

Application: VOICE Charter School

Jen Pasek - jen@pasekconsulting.com
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Nov 1 2021

[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 2020-2021 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, 2021)** 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 343000860932

a1. Popular School Name

VOICE

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

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

c. DISTRICT / CSD OF LOCATION

CSD #30 - QUEENS

d. DATE OF INITIAL CHARTER

1/2008

e. DATE FIRST OPENED FOR INSTRUCTION

8/2008

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

MISSION STATEMENT

The mission of VOICE Charter School is 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.

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 | At VOICE staff and leadership believe that all students are capable of performing at high levels; and that adults are responsible for cultivating the right conditions and employing effective strategies to ensure that each student finds success. VOICE provides rigorous instruction and practice in all subjects, including the arts, to equip students with the habits and skills necessary to enter competitive high schools and eventually pursue high-level work in the area of their choice. Despite limited resources in our area, we believe in offering a pedagogy of choice rather than one of poverty. |
| KDE 2 | VOICE implements a rigorous, Common Core-aligned curriculum, utilizing Teachers College and EngageNY, to ensure that students are prepared to reach mastery in ELA and math. A spiraling curriculum in all subject areas allows students to build upon and develop skills and strategies at each level of instruction. |
| KDE 3 | Unique to VOICE is arts-infused model in which students take 5-10 arts/music classes per week. |

| | |
|--------|---|
| | <p>Rather than treating the arts as enrichment, we see these disciplines as necessary in exploring a full spectrum of modes of thinking, individual practice, group dynamics, and the world's cultural heritage. As such the arts programs at VOICE are taught with the same level of rigor, assessment, and differentiation as the core subjects.</p> |
| KDE 4 | <p>We are a Professional Learning Community. VOICE's organizational culture is one that privileges collaboration, team decision-making and peer leadership among staff. It is the responsibility of the Board and Principal to provide the necessary supports for this type of community to flourish: open communication, access to resources, professional development, opportunities for upward mobility, and a safe, joyful, student-oriented environment.</p> |
| KDE 5 | <p>A defining feature of our school is not only to engage in constant dialogue about our school values, formally and informally, among school staff, students, and parents. Regular professional development sessions and staff meetings are dedicated to teaching and learning school culture. School values concepts are integrated across subject areas and referenced often as touchstones of our school's community.</p> |
| 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 MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

810

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

692

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (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 2021-2022?

| | |
|--|--------------|
| | Yes, 2 sites |
|--|--------------|

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 | Work Phone | Alternate Phone | Email Address |
|---|------------------|--------------|-----------------|--|
| School Leader | Franklin Headley | 718-361-1694 | | fheadley@voicecharterschool.org |
| Operational Leader | Patrick Ford | 718-361-1694 | | pford@voicecharterschool.org |
| Compliance Contact | Patrick Ford | 718-361-1694 | | pford@voicecharterschool.org |
| Complaint Contact | Patrick Ford | 718-361-1694 | | pford@voicecharterschool.org |
| DASA Coordinator | Peter Cataldo | 718-361-1694 | | pcataldo@voicecharterschool.org |
| Phone Contact for After Hours Emergencies | Franklin Headley | 917-817-5276 | | fheadley@voicecharterschool.org |

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

[VOICE Certificate of Occupancy 2020 \(1\).pdf](#)

Filename: VOICE Certificate of Occupancy 2020 (1).pdf **Size:** 181.6 kB

Site 1 Fire Inspection Report

School Site 2

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 | 718-361-1694 | NYC CSD 30 | K-2 | No |

m2a. Please provide the contact information for Site 2.

| | Name | Work Phone | Alternate Phone | Email Address |
|---|------------------|--------------|-----------------|--|
| School Leader | Franklin Headley | 718-361-1694 | | fheadley@voicecharterschool.org |
| Operational Leader | Patrick Ford | 718-361-1694 | | pford@voicecharterschool.org |
| Compliance Contact | Patrick Ford | 718-361-1694 | | pford@voicecharterschool.org |
| Complaint Contact | Patrick Ford | 718-361-1694 | | pford@voicecharterschool.org |
| DASA Coordinator | Peter Cataldo | 718-361-1694 | | pcataldo@voicecharterschool.org |
| Phone Contact for After Hours Emergencies | Franklin Headley | 917-817-5276 | | fheadley@voicecharterschool.org |

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 | | Yes |

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 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 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

| | |
|-----------------|--|
| Name | Jen Pasek |
| Position | Consultant |
| Phone/Extension | 518-542-9810 |
| Email | jen@pasekconsulting.com |

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 [NYS ED 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



Signature, President of the Board of Trustees



Date

Nov 1 2021

Thank you.



Entry 3 Progress Toward Goals

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”. **Deadline is November 1, 2021.**

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

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

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2020-2021 Progress Toward Attainment of Academic Goals

| | Academic Student | Measure Used to | Goal - Met, Not | If not met, |
|--|------------------|-----------------|-----------------|-------------|
|--|------------------|-----------------|-----------------|-------------|

| | Performance Goal | Evaluate Progress Toward Attainment of Goal | Met or Unable to Assess | 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. | NYS ELA Exam | Unable to Assess | |
| 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. | NYS ELA Exam | Unable to Assess | |
| | For each year of the school's renewal charter term, the percentage of the school's students | | | |

| | | | | |
|-----------------|--|---------------|------------------|--|
| Academic Goal 3 | who score at or above Level 3 on the New York State Mathematics examination must exceed such percentage for the Community School District (CSD). | NYS Math Exam | Unable to Assess | |
| Academic Goal 4 | 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 New York City. | NYS Math Exam | Unable to Assess | |
| 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. | NYS ELA Exam | Unable to Assess | |
| Academic Goal 6 | Based on the proficiency rates on the New York State Mathematics examination, the school will demonstrate positive academic growth in each | NYS Math Exam | Unable to Assess | |

| | | | | |
|-----------------|--|--------------|------------------|--|
| | year of the charter term. | | | |
| 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 proficiency rates for that applicable population in each year of the charter term. | NYS ELA Exam | Unable to Assess | |
| Academic Goal 8 | 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. | NYS ELA Exam | Unable to Assess | |
| | Where the school has an eligible | | | |

| | | | | |
|-------------------------|---|----------------------|-------------------------|--|
| <p>Academic Goal 9</p> | <p>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.</p> | <p>NYS ELA Exam</p> | <p>Unable to Assess</p> | |
| <p>Academic Goal 10</p> | <p>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.</p> | <p>NYS Math Exam</p> | <p>Unable to Assess</p> | |

2. Do have more academic goals to add?

Yes

2020-2021 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 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 year of the charter term. | NYS Math Exam | Unable to Assess | |
| Academic Goal 12 | | | | |
| 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 2020-2021 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”.

2020-2021 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 |
|--|---|-----------------------------------|--|---|
| | Each year, the school self-reported average daily student attendance rate shall meet or | | | |

| | | | | |
|------------|--|---|------------------|--|
| Org Goal 1 | 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 | | |
| 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. | Based on BEDS Day Enrollment records, 93% of eligible students returned in 2020-21. | Unable to Assess | |
| Org Goal 3 | Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for English language learners. | VOICE SIRS Data and NYSED Enrollment Data 16% ELL students vs 20% in District 30 | Not Met | |
| | Each year, the school will meet or exceed any | VOICE SIRS Data and NYSED Enrollment Data (not including | | |

| | | | | |
|------------|--|---|-----|--|
| Org Goal 4 | applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities. | former ELLs and SWDs) Students with Disabilities comprise 19% of our enrollment, compared to 17% in the local district. | 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 economically disadvantaged students. | VOICE SIRS Data and NYSED Preliminary Enrollment Data The ED enrollment at VOICE is 83% vs 71% in local district #30. | | |
| 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. | BEDS Day Enrollment Records 90% of all eligible ELL and Former ELL students returned to VOICE in 2020-21. | Met | |
| Org Goal 7 | Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students with disabilities. | BEDS Day Enrollment Records 91% of all eligible Students with Disabilities returned to VOICE in 2020-21. | Met | |
| | Each year, the school will meet or | BEDS Day | | |

| | | | | |
|------------|--|---|------------------|--|
| Org Goal 8 | exceed any applicable student retention targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch. | Enrollment Records 93% of all eligible Students who are Economically Disadvantaged returned to VOICE in 2020-21. | Met | |
| 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 Pending | Unable to Assess | |
| | In each year of the charter term, staff will express | | | |

| | | | | |
|-------------|--|------------------------------|------------------|--|
| Org Goal 10 | <p>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 staff participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p> | NYCDOE School Survey Pending | Unable to Assess | |
| 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</p> | NYCDOE School Survey Pending | Unable to Assess | |

| | | | | |
|-------------|---|---|-----|--|
| | 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 higher. (Relevant for schools serving grades 6-12 only) | | | |
| Org Goal 12 | Each year, the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS. | BEDS Day Enrollment Records of 727 students of our approved 810 target = 90%. | Met | |
| 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

2020-2021 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 maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit. | Financial reports | Met | |
| Financial Goal 2 | Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures. | Financial reports | Met | |
| Financial Goal 3 | | | | |
| 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 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

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, 2021**. 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 protection are turned off.

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

[VOICE Charter School - Financial Statements - June 30 2021 \(1\)](#)

Filename: VOICE Charter School Financial St HEAQxEf.pdf Size: 1.8 MB

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

Completed Oct 31 2021

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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

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.

[Audited Annual Financial Report Template FY21 FINAL](#)

Filename: Audited Annual Financial Report Te oNzc7fL.xlsx Size: 84.6 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. 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^[1]
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.

[VOICE ESCROW account 3059 \(9-2021\) Redacted](#)

Filename: VOICE ESCROW account 3059 9 2021 Redacted.pdf **Size:** 142.2 kB

Entry 4d - Financial Services Contact Information

Completed Nov 1 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

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 | [REDACTED] | [REDACTED] |

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] | 12 |

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 2021-2022 Budget

Completed Nov 1 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

[VOICE Final2021-2022ARBudgetTemplate - NYSED 7](#)

Filename: VOICE Final2021 2022ARBudgetTempla OfulKhF.xlsx **Size:** 42.4 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Nov 22 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

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

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

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

governing education corporation. Note: Docusign is accepted.

[**voice bot upload v1**](#)

Filename: voice bot upload v1.pdf **Size:** 1.5 MB

[**voice bot upload v2**](#)

Filename: voice bot upload v2.pdf **Size:** 910.0 kB

[**VOICE Doyle Nov 14 print**](#)

Filename: VOICE Doyle Nov 14 print.pdf **Size:** 250.9 kB

[**Valbrun Completed on Behalf**](#)

Filename: Valbrun Completed on Behalf.pdf **Size:** 208.8 kB

Entry 7 BOT Membership Table

Completed Nov 1 2021

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.

1. 2020-2021 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) | End Date of Current Term (MM/DD) | Board Meetings Attended |
|--------------|-----------------------|-----------------------|------------------------|---------------------------------|------------------------|------------------------------------|----------------------------------|-------------------------|
| | | | | | | | | |

| | | | | | | | /YYYY) | /YYYY) | During 2020- 2021 |
|---|--------------------------|--|--------------------|---|-----|---|----------------|----------------|-------------------------|
| 1 | Casey Lamb | | Vice Chair | Educati on Advisory Commit tee | Yes | 2 | 7/1/201 9 | 6/30/20 22 | 8 |
| 2 | Robert de Luna | | Secretar y | Admissi ons & Planning Commit tee | Yes | 3 | 7/1/201 9 | 6/30/20 22 | 12 |
| 3 | Michael Karp | | Trustee/ Member | Ed & Account ability | Yes | 3 | 7/1/201 8 | 6/30/20 21 | 11 |
| 4 | Richard Grassey | | Treasure r | Finance | Yes | 3 | 7/1/201 8 | 6/30/20 21 | 10 |
| 5 | Christop her Doyle | | Trustee/ Member | Educati on Advisory Commit tee | Yes | 5 | 7/1/202 0 | 6/30/20 23 | 12 |
| 6 | Marc Cohen | | Chair | Admissi ons & Planning Commit tee, Finance Commit tee, Audit Commit tee | Yes | 5 | 07/01/2 018 | 06/30/2 021 | 12 |
| | Loraine | | Trustee/ | | | | 07/01/2 | 06/30/2 | |

| | | | | | | | | | |
|---|-----------------|--|----------------|---------|-----|---|------------|------------|-----------|
| 7 | Enlow | | Member | - | Yes | 2 | 020 | 023 | 7 |
| 8 | John Yarmick | | Trustee/Member | Finance | Yes | 2 | 07/01/2020 | 11/18/2020 | 5 or less |
| 9 | Michael Guarini | | Trustee/Member | -- | Yes | 1 | 7/1/2018 | 6/30/2021 | 12 |

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

Yes

1b. Current 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 2020-2021 |
|----|----------------|-----------------------|-----------------------|------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 10 | Karen Valbrun | | Trustee/Member | -- | Yes | 1 | 7/1/2019 | 6/30/2022 | 12 |
| 11 | Sari Biddelman | | Trustee/Member | -- | Yes | 1 | 7/1/2019 | 6/30/2022 | 12 |
| 12 | Sushel Kurien | | Trustee/Member | -- | Yes | 1 | 7/1/2019 | 6/30/2022 | 11 |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |

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, 2021 | 11 |
| b.Total Number of Members Added During 2020-2021 | 0 |
| c. Total Number of Members who Departed during 2020-2021 | 1 |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 5 |

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Nov 1 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

Entry 9 Enrollment & Retention

Completed Nov 1 2021

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

| | Describe Recruitment Efforts in 2020-2021 | Describe Recruitment Plans in 2021-2022 |
|--|--|---|
| | We recruit throughout the neighborhoods surrounding the school and in the local district, including the Jacob Riis Settlement House. The school also a preference for applicants currently in the Supplemental | |

| | | |
|-----------------------------------|--|---|
| <p>Economically Disadvantaged</p> | <p>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 a number 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. VOICE conducts 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 2020-21, our percentage of ED students exceeded the district by 12 percentage points. We are continuing all of our previous efforts to continue attracting and enrolling this population.</p> |
| <p>English Language Learners</p> | <p>The school advertises in Spanish, the language that predominates in our area. We also conduct outreach at local preschools and private daycare providers with multilingual staff. Advertising and school 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</p> | <p>Going forward, we will continue the recruitment efforts listed to the left.</p> |

| | | |
|----------------------------|--|--|
| | and contact families that they know and inform them about VOICE. | |
| Students with Disabilities | VOICE's direct mail advertising and website highlight supports for special needs students. 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. | In 2020-21, the percentage of SWD at VOICE was within one percentage point of our district. We will continue to advertise our special needs program. |

Retention Efforts Toward Meeting Targets

| | Describe Retention Efforts in 2020-2021 | Describe Retention Plans in 2021-2022 |
|----------------------------|---|---|
| Economically Disadvantaged | Student retention efforts are focused on maintaining a culture of excellent academic programs, a positive school culture, and frequent home-school communications. | To continue retaining ED students, we will implement the strategies listed to the left. In addition, we are focused on ensuring a positive experience for students as they re-enter school after the COVID-19-impacted school years of 2019-20 and 2020-21. |
| | VOICE loses more ELL classified students to former-ELL classification than it does to withdrawals. 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 | As our program to support ELLs is well-developed, we will |

| | | |
|----------------------------|--|---|
| English Language Learners | 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. | continue to implement it with fidelity. We expect that this will continue supporting retention for ELLs at VOICE. |
| Students with Disabilities | 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. | Similar to our ELLs program, our supports for SWD are robust. We will continue to ensure that SWDs are holistically supported as a strategy to support retention of this group. |

Entry 10 - Teacher and Administrator Attrition

Completed Nov 1 2021

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^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that 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.

