEPARTMENT OF HOUSING AND BUILDINGS  
BOROUGH OF QUEENS, CITY OF NEW YORK

128 257 1224

80220

No. 9  
Date 3/12/52

**CERTIFICATE OF OCCUPANCY**

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 246 of the New York Charter, and Sections C-26-181.0 to C-26-187.0 inclusive Administrative Code 21.3.1. to 21.3.7. Building Code.)

This certificate supersedes C. O. No.

To the owner or owners of the building or premises:

THIS CERTIFIES that the new ~~WINE HOUSE~~ building premises located at  
36-24 12 Street, SW. 12 St. & 36 Avenue Block 352 Lot 9

conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued, and CERTIFIES FURTHER that, any provisions of Section 246F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.B. INDEX No.— HB 4652/50 Construction classification— Fireproof  
Occupancy classification— Public Bldg. Height 1 stories, 40'6 feet  
Date of completion— 2/15/52 Located in Manufac. Use District  
B Area 1 1/4 Height Zone at time of issuance of permit

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Circular motion to be inserted here)

**PERMISSIBLE USE AND OCCUPANCY**

STORY	ELEV. GRADE IN FEET	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Cellar	On Gr.	19		19	
Basement	100 & On Gr.	450	450	900	
Mezz.	60	160	160	320	