^[1] Employees that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/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.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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 Nov 1 2021

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, 2021) | 5 |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021) | |
| Total Category A: 5 or 30% whichever is less | 5.0 |

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

| | FTE Count |
|--|------------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021) | |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021) | 2 |
| Total Category B: not to exceed 5 | 2.0 |

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

| | FTE Count |
|--|-----------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021) | |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021) | |
| Total Category C: not to exceed 5 | 0 |

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

| | FTE Count |
|------------------|-----------|
| Total Category D | 2 |

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

| | FTE Count |
|------------------|-----------|
| Total Category E | 67 |

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

| | FTE Count |
|------------------|-----------|
| Total Category F | 76 |



Thank you.

Entry 12 Organization Chart

Completed Nov 1 2021

[Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

[SY21_22 Org Chart](#)

Filename: SY21_22_Org_Chart.pdf Size: 67.9 kB

Entry 13 School Calendar

Completed Nov 1 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

VOICE 2021-22 Calendar 3

Filename: VOICE 2021 22 Calendar 3.1.pdf **Size:** 240.4 kB

Entry 14 Links to Critical Documents on School Website

Completed Nov 1 2021

Instructions

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

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

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 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 5: Authorizer-approved DASA 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. Most Recent Annual Report (i.e., 2019-20) | https://www.voicecharterschool.org/compliance |
| 2. Most recent board meeting notice, documents to be discussed at the meeting (if any) | https://www.voicecharterschool.org/compliance |
| 2a. Webcast of Board Meetings (per Governor's Executive Order) | https://www.voicecharterschool.org/compliance |
| 3. Link to NYS School Report Card | https://www.voicecharterschool.org/compliance |
| 4. Lottery Notice announcing date of lottery | https://www.voicecharterschool.org/apply-2 |
| 5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY); | https://www.voicecharterschool.org/family-handbook |
| 6. District-wide Safety Plan | https://www.voicecharterschool.org/compliance |
| 6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo) | https://www.voicecharterschool.org/family-handbook |
| 7. Authorizer-Approved FOIL Policy | https://www.voicecharterschool.org/compliance |
| 8. Subject matter list of FOIL records | https://www.voicecharterschool.org/compliance |

Thank you.





VOICE CHARTER SCHOOL

FINANCIAL STATEMENTS

JUNE 30, 2021 AND 2020

VOICE CHARTER SCHOOL

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New York, NY 10016

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements 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, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

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



Other Matter

The financial statements of VOICE Charter School as of and for the year ended June 30, 2020 were audited by MBAF CPAs, LLC ("MBAF"), whose partners and professional staff joined BDO USA, LLP as of January 16, 2021, and has subsequently ceased operations. MBAF expressed an unmodified opinion on those statements in their report dated October 16, 2020.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2021 on our consideration of VOICE Charter 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 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 VOICE Charter School's internal control over financial reporting and compliance.

BDO USA, LLP

New York, NY
October 19, 2021

VOICE CHARTER SCHOOL
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2021 AND 2020

| ASSETS | 2021 | 2020 |
|---|---------------------|---------------------|
| Cash and cash equivalents | \$ 4,021,802 | \$ 4,995,694 |
| Cash - restricted | 70,000 | 70,000 |
| Grants and other receivables | 403,443 | 396,555 |
| Investments | 1,428,287 | 1,617,343 |
| Prepaid expenses and other assets | 601,671 | 247,914 |
| Property and equipment, net | 2,099,165 | 2,361,956 |
| Construction in progress | 356,483 | 276,629 |
| TOTAL ASSETS | \$ 8,980,851 | \$ 9,966,091 |
| LIABILITIES AND NET ASSETS | | |
| LIABILITIES | | |
| Accounts payable and accrued expenses | \$ 127,315 | \$ 219,251 |
| Accrued salaries and other payroll related expenses | 2,507,593 | 1,960,764 |
| Loan payable - Paycheck Protection Program | - | 1,883,624 |
| Deferred rent | 1,185,035 | 1,202,670 |
| TOTAL LIABILITIES | 3,819,943 | 5,266,309 |
| NET ASSETS | | |
| Net assets - without donor restrictions | 5,160,908 | 4,699,782 |
| TOTAL LIABILITIES AND NET ASSETS | \$ 8,980,851 | \$ 9,966,091 |

See accompanying notes to the financial statements.

VOICE CHARTER SCHOOL
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

| | 2021 | 2020 |
|--|----------------------------|----------------------------|
| OPERATING REVENUE WITHOUT DONOR RESTRICTIONS | | |
| State and local per pupil operating revenue | \$ 13,105,958 | \$ 12,300,630 |
| Government grants and contracts | 1,262,991 | 1,203,594 |
| | <u>14,368,949</u> | <u>13,504,224</u> |
| EXPENSES | | |
| Program services: | | |
| General education | 12,123,806 | 9,952,740 |
| Special education | 1,930,488 | 1,921,283 |
| Management and general | 1,774,981 | 1,691,859 |
| | <u>15,829,275</u> | <u>13,565,882</u> |
| DEFICIT FROM SCHOOL OPERATIONS | <u>(1,460,326)</u> | <u>(61,658)</u> |
| SUPPORT AND OTHER INCOME | | |
| Forgiveness of debt - Paycheck Protection Program loan | 1,883,624 | - |
| Contributions, grants, and other income | 31,168 | 74,934 |
| Investment return, net | 3,583 | 42,296 |
| Interest income | 3,077 | 2,719 |
| | <u>1,921,452</u> | <u>119,949</u> |
| CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS | 461,126 | 58,291 |
| NET ASSETS - BEGINNING OF YEAR | <u>4,699,782</u> | <u>4,641,491</u> |
| NET ASSETS - END OF YEAR | <u>\$ 5,160,908</u> | <u>\$ 4,699,782</u> |

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 | | | Supporting Services | 2021 |
|--|---------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|
| | | General Education | Special Education | Total Program | Management and General | |
| Personnel services costs: | | | | | | |
| Instructional personnel | 97 | \$ 6,511,890 | \$ 1,469,143 | \$ 7,981,033 | \$ - | \$ 7,981,033 |
| Administrative personnel | 29 | - | - | - | 1,029,575 | 1,029,575 |
| Total salaries and staff | 126 | 6,511,890 | 1,469,143 | 7,981,033 | 1,029,575 | 9,010,608 |
| 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 |
| | | \$ 12,123,806 | \$ 1,930,488 | \$ 14,054,294 | \$ 1,774,981 | \$ 15,829,275 |

See accompanying notes to the financial statements.

VOICE CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020

| | No. of Positions | Program Services | | | Supporting Services | 2020 |
|--|---------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|
| | | General Education | Special Education | Total Program | Management and General | |
| Personnel services costs: | | | | | | |
| Instructional personnel | 81 | \$ 5,262,084 | \$ 1,413,035 | \$ 6,675,119 | \$ - | \$ 6,675,119 |
| Administrative personnel | 31 | - | 1,148 | 1,148 | 925,867 | 927,015 |
| Total salaries and staff | 112 | 5,262,084 | 1,414,183 | 6,676,267 | 925,867 | 7,602,134 |
| Payroll taxes and employee benefits | | 1,417,932 | 106,911 | 1,524,843 | 225,725 | 1,750,568 |
| Retirement benefits | | 414,178 | 104,831 | 519,009 | 125,026 | 644,035 |
| Professional development | | 364,914 | 1,500 | 366,414 | 7,560 | 373,974 |
| Legal fees | | 10,000 | - | 10,000 | 28,100 | 38,100 |
| Audit and accounting fees | | 21,472 | - | 21,472 | 31,268 | 52,740 |
| Professional fees - other | | 267,388 | 76,432 | 343,820 | 108,115 | 451,935 |
| Student and staff recruitment | | 120,369 | - | 120,369 | 245 | 120,614 |
| Curriculum and classroom expenses | | 590,400 | 91,353 | 681,753 | - | 681,753 |
| Student field trips and incentive programs | | 24,936 | 3,420 | 28,356 | - | 28,356 |
| Parent activities | | 2,931 | - | 2,931 | - | 2,931 |
| Postage, printing, and copying | | 2,382 | - | 2,382 | 2,248 | 4,630 |
| Insurance | | 54,575 | - | 54,575 | 7,476 | 62,051 |
| Information technology | | 217,759 | - | 217,759 | 31,386 | 249,145 |
| Leased equipment | | 14,099 | - | 14,099 | 1,923 | 16,022 |
| Repairs and maintenance | | 149,560 | 22,941 | 172,501 | 21,107 | 193,608 |
| Occupancy and facility costs | | 524,329 | 78,277 | 602,606 | 82,147 | 684,753 |
| Utilities | | 44,161 | - | 44,161 | 6,011 | 50,172 |
| Depreciation and amortization | | 255,096 | 21,435 | 276,531 | 37,709 | 314,240 |
| Other expense | | 174,262 | - | 174,262 | 32,765 | 207,027 |
| Office expense | | 19,913 | - | 19,913 | 17,181 | 37,094 |
| | | \$ 9,952,740 | \$ 1,921,283 | \$ 11,874,023 | \$ 1,691,859 | \$ 13,565,882 |

See accompanying notes to the financial statements.

VOICE CHARTER SCHOOL
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

| | 2021 | 2020 |
|---|------------------------------|----------------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Cash received from operating revenue | \$ 14,362,061 | \$ 13,414,865 |
| Cash received from interest income | 3,077 | 2,719 |
| Other cash received | 65,598 | 102,860 |
| Cash paid to employees and suppliers | <u>(15,456,256)</u> | <u>(12,960,866)</u> |
| NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES | <u>(1,025,520)</u> | <u>559,578</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchase of investments | (586,791) | (855,429) |
| Proceeds from sale of investments | 745,000 | 751,501 |
| Purchase of property and equipment | (11,621) | (54,659) |
| Construction in progress | <u>(94,960)</u> | <u>(118,043)</u> |
| NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES | <u>51,628</u> | <u>(276,630)</u> |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Proceeds from Paycheck Protection Program loan | <u>-</u> | <u>1,883,624</u> |
| NET (DECREASE) INCREASE IN CASH | (973,892) | 2,166,572 |
| CASH AND CASH EQUIVALENTS AND CASH - RESTRICTED - BEGINNING OF YEAR | <u>5,065,694</u> | <u>2,899,122</u> |
| CASH AND CASH EQUIVALENTS AND CASH - RESTRICTED - END OF YEAR | <u>\$ 4,091,802</u> | <u>\$ 5,065,694</u> |
| Reconciliation of change in net assets to net cash provided by operating activities: | | |
| Change in net assets | \$ 461,126 | \$ 58,291 |
| Adjustments to reconcile change in net assets to net cash provided by operating activities: | | |
| Depreciation and amortization | 289,518 | 314,240 |
| Unrealized loss (gain) on investments | 33,859 | (11,106) |
| Realized gain on investments | (3,012) | (3,264) |
| Gain on forgiveness of Paycheck Protection Program loan | (1,883,624) | - |
| Deferred rent | (17,635) | (1,051) |
| Changes in operating assets and liabilities: | | |
| Grants and other receivables | (6,888) | (89,359) |
| Prepaid expenses and other assets | (353,757) | 55,325 |
| Accounts payable and accrued expenses | (91,936) | 103,312 |
| Accrued salaries and other payroll related expenses | <u>546,829</u> | <u>133,190</u> |
| NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES | <u>\$ (1,025,520)</u> | <u>\$ 559,578</u> |
| SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION: | | |
| Non-cash investing activities: | | |
| Construction in progress placed into service and included in property and equipment | <u>\$ 15,106</u> | <u>\$ 139,927</u> |
| Cash and cash equivalents and cash - restricted: | | |
| Cash and cash equivalents | \$ 4,021,802 | \$ 4,995,694 |
| Cash - restricted | <u>70,000</u> | <u>70,000</u> |
| Total | <u>\$ 4,091,802</u> | <u>\$ 5,065,694</u> |

See accompanying notes to the financial statements.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

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 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.

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, 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.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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, 2021 and 2020.

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 \$403,443 and \$396,555 at June 30, 2021 and 2020, 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, 2021 and 2020. 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.

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.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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 trued 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.

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.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition (Continued)

Contract Assets and Contract Liabilities

In accordance with 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 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, 2021 and 2020.

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.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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.

Subsequent Events

The School has evaluated events through October 19, 2021, which is the date the financial statements were available to be issued.

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 year ended June 30, 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, 2021, the School was not subject to any examination by a taxing authority.

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.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fair Value Measurements and Fair Value – Definition and Hierarchy (Continued)

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.

Adopted Accounting Pronouncements

Revenue from Contracts with Customers (Topic 606)

During the year ended June 30, 2021, the School adopted Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers* (Topic 606), as of July 1, 2020 using the modified-retrospective approach. This guidance requires an entity to recognize revenue to depict the transfer of promised goods and services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for these goods or services. The School's revenue is derived primarily from per-pupil revenue for services provided to students. Per-pupil revenues are recognized as revenue over the course of the academic school year or program for which it is earned. The adoption of ASU 2014-09 did not result in a material change to the timing of when revenue is recognized.

Recent Accounting Pronouncements

Lease Accounting

In February 2016, the Financial Accounting Standards Board ("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 standard is effective for non-public business entities for fiscal years beginning after December 15, 2021. The School is currently evaluating the impact of the adoption of ASU 2016-02.

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

In September 2020, the FASB issued 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, and interim periods within fiscal years beginning after June 15, 2022, with early application permitted. The School is currently evaluating the impact of the adoption of ASU 2020-07.

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.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

3. LIQUIDITY AND AVAILABILITY OF RESOURCES (CONTINUED)

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

| | 2021 | 2020 |
|---|---------------------|---------------------|
| Cash and cash equivalents | \$ 4,021,802 | \$ 4,995,694 |
| Cash - restricted | 70,000 | 70,000 |
| Grants and other receivables | 403,443 | 396,555 |
| Investments | <u>1,428,287</u> | <u>1,617,343</u> |
| Total financial assets | 5,923,532 | 7,079,592 |
| Less: amounts unavailable for general expenditures within one year due to: | | |
| Restricted by contract | <u>(70,000)</u> | <u>(70,000)</u> |
| Total financial assets available to management for general expenditures within one year | <u>\$ 5,853,532</u> | <u>\$ 7,009,592</u> |

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, 2021 and 2020. 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.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

4. INVESTMENTS (CONTINUED)

Determination of Fair Values (Continued)

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

| <u>June 30, 2020</u> | <u>Fair Value on a Recurring Basis</u> | <u>Quoted Market Prices in Active Market for Identical Assets (Level 1)</u> | <u>Other Significant Observable Inputs (Level 2)</u> | <u>Significant Unobservable Inputs (Level 3)</u> |
|----------------------------|--|---|--|--|
| U.S. Government Securities | \$ 1,617,343 | \$ 1,617,343 | \$ - | \$ - |

The aggregate cost basis, gross unrealized gains and losses, and fair market value of the investments at June 30, 2021 and 2020, are as follows:

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

| <u>June 30, 2020</u> | <u>Cost</u> | <u>Gross Unrealized Gains</u> | <u>Gross Unrealized Losses</u> | <u>Fair Value</u> |
|----------------------------|--------------|---------------------------------------|--|-------------------|
| U.S. Government Securities | \$ 1,599,849 | \$ 17,494 | \$ - | \$ 1,617,343 |

The components of the activity of the School's U.S. Government Securities as of June 30,:

| <u>June 30,</u> | <u>2021</u> | <u>2020</u> |
|--|---------------------|---------------------|
| Investments, beginning of year | \$ 1,617,343 | \$ 1,499,045 |
| Purchase of investments | 586,791 | 855,429 |
| Sale of investments | (745,000) | (751,501) |
| Realized gain on investments | 3,012 | 3,264 |
| Unrealized (loss) gain on investments reported at fair value | (33,859) | 11,106 |
| Investments, end of year | <u>\$ 1,428,287</u> | <u>\$ 1,617,343</u> |

The School's U.S. Government Securities are scheduled to mature on various dates between September 2021 and March 2023.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 AND 2020

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 13th 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.

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 as of June 30:

| | 2021 | 2020 | Estimated Useful Lives |
|---|---------------------|---------------------|--|
| Furniture and fixtures | \$ 542,442 | \$ 515,715 | 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 | 3,267,784 | 3,267,784 | |
| | <u>4,172,265</u> | <u>4,145,538</u> | |
| Less: accumulated depreciation and amortization | <u>(2,073,100)</u> | <u>(1,783,582)</u> | |
| | <u>\$ 2,099,165</u> | <u>\$ 2,361,956</u> | |

Depreciation and amortization expense for the years ended June 30, 2021 and 2020 was \$289,518 and \$314,240, 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, 2021 and 2020, construction in progress was \$356,483 and \$276,629, respectively.

At June 30, 2021, 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.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

8. LOAN PAYABLE - 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 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. At June 30, 2020, the PPP Loan is included in total liabilities on the accompanying statements of financial position.

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, 2021 and 2020, the School used a rate of 11.78 and 9.83%, respectively.

For the years ended June 30, 2021 and 2020, the School incurred pension expense of \$898,405 and \$540,401, 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:

| <i>Pension Fund</i> | <i>Plan Month/Day End Date</i> | <i>Zone Status</i> | <i>Contributions</i> | |
|------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------|
| | | | <i>2021</i> | <i>2020</i> |
| <i>Teachers’ Retirement System</i> | <i>06/30</i> | <i>Yellow – As of June 30, 2020</i> | <i>\$898,405</i> | <i>\$540,401</i> |

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 JUNE 30, 2021 AND 2020

9. PENSION PLAN (CONTINUED)

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 \$81,069 and \$103,634 for the years ended June 30, 2021 and 2020, 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, 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.

On March 27, 2020, the CARES Act was signed into law in response to the coronavirus (COVID-19) pandemic. The CARES Act includes many measures to provide relief to companies and organizations. Under the CARES Act, the Local Education Agencies (LEAs) received funds from the Elementary and Secondary School Emergency Relief ("ESSER") fund to provide equitable services to students and teachers in non-public schools. The School was granted funds to defray the COVID-19 outbreak costs under the aforementioned ESSER fund during the year ended June 30, 2021.

11. CONCENTRATIONS

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 received approximately 91% and 90% of its total revenue from per pupil funding from the NYCDOE during each of the years ended June 30, 2021 and 2020, respectively.

The School's grants and other receivables consist of three major grantors at June 30, 2021. The School's grants and other receivables consist of two major grantors at June 30, 2020.

The School's payables consist of two major vendors at June 30, 2021. The School's payables consist of two major vendors at June 30, 2020.

VOICE CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021 AND 2020

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 12th 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:

| | |
|------------|----------------------------|
| June 30, | |
| 2022 | \$ 777,048 |
| 2023 | 796,175 |
| 2024 | 815,779 |
| 2025 | 835,873 |
| 2026 | 769,300 |
| Thereafter | <u>4,144,784</u> |
| | <u>\$ 8,138,959</u> |

Rent expense and occupancy costs for the years ended June 30, 2021 and 2020 was \$716,620 and \$684,753, 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 11th 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 a 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, 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.

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 will pay 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, 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.



Tel: 212-576-1400
Fax: 212-576-1414
www.bdo.com

600 Third Avenue, 3rd Floor
New York, NY 10016

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 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 statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 19, 2021.

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 School'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 may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of 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 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, NY
October 19, 2021

VOICE CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021

1. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with generally accepted accounting principles:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?
- Significant deficiency(ies) identified?

- | | |
|------------------------------|---|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> None reported |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Noncompliance material to financial statements

2. 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.

VOICE CHARTER SCHOOL OF NY
ESCROW FOR
C/O RICHARD GRASSEY

[REDACTED] NY [REDACTED]

Control Account:
[REDACTED]
Statement Period
Sep 1 - Sep 30, 2021

CitiEscrow CONTROL ACCOUNT DETAIL FROM SEP 1, 2021 THRU SEP 30, 2021

CitiEscrow Control Checking

| | | Beginning Balance: | Ending Balance: |
|-------------|--|---------------------------|------------------------|
| [REDACTED] | | \$70,000.00 | \$70,000.00 |
| Date | Description | Debits | Credits |
| 09/20 | TRANSFER CREDIT TRANSFER FROM CHECKING [REDACTED] Sep 20 [REDACTED] VIA CBusOL Re [REDACTED] | | 10.00 |
| 09/20 | TRANSFER DEBIT TRANSFER TO CHECKING [REDACTED] Sep 20 VIA CBUSOL REFERENCE [REDACTED] | 10.00 | |
| | Total Debits/Credits | 10.00 | 10.00 |

Average Balance Information

| | |
|---|-----------|
| Average Ledger Balance this Statement Period | 70,000.00 |
| Average Collected Balance this Statement Period | 70,000.00 |

CUSTOMER SERVICE INFORMATION

IF YOU HAVE QUESTIONS ON:

Escrow Deposit Account

YOU CAN CALL:

877-528-0990
(For Speech and Hearing
Impaired Customers Only
TTY: 800-788-0002)

YOU CAN WRITE:

CitiBusiness
100 Citibank Drive
San Antonio, TX 78245-9966

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

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

Name:

Marc cohen

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

Voice Charter School

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

President , finance committee , nominating committee, admissions and strategic

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

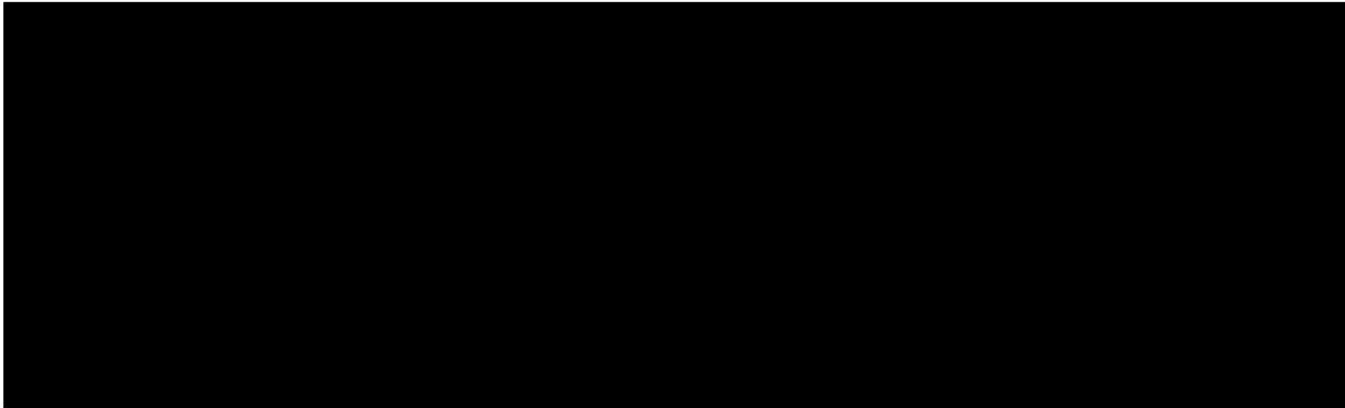
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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



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

-last revised 04/2021

Signature: 
Marc Cohen (Jul 26, 2021 11:47 EDT)
Email: 

NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-26

| | |
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| Created: | 2021-07-26 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



✔ Agreement completed.
2021-07-26 - 3:47:40 PM GMT

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

Name:

Richard R Grassej Jr

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

Voice Charter School

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

Treasurer

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

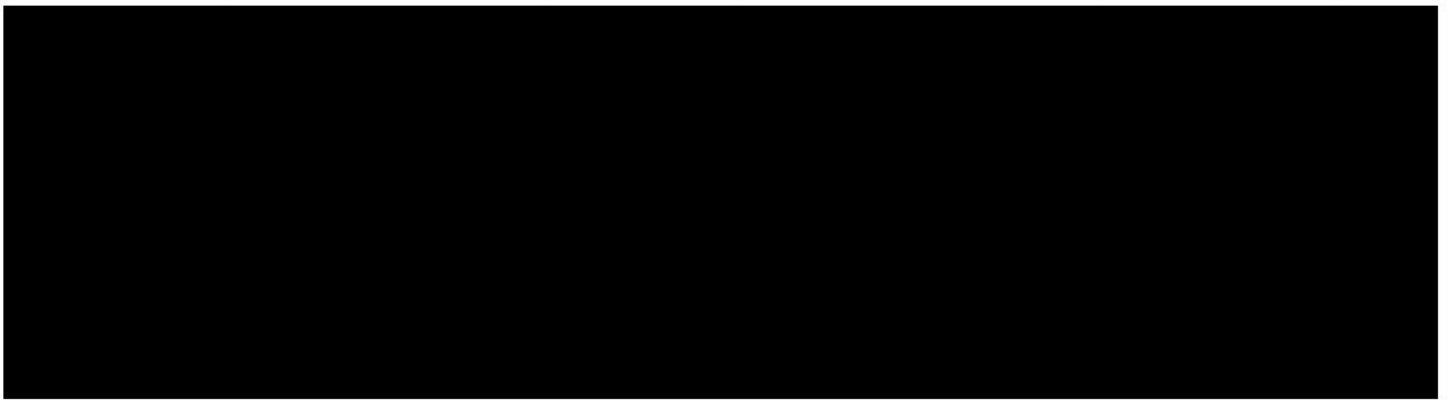
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

Please write "None" if applicable. Do not leave this space blank.



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

-last revised 04/2021

Signature: Richard R Grasse Jr
Richard R Grasse Jr (Jul 26, 2021 12:10 EDT)

Email: 

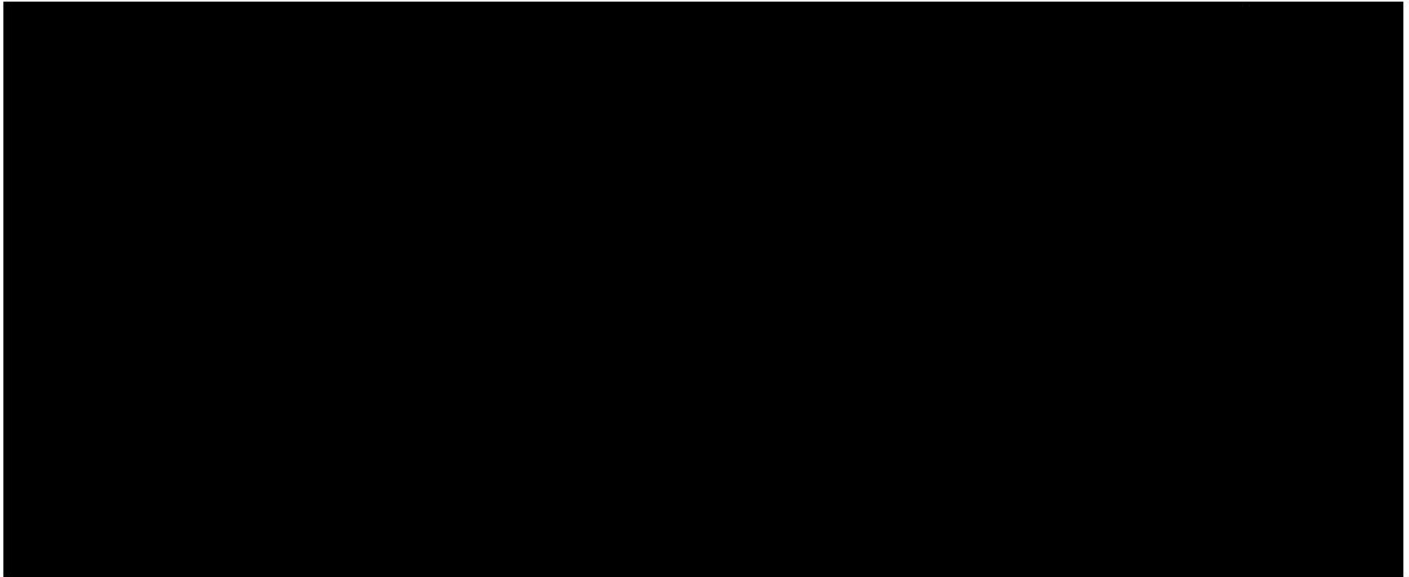
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-26

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| Created: | 2021-07-26 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



- ✔ Agreement completed.
2021-07-26 - 4:10:49 PM GMT

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

Name:

michael guarini

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

voice charter school

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

committee member admissions

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

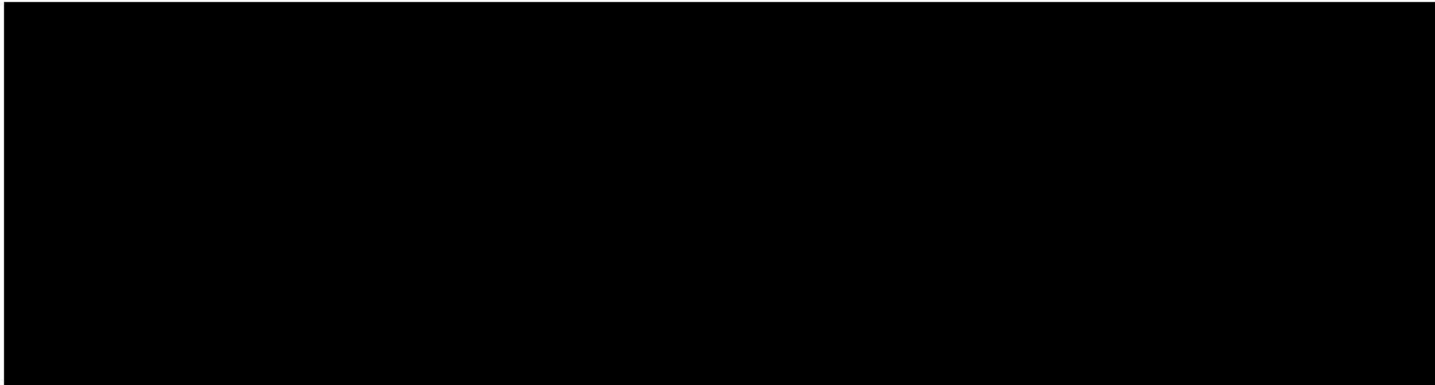
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

Please write "None" if applicable. Do not leave this space blank.



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

-last revised 04/2021

Signature: *michael guarini*
michael guarini (Jul 26, 2021 11:23 EDT)

Email: 

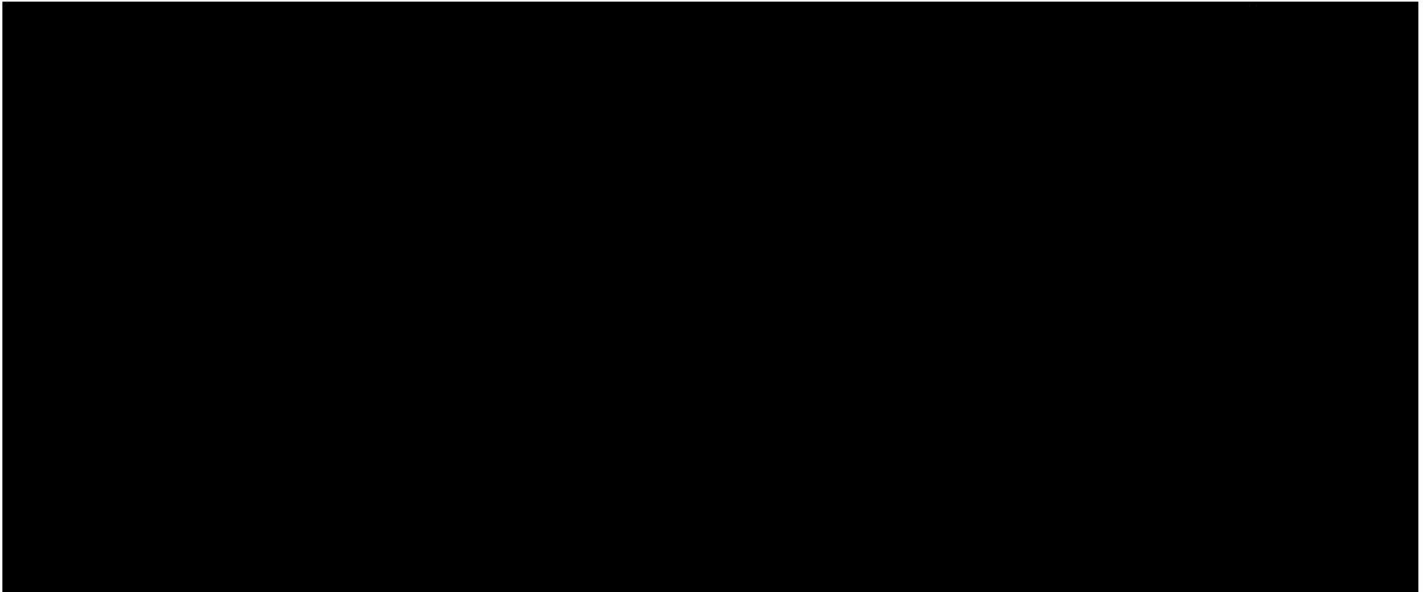
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-26

| | |
|-----------------|----------------------|
| Created: | 2021-07-26 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



✔ Agreement completed.
2021-07-26 - 3:24:22 PM GMT

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

Name:

michael karp

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

VOICE Charter School

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

Committees member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

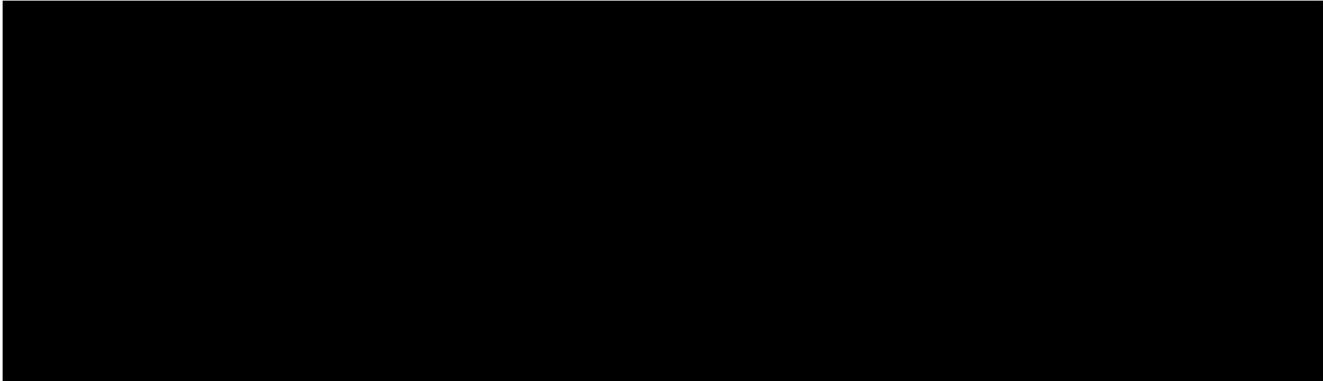
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

Please write "None" if applicable. Do not leave this space blank.



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

-last revised 04/2021

Signature: Michael Karp
Michael Karp (Jul 26, 2021 16:41 EDT)

Email: [Redacted]

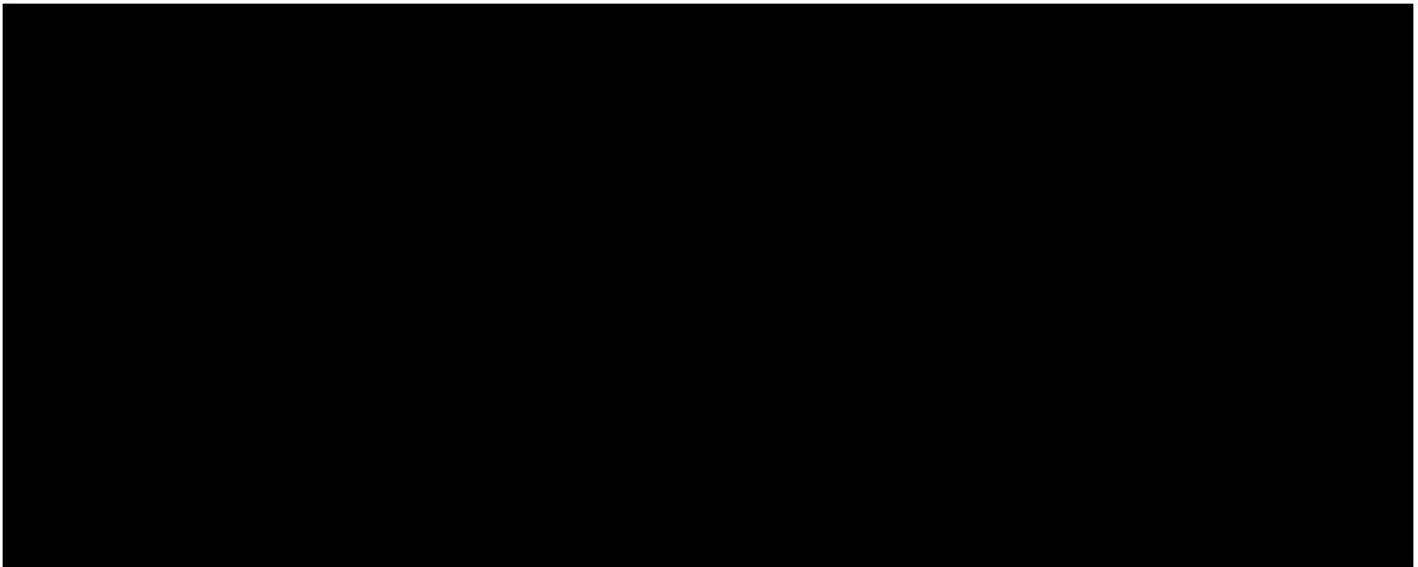
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-26

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| Created: | 2021-07-26 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



- ✔ Agreement completed.
2021-07-26 - 8:43:09 PM GMT

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

Name:

Casey Lamb

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

Voice Charter School

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

Board President

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

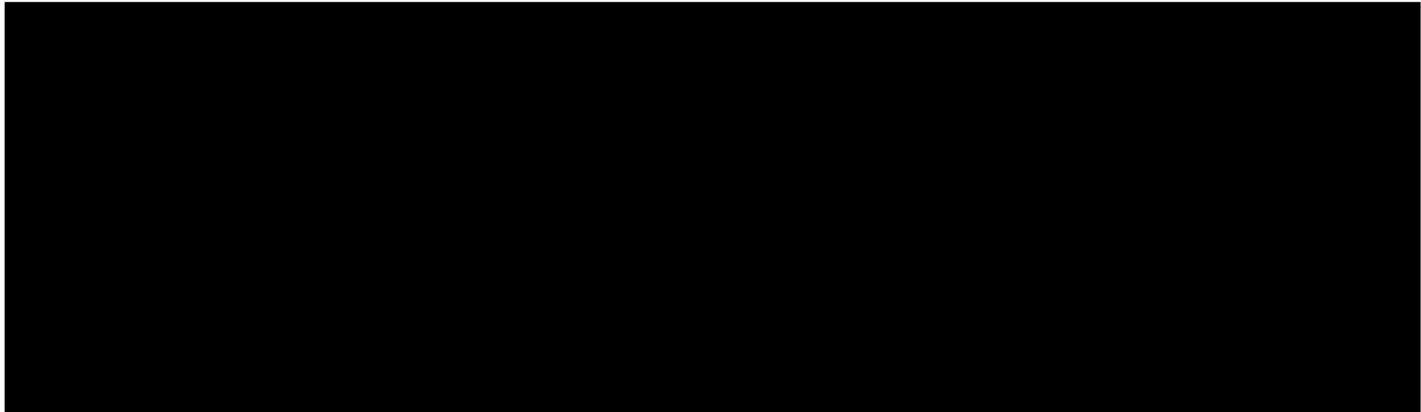
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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



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-last revised 04/2021

Signature: Casey Lamb
Casey Lamb (Aug 2, 2021 15:32 EDT)
Email: 

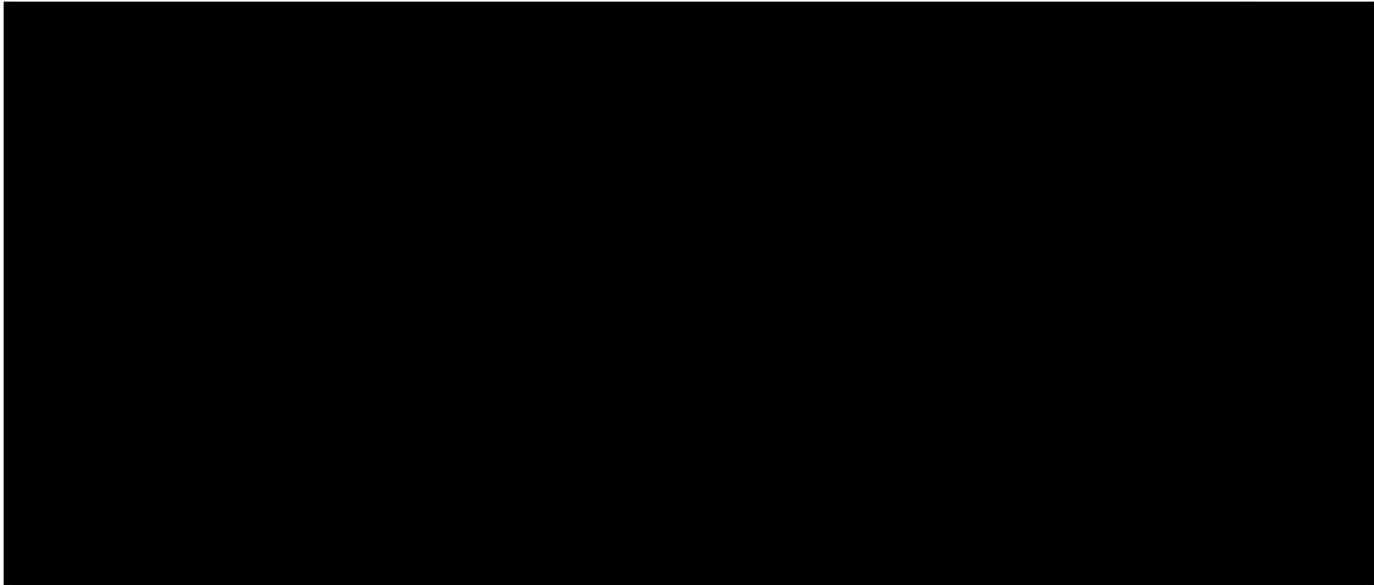
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-08-02

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| Created: | 2021-08-02 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



- ✔ Agreement completed.
2021-08-02 - 7:36:34 PM GMT

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

Name:

Sari Biddelman

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

Voice

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

EAC chair, HR committee member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

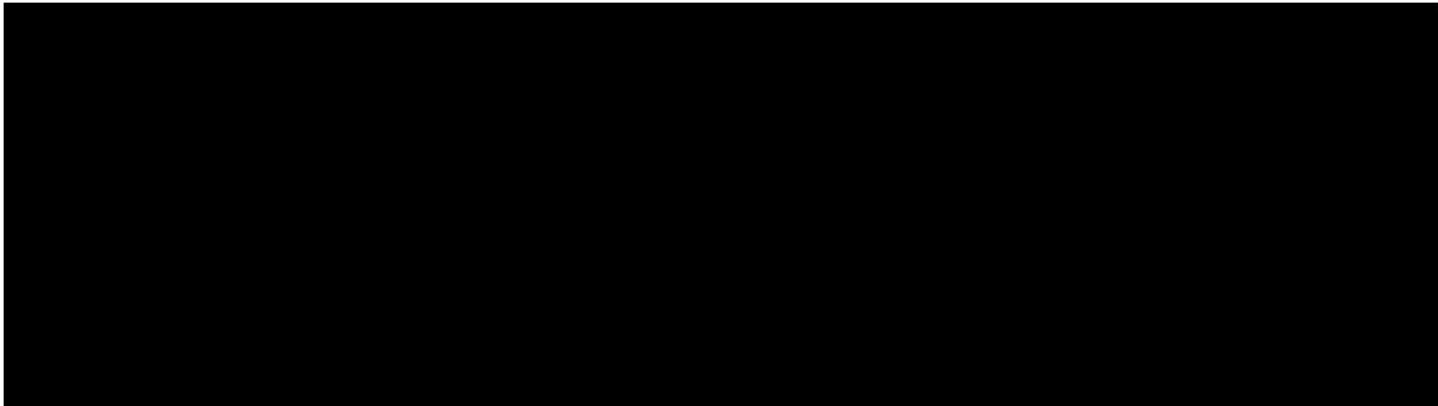
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

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



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-last revised 04/2021

Signature: 
Sari Biddelman (Jul 26, 2021 11:01 EDT)
Email: 

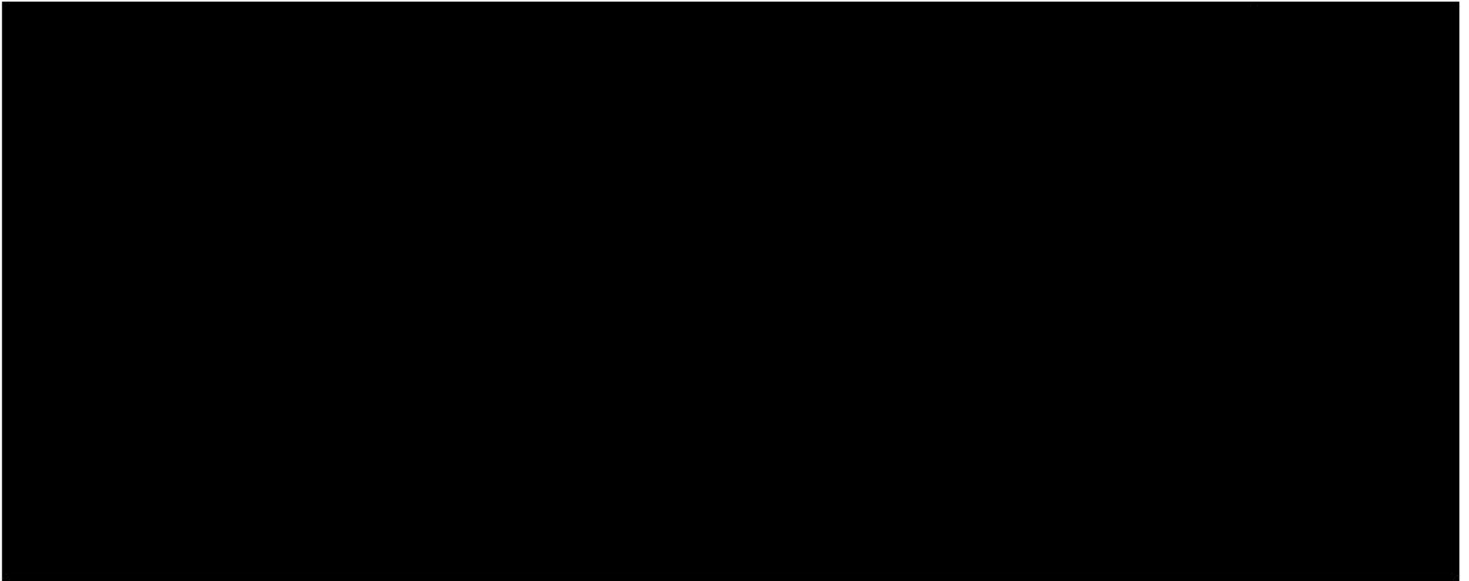
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-07-26

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| Created: | 2021-07-26 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



- ✓ Agreement completed.
2021-07-26 - 3:02:23 PM GMT

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

Name:

Robert de Luna

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

VOICE Charter School

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

Secretary and board member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

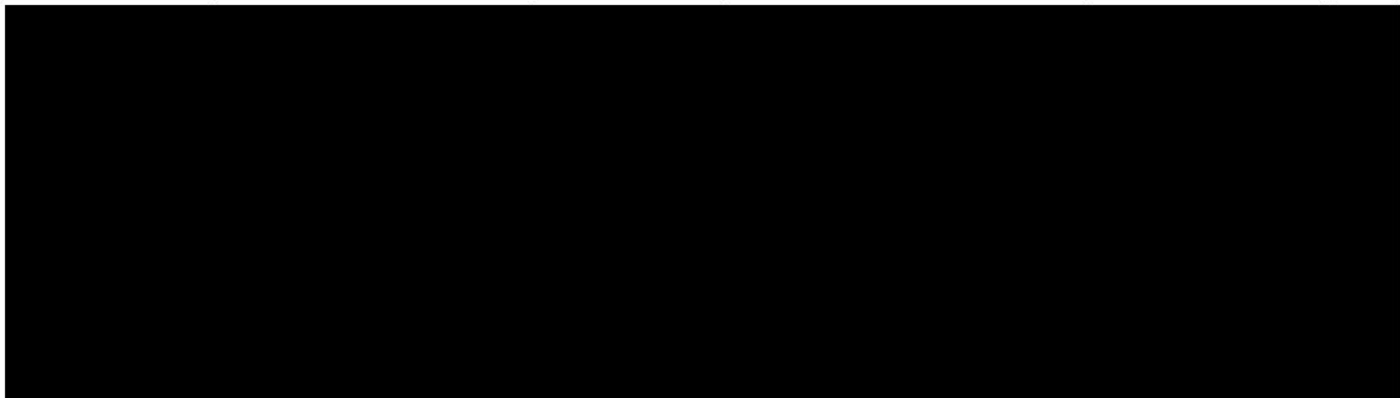
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

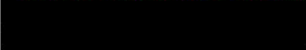
Please write "None" if applicable. Do not leave this space blank.



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

-last revised 04/2021

Signature: Robert D. de Luna
Robert D. de Luna (Oct 28, 2021 10:59 EDT)

Email 

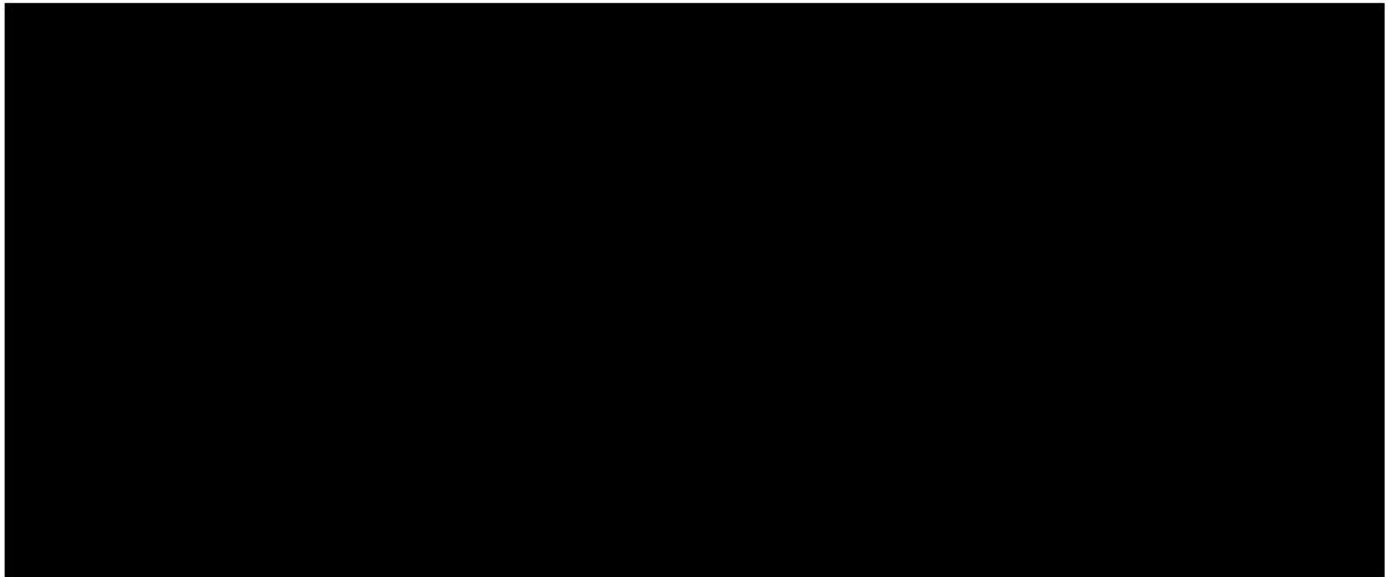
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-10-28

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| Created: | 2021-10-28 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



✔ Agreement completed.
2021-10-28 - 2:59:44 PM GMT

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

Name:

Loraine Enlow

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

VOICE Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

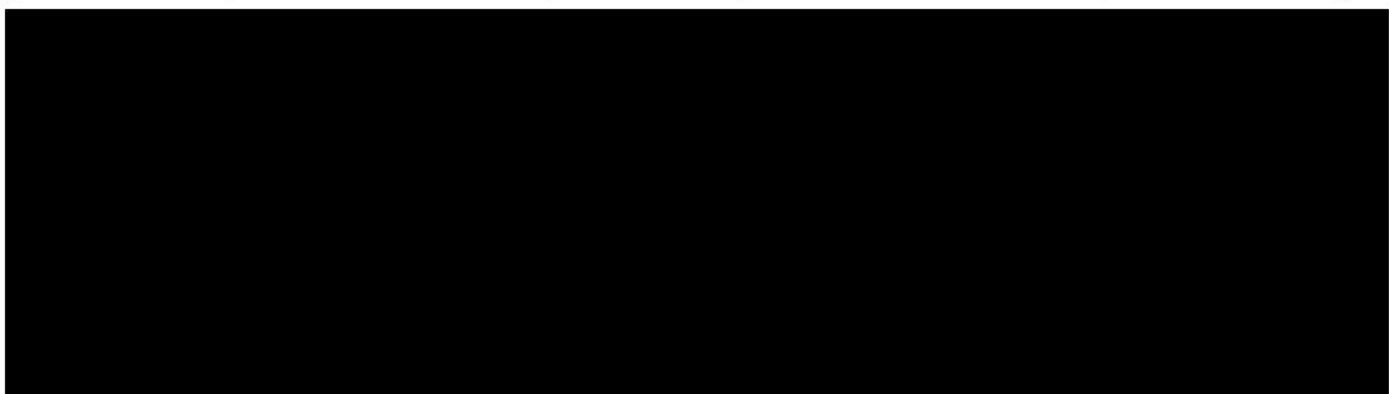
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

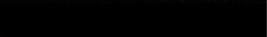
Please write "None" if applicable. Do not leave this space blank.



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

-last revised 04/2021

Signature: Lorraine Enlow
Lorraine Enlow (Oct 28, 2021 14:28 EDT)

Email: 

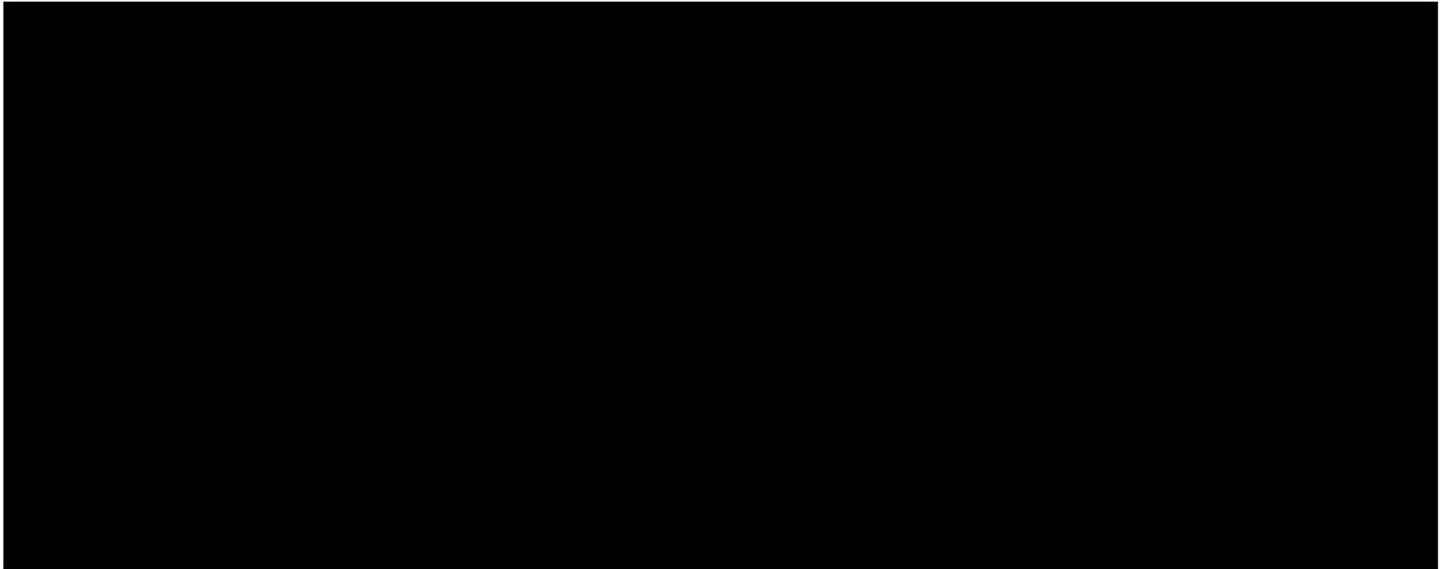
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-10-28

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| Created: | 2021-10-28 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



- ✓ Agreement completed.
2021-10-28 - 6:28:38 PM GMT

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

Name:

Susheel J Kurien

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

VOICE Charter School

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

Chair Music Committee, Nominating. committee, Music Committee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

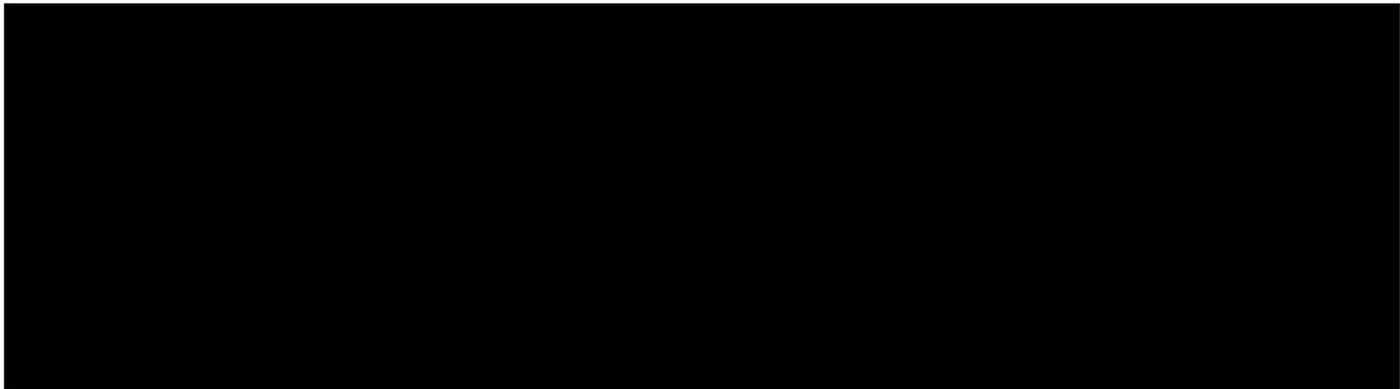
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the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

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

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

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

Please write "None" if applicable. Do not leave this space blank.



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-last revised 04/2021

Signature: Susheel J Kurien
Susheel J Kurien (Oct 28, 2021 12:11 EDT)
 Email: 

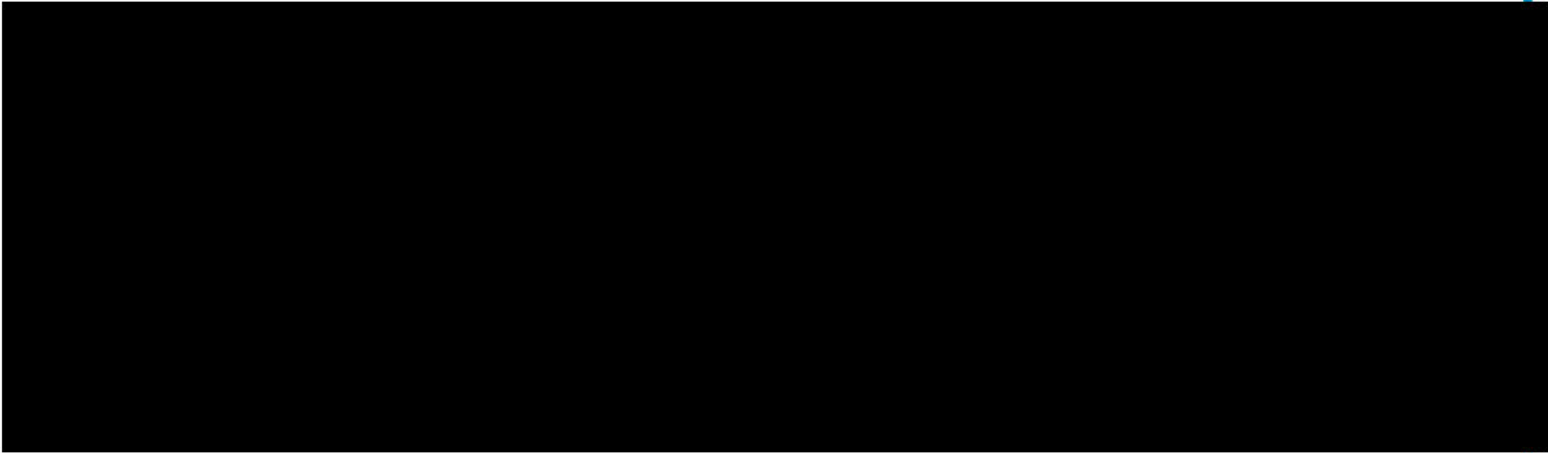
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

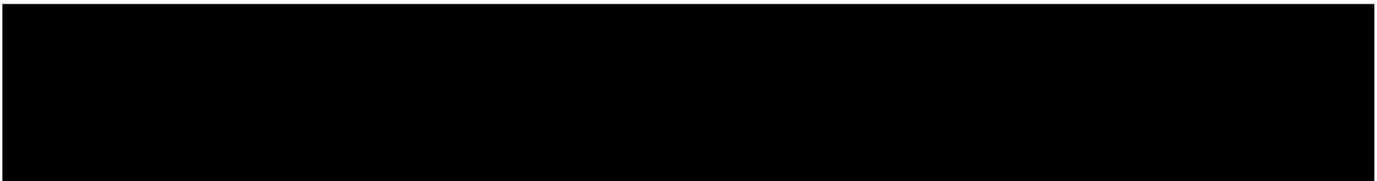
2021-10-28

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| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



✓ Agreement completed.
2021-10-28 - 4:12:07 PM GMT



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

Name:

John Yarmick

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

VOICE Charter School

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

Trustee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

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

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

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

Please write "None" if applicable. Do not leave this space blank.



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

-last revised 04/2021

Signature: 
John Yarmick (Oct 28, 2021 10:26 EDT)
 Email: 

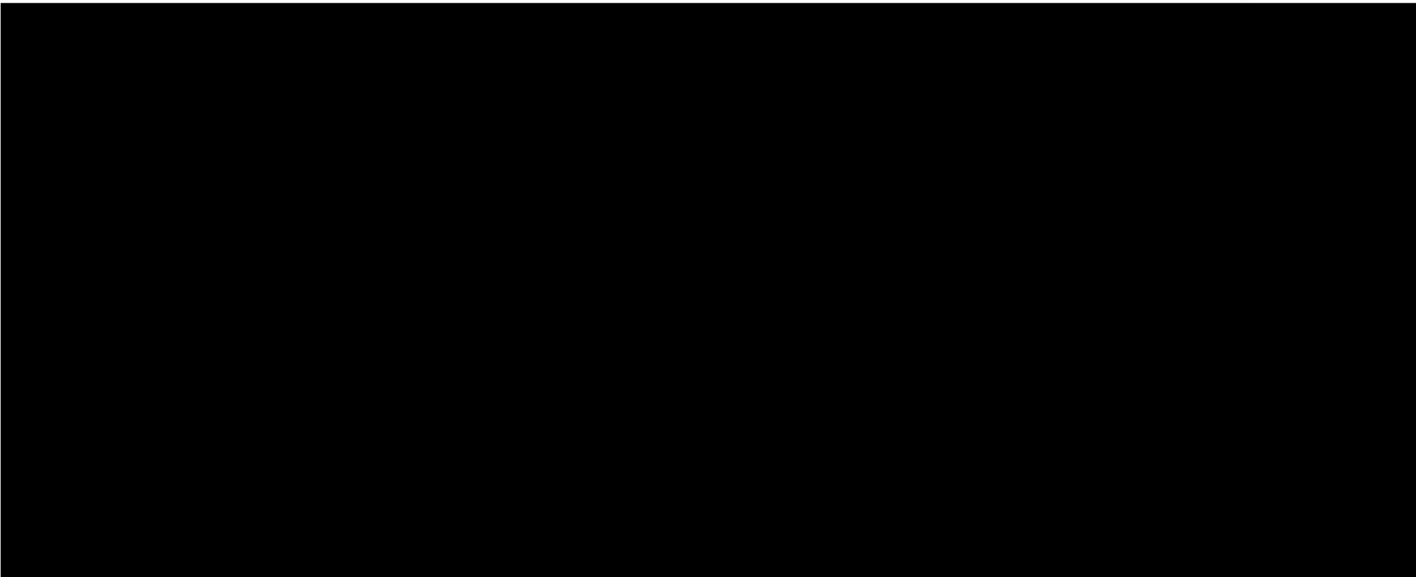
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-10-28

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| Created: | 2021-10-28 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



- ✓ Agreement completed.
2021-10-28 - 2:27:27 PM GMT

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

Name:

Christopher Doyle

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

Voice Charter School of New York

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

Trustee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

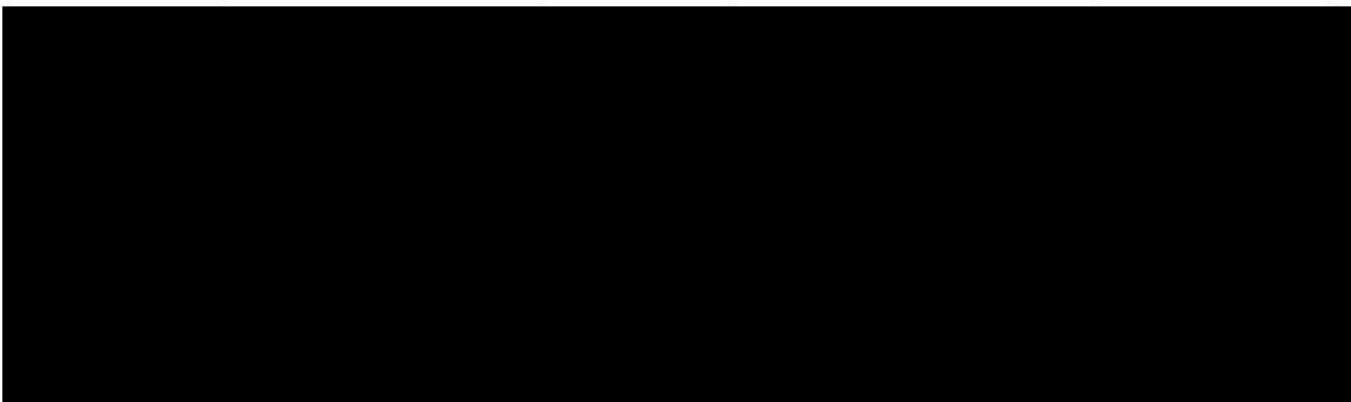
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

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

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

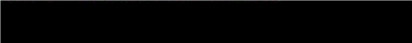
| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest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



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

-last revised 04/2021

Signature: Christopher Doyle
Christopher Doyle (Nov 8, 2021 10:01 EST)

Email: 

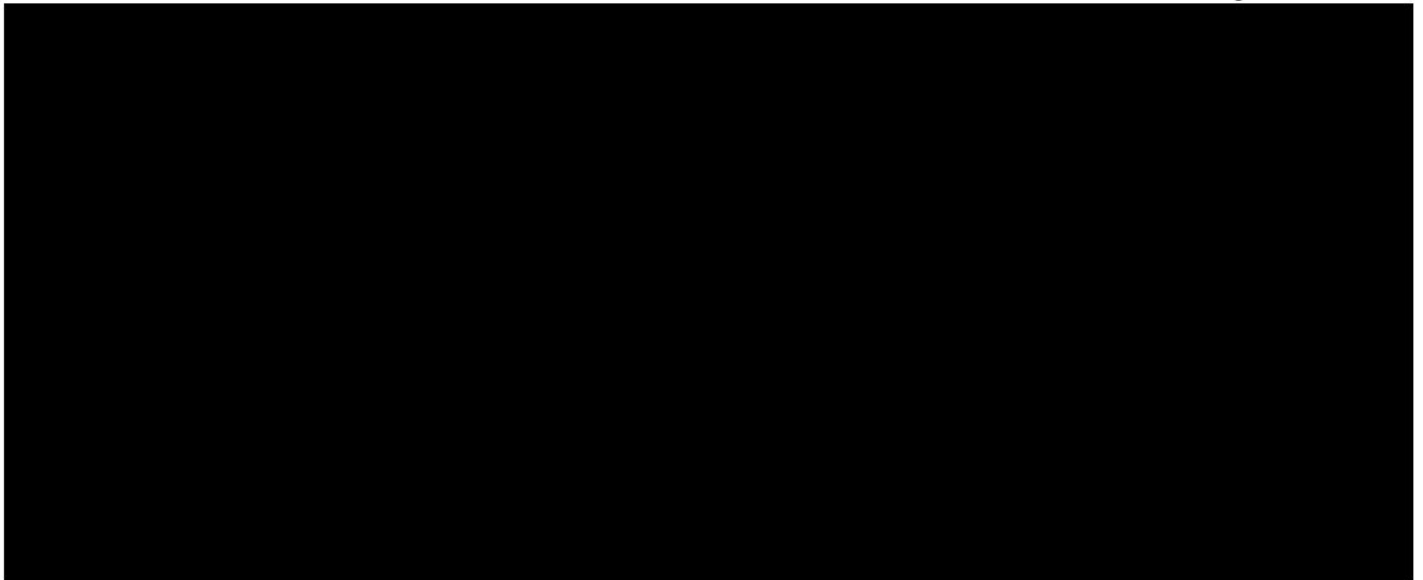
NYSED 202021 BOT Financial Disclosure Form

Final Audit Report

2021-11-08

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| Created: | 2021-11-08 |
| By: | Jen Pasek [REDACTED] |
| Status: | Signed |
| Transaction ID: | [REDACTED] |

"NYSED 202021 BOT Financial Disclosure Form" History



- ✔ Agreement completed.
2021-11-08 - 3:01:39 PM GMT

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

Name:

Karen Valbrun

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

VOICE Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

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

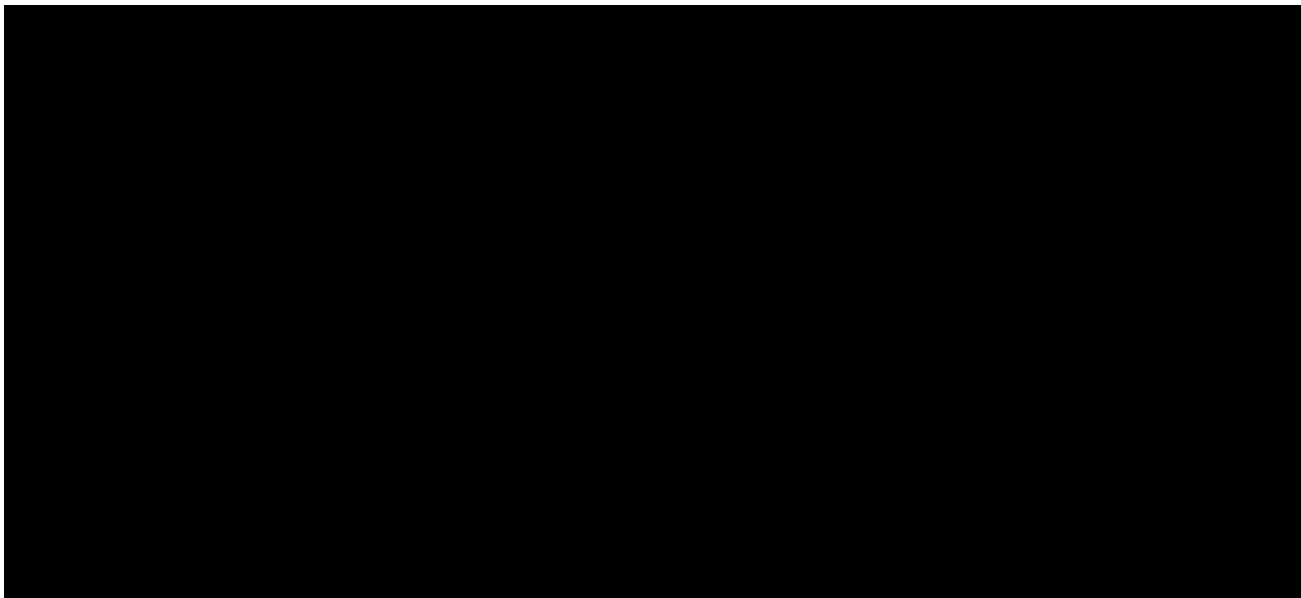
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

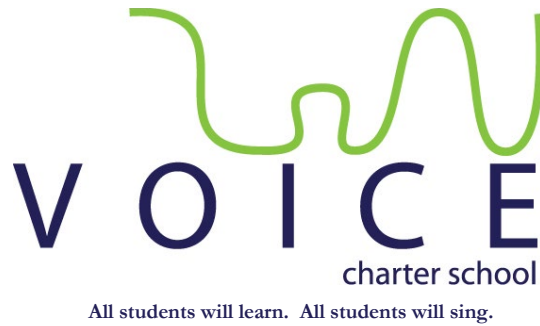
Please write "None" if applicable. Do not leave this space blank.

****Completed by School on Behalf of Trustee**

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last revised 04/2021



**VOICE Charter School of New York
Minutes of July 22, 2020 Board Meeting**

- Trustees in Attendance:** Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien, Karen Valbrun, John Yarmick.
- Absent Trustees:** Loraine Enlow, Casey Lamb.
- Other Attendees:** Evelyn Gargano, Franklin Headley, Jordan Paul.
- Date and Time:** July 22, 2020, 6:35 pm to 8:25 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. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the June 10 board meeting were approved.
3. On behalf of the Finance Committee, Mr. Grasse presented financial data for the end of the fiscal year. Conversation ensued about the timing of certain budgeted items, including the possibility of prepaying certain expenses on the FY20 budget.
4. On behalf of the Education and Accountability Committee, Ms. Biddelman offered a preview of the upcoming committee meeting, which will focus on setting goals for virtual teaching and learning.



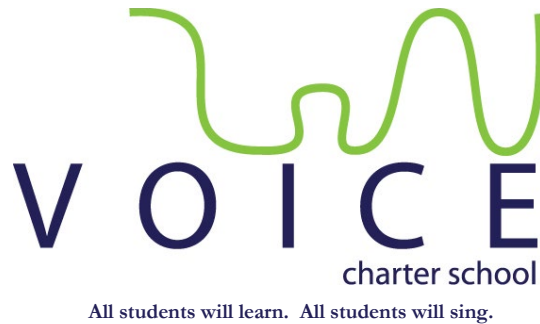
All students will learn. All students will sing.

5. On behalf of the Nominating Committee, Mr. Guarini noted that the committee has reviewed the committee's charter and created preliminary objectives for the coming school year. The board's diversity continues to be a committee focus. Mr. Cohen clarified that each committee will review its charter at the beginning of every school year and submit it to the board for approval.
6. On behalf of the HR Committee, Mr. Karp noted upcoming meeting dates.
7. On behalf of the Music Committee, Mr. Kurien shared the outcomes of three meetings, including the matrixing of the Music Department to enable more robust integration of music in other curricular teaching, the review of content with an eye for any racist bias, and a recalibration of the music curriculum to address the challenges of remote education.
8. In his Principal's report, Mr. Headley provided an update on training for the school's teachers and staff on applying trauma-informed practices to the start of the school year. He then outlined the school's reopening plan and provided the rationale for decisions, all informed by discussions with parents, teachers, and staff. Mr. Cohen noted that the plans take into account guidance from the New York State Departments of Health and Education. A discussion ensued about the turnaround time of COVID testing results, which is an important factor in determining the timing of transitions between the school's reopening phases. Mr. Headley added that the plan, which needs to be submitted to the State by July 31, would continue to evolve, as the State expects given the fluidity of the pandemic.
9. Mr. Cohen provided further detail about the school's COVID plan. He walked the board through a draft document that lays out each phase of the plan and what would trigger transitions between phases. After a motion duly made and seconded, the board approved the plan, conditional upon no board member raising any new objections or concerns by August 27. (Any objection would necessitate further discussion and a revote.) The board subsequently discussed how factors would be assessed to determine transitions between phases. After a motion duly made and seconded, the board also approved procedural clarity: Mr. Cohen would be authorized to determine which changes constitute material changes (requiring a board or Executive Committee discussion, depending on timing) and which are nonmaterial (which Mr. Cohen can decide and subsequently inform the board of the decision). For material changes to be decided by the Executive Committee, all board members would be invited to the meeting. Any transition between reopening phases would require a full board vote.
10. The board went into executive session at 7:55 to discuss a real estate matter. No action was taken.
11. The meeting was adjourned at 8:25 pm.



All students will learn. All students will sing.

Robert de Luna, Secretary



VOICE Charter School of New York Minutes of August 26, 2020 Board Meeting

- Trustees in Attendance:** Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Loraine Enlow, Michael Guarini, Michael Karp, Susheel Kurien, Karen Valbrun.
- Absent Trustees:** Rick Grasse, Casey Lamb, John Yarmick.
- Other Attendees:** Franklin Headley, Ray McGarrigle, Jordan Paul.
- Date and Time:** August 26, 2020, 6:35 pm to 7:40 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. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the July 22 board meeting were approved.
3. Mr. Cohen shared the personal news of two board members. Ms. Lamb gave birth to her baby at the beginning of August. Ms. Biddelman has become engaged. Mr. Cohen and the rest of the board congratulated both.
4. On behalf of the Education and Accountability Committee, Ms. Biddelman provided an update on the committee's recent meeting with school directors, which focused on short-term and aspirational (three-to-five-year) goals, as well as professional development schedules for each division. They also focused on student developmental goals—the different qualities to be developed for students in different grades—and how to align those



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developmental goals with VOICE's core values. Mr. Karp added that the Education and Accountability Committee goals would be shared with the HR Committee in order to align student and staff goals and inform staff training across the organization. Subsequent discussion ensued about the possible impact of remote learning on students, including their social-emotional and executive function development. Mr. Headley provided additional context, sharing thoughts about the burdens on working parents and the importance of engagement and building student skills.

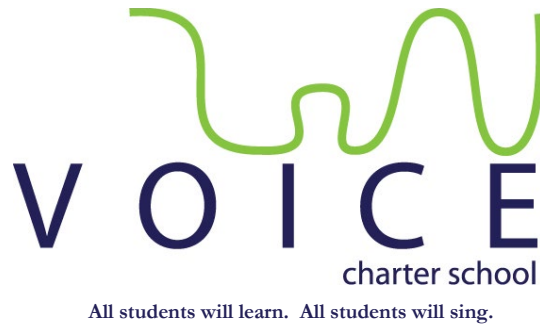
5. On behalf of the Finance Committee, Mr. McGarrigle reported that the audit is underway. He then provided an update on the PPP loan forgiveness application and presented July's financial figures, which included small deviations from budget.
6. On behalf of the HR Committee, Mr. Karp commented on the challenges of working with students and parents virtually and the need for greater emphasis on staff development and alignment with Education and Accountability Committee work. He reported on results of the June staff survey, including staff members' expressions of need for virtual-instruction training. Mr. Headley led subsequent discussions that touched on response rates for staff surveys and efforts to support staff morale during virtual learning.
7. On behalf of the Admissions and Planning Committee, Mr. de Luna shared current enrollment data. He summarized enrollment in the different grades, flagging oversubscription and shortages. He also talked about outreach efforts during the pandemic. Mr. Headley added his thoughts on the possible impact on enrollment as families at other schools address the realities of the promised in-person programming.
8. After a motion duly made and seconded, the 2020-21 VOICE Family Calendar was approved.
9. After a motion duly made and seconded, the 2020-21 VOICE Board of Trustees Calendar was approved.
10. In his Principal's report, Mr. Headley summarized the virtual summer program for students, which was an astounding success, both for parent satisfaction and student engagement. He discussed the start of this year's professional development program, with its connections to staff summer workshops on data inquiry and trauma-informed healing. Mr. Headley reported that 98% of staff who responded to a survey about the school's anti-racism and equity program found the program effective or highly effective. Mr. Cohen added that a training for board members with the same equity consultants is being planned. Mr. Headley concluded with updates on staffing and expected state budget cuts.



All students will learn. All students will sing.

11. The board went into executive session at 7:35 to discuss a real estate matter. No action was taken.
12. The meeting was adjourned at 7:40 pm.

Robert de Luna, Secretary



**VOICE Charter School of New York
Minutes of September 23, 2020 Board Meeting**

- Trustees in Attendance:** Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien, Karen Valbrun, John Yarmick.
- Absent Trustees:** Loraine Enlow, Casey Lamb.
- Other Attendees:** Patrick Ford, Franklin Headley, Ray McGarrigle, Jordan Paul.
- Date and Time:** September 23, 2020, 6:35 pm to 7:53 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

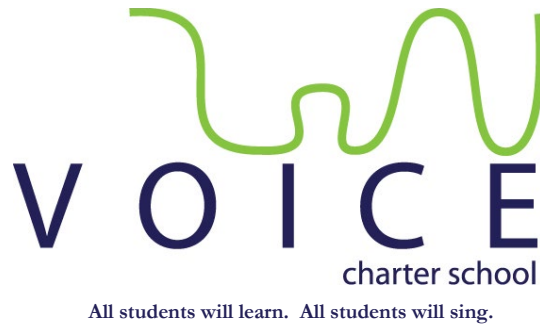
1. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the August 26 board meeting were approved.
3. On behalf of the Finance Committee, Mr. McGarrigle reported that there were no surprises in the July or August financials, with expected expenses and no revenue yet for the new fiscal year. Mr. Yarmick added that the annual audit is wrapping up, and the board would have the full report next month.
4. On behalf of the HR Committee, Mr. Karp reported on the committee's upcoming work on three priorities: the creation of a strategic plan for the HR Department, the four planned staff surveys, and a review of divisional goals, with an emphasis on staff development, for the coming year.



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5. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on student enrollment, which has been steady in recent weeks. Vanguard outreach to prospective kindergarten and first grade students was starting to yield results, with the process to enroll five or six new students underway. Enrollment in the other grades is at or above targets.
6. Mr. Ford presented revisions to VOICE policy and written documents. Changes included adopting the Parents' Bill of Rights for Data Privacy and Security, appending it to the VOICE Family & Student Handbook, and revising the handbook's table of contents to reflect the change. Ensuing discussion touched on whether other changes would be necessary to reflect the school's virtual operation, and Mr. Headley noted that no long-term changes appear to be needed. After a motion duly made and seconded, the Parents' Bill of Rights was approved. And after another motion duly made and seconded, the revision of the Family & Student Handbook was approved.
7. In his Principal's report, Mr. Headley summarized a recent call with VOICE's charter authorizer, the Department of Education, whose staff was complimentary of the school's reopening plan. Conversation among board members ensued about criteria for building closure once the In-School Participation program begins. Mr. Cohen noted that Mr. Headley serves on the Board of Jacob Riis Settlement House, the organization that VOICE has contracted to staff VOICE's In-School Participation program, and VOICE is working with attorneys to ensure that there is no conflict of interest and that appropriate disclosures are made. Mr. Headley noted that most families did not have an extreme need to send their children to the program, and he estimated that 60 children would participate. The rest of his report focused on the possibility of the school being used as a polling site, the success of the school's proactive program to ensure students have the required immunizations, last week's well-attended parent meeting, and the school's ongoing anti-racism work.
8. Mr. Cohen noted that the two-part anti-racism sessions for board members would take place on October 5 and October 8.
9. The board went into executive session at 7:45 to discuss a real estate matter. No action was taken.
10. The meeting was adjourned at 7:53 pm.

Robert de Luna, Secretary



VOICE Charter School of New York Minutes of October 28, 2020 Board Meeting

- Trustees in Attendance:** Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien, Karen Valbrun, John Yarmick.
- Absent Trustees:** Loraine Enlow, Casey Lamb.
- Other Attendees:** Franklin Headley, Ray McGarrigle, Jordan Paul.
- Date and Time:** October 28, 2020, 6:35 pm to 8:03 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. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the September 23 board meeting were approved.
3. On behalf of the Audit Committee, Mr. Yarmick presented an overview of the recent audit. Despite increased operating expenditures due to the pandemic, the school remains in a good financial position, and its investments continue to be relatively risk-free. The auditors expressed a high regard for VOICE's accounting. After a motion duly made and seconded, the audit was approved.
4. On behalf of the Finance Committee, Mr. McGarrigle reported on September's finances, after the first month of the school's new year. He noted higher income than budgeted due to



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strong enrollment and special education reimbursement. Spending was also higher in some areas, especially for technology for staff, but the overall budget is in good shape.

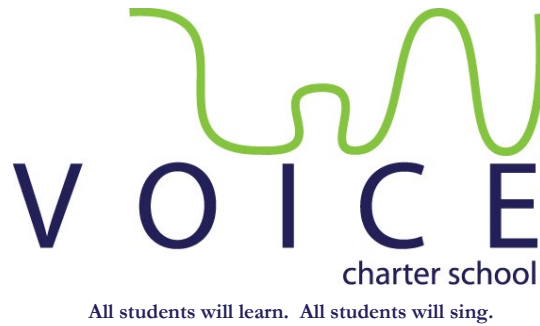
5. On behalf of the Education and Accountability Committee, Ms. Biddelman reported on progress in remote teaching and learning, including more small-group instruction and more individual and intervention services. Challenges include tracking data differently. Professional development is also evolving to match the remote instruction, and with staff challenges, it has become more important to recognize all successes. There is also greater focus on incorporating more diversity in the curriculum.
6. On behalf of the HR Committee, Mr. Karp reported on the committee's recent focus on two topics: supporting staff to attain goals established through the development of student graduate "portraits" within each division, and refining staff development and evaluation frameworks for this year. The committee has also discussed this year's equity and anti-racism initiative, as well as how to sustain progress.
7. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on current student enrollment, noting that overall enrollment is a little above budget, even though kindergarten and first grade are a little under-enrolled. Mr. Headley added that there has been remarkable stability in enrollment, possibly reflecting families' reluctance to make changes in the current environment.
8. On behalf of the Music Committee, Mr. Kurien praised Ms. Drapek's leadership of the Music Department, citing a smooth translation of the existing curriculum to virtual instruction. Mr. Headley added that the students' winter performances may take place in January.
9. In his Principal's report, Mr. Headley provided updates on the In-School Participation program, which is currently serving approximately 40 students, and the Jacob Riis Settlement House afterschool program. He added that VOICE will hold a memorial event in January for Jawann Haynes, a VOICE dean who died earlier this year; the memorial will include a dedication of the upper campus gymnasium to Mr. Haynes. In general, Mr. Headley summarized parental feedback as very positive about the school's activities, quite possibly the result of more involved and more frequent interaction between the school and the families, yielding greater transparency and understanding. He provided an update on the school's work on racial equity, which was followed by a discussion about the challenges of testing during remote instruction.
10. The board went into executive session at 7:33 pm to discuss real estate matters. No actions were taken.



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11. The meeting was adjourned at 8:03 pm.

Robert de Luna, Secretary



VOICE Charter School of New York Minutes of November 18, 2020 Board Meeting

- Trustees in Attendance:** Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Michael Guarini, Susheel Kurien, Karen Valbrun, John Yarmick.
- Absent Trustees:** Loraine Enlow, Rick Grassey, Michael Karp, Casey Lamb.
- Other Attendees:** Franklin Headley, Ray McGarrigle, Jordan Paul.
- Date and Time:** November 18 2020, 6:37 pm to 9:13 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

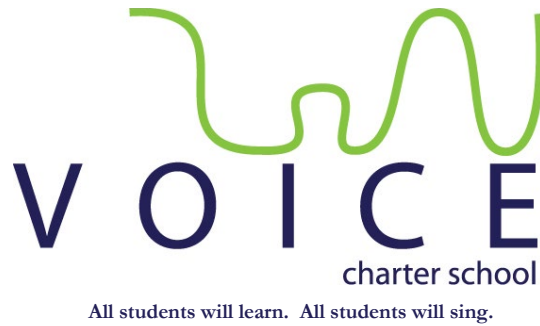
1. Mr. Cohen called the meeting to order at 6:37 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the October 28 board meeting were approved.
3. On behalf of the Finance Committee, Mr. McGarrigle reported on October's finances after the second month of the school's new year. Income continues to be higher than budgeted due to strong enrollment and special education reimbursement. Expenses are in good shape despite COVID expenditures. He added that VOICE has submitted to Citibank an application for PPP loan forgiveness.
4. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on current student enrollment, noting that overall enrollment remains steady and a little above budget, while kindergarten and first grade are still a little under-enrolled.



All students will learn. All students will sing.

5. In response to the Mayor's announcement that all NYC Department of Education buildings would be closed the following day, board members discussed Mr. Headley's proposed plan to pause the In-School Participation program for an indefinite period of time. Topics discussed included the needs of families and staffing considerations, as well as the possibility of using a different building for the program. The board also discussed the use of Jacob Riis staff members who oversee the In-School Participation program in support of virtual instruction during the program's pause. Following a motion duly made and seconded, the plan to pause the program was approved. Mr. Headley and Mr. Cohen will continue to discuss plans for resuming the program; the resumption would require approval from the board or the Executive Committee.
6. In his Principal's report, Mr. Headley discussed the support he has been receiving from colleagues and institutions, as well as from the board, and he summarized the supports and related initiatives undertaken to ensure staff well-being.
7. On behalf of the Music Committee, Mr. Kurien summarized some of the questions and challenges facing the school's Music Department in the pandemic, including how to assess students on Zoom, how to handle remedial instruction (especially for students new to VOICE), how performances can take place, and how the board can be supportive.
8. Mr. Cohen reported that Mr. Yarmick will be stepping down from the board but will continue to advise the board, and especially the Audit Committee, in an unofficial capacity. The rest of the board joined Mr. Cohen in thanking Mr. Yarmick for his contributions past and future.
9. Mr. Cohen invited board members to consider possible board committee reassignments.
10. The board went into executive session at 7:43 pm to discuss real estate and personnel matters. One action was taken. As a result of the session, following a motion duly made and seconded, the board approved, adopted, and authorized a Facilities Transition Agreement, by and between Voice Charter School and Growing Up Green Charter School, substantially in the form as submitted to the board prior to this meeting, subject to such modifications as the officers of Voice, with and upon the advice of counsel, shall deem necessary and appropriate, and the transactions contemplated thereby.
11. Following the executive session, the meeting was adjourned at 9:13 pm.

Robert de Luna, Secretary



VOICE Charter School of New York Minutes of December 16, 2020 Board Meeting

- Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien, Casey Lamb, Karen Valbrun.
- Absent Trustees:** Sari Biddelman, Loraine Enlow.
- Other Attendees:** Franklin Headley, Ray McGarrigle, Jordan Paul.
- Date and Time:** December 16, 2020, 6:40 pm to 7:35 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. Mr. Cohen called the meeting to order at 6:40 pm. Mr. de Luna served as meeting secretary.
2. Mr. Cohen reported that the PPP loan had been forgiven and thanked Mr. Ficeto, Mr. Headley, Mr. Grasse, and Mr. McGarrigle for their work.
3. Mr. Cohen reported that VOICE had signed a lease with the church on new basement space, which VOICE will use once full activity returns to campus.
4. Mr. Cohen also reported on the Executive Committee's vote to reopen the In-School Participation program to accommodate families' needs.
5. On behalf of the Finance Committee, Mr. McGarrigle reported on November's finances. Continuing the trend exhibited in recent months, income was higher than budgeted due to strong enrollment and special education reimbursement, and expenses were also higher

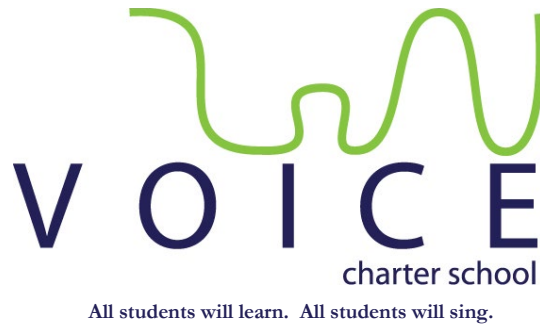


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than normal due to COVID-related expenditures. The net result is a modest deficit compared to budget.

6. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on student enrollment, noting that overall enrollment remains steady and a little above budget, despite kindergarten and first grade still being a little under-enrolled. Discussion ensued on attendance-taking methods and expectations during virtual instruction.
7. In his Principal's report, Mr. Headley provided an update on the reopening of the In-School Participation program, including current testing protocols and the absence of any parental complaints. He discussed plans for on-site COVID testing in January, and he gave an overview of concerns about and efforts to counter staff and student burnout. He also shared an overview of things to watch for on the political front as a new session gets underway.
8. Mr. Doyle proposed a revision to the draft of the November 18 board meeting minutes. After a motion duly made and seconded, the revised minutes were approved.
9. Mr. Cohen and Mr. Grasseley led a discussion of two items on the school's financial spreadsheet—the documentation of PPP loan forgiveness and fluctuations in the bond portfolio.
10. The board went into executive session at 7:23 pm to discuss a real estate matter. No action was taken.
11. The meeting was adjourned at 7:35 pm.

Robert de Luna, Secretary



**VOICE Charter School of New York
Minutes of January 13, 2021 Board Meeting**

Trustees in Attendance: Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Loraine Enlow, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien, Casey Lamb, Karen Valbrun.

Absent Trustees:

Other Attendees: Thomas Ficeto, Franklin Headley, Ray McGarrigle, Jordan Paul.

Date and Time: January 13, 2021, 6:34 pm to 7:45 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

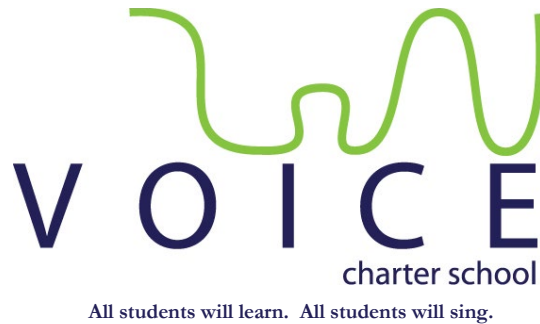
1. Mr. Cohen called the meeting to order at 6:34 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the December 18 board meeting were approved.
3. Mr. Cohen noted that, given that COVID-19 vaccination is now underway, VOICE should begin to develop plans for the school's reopening. He charged the Admissions and Planning Committee with beginning those discussions before the next board meeting.
4. On behalf of the Finance Committee, Mr. McGarrigle reported on December's finances. Continuing recent trends, revenue was higher than budgeted due to strong enrollment and special education reimbursement, and expenses were higher than budgeted due to COVID-related expenditures. Discussion ensued about the possibility of new federal support.



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5. Mr. Headley discussed his research on augmenting the life insurance benefit for staff, which would involve a modest expense for the school. Additional examination of the terms of the policy is underway.
6. On behalf of the HR and Talent Committee, Mr. Karp provided updates on the HR Department's work on equity and anti-racism and on mid-year staff evaluations. He also expressed an interest in adding another board member to the committee.
7. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on student enrollment, noting that overall enrollment remains steady and a little above budget, despite kindergarten and first grade still being under-enrolled. Applications for those who wish to begin attending VOICE next year were mailed out to more than 30,000 homes.
8. On behalf of the Education and Accountability Committee, Ms. Lamb discussed work in progress to develop school-wide accountability metrics for the year, as well as the challenge of aligning metrics with those of the State, since the State has paused testing.
9. Ms. Lamb noted that she had connected a possible candidate to join the board with Ms. Valbrun. Mr. Kurien noted that the Nominating Committee would do the usual vetting.
10. The board went into executive session at 7:10 pm to discuss personnel and real estate matters. No actions were taken.
11. The meeting was adjourned at 7:45 pm.

Robert de Luna, Secretary



**VOICE Charter School of New York
Minutes of February 10, 2021 Board Meeting**

- Trustees in Attendance:** Marc Cohen, Sari Biddelman, Robert de Luna, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien, Casey Lamb, Karen Valbrun.
- Absent Trustees:** Chris Doyle, Loraine Enlow.
- Other Attendees:** Franklin Headley, Ray McGarrigle, Jordan Paul.
- Date and Time:** February 10, 2021, 6:37 pm to 8:05 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. Mr. Cohen called the meeting to order at 6:37 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the January 13 board meeting were approved.
3. On behalf of the Education and Accountability Committee, Ms. Biddleman outlined the work associated with establishing school-wide goals and metrics for the current school year. She and Mr. Headley noted that these goals and metrics will necessarily be different because of remote teaching and learning.
4. On behalf of the Finance Committee, Mr. Grasse detailed a plan to increase life insurance coverage for the school's staff for a modest cost. The upgrade will increase the coverage from one times salary to three times salary, at a cost to the school of less than \$25,000.



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5. Also on behalf of the Finance Committee, Mr. McGarrigle reported on January's finances, noting that the picture remains the same. Despite above-budget revenue, COVID-related expenses are resulting in the school's overall finances being modestly below budget.
6. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on student enrollment, noting that it remains steady and a little above budget, despite kindergarten and first grade still being under-enrolled. Paper applications received for next year trail numbers from previous years, necessitating additional strategies for recruitment.
7. On behalf of the Nominating Committee, Mr. de Luna noted that a candidate is undergoing assessment for board consideration, and the process will continue to take time, including the candidate's attendance at a minimum of two board meetings. Led by Mr. Kurien, discussion ensued on the needed qualifications of new board candidates and the desire to find more diverse candidates who better represent the communities that VOICE serves.
8. On behalf of the HR and Talent Committee, Mr. Karp provided an update on the committee's most recent discussions, which focused on qualification wishes for a new board member, anticipated staffing needs for next year, ongoing equity and anti-racism training, a staff survey, and a review of the staff handbook.
9. In his Principal's report, Mr. Headley provided an update on bus and subway advertisements to attract new students. He also discussed efforts to get staff vaccinated against COVID-19, noting that more than 50 percent are already vaccinated and expectations are that 70 percent will be vaccinated by April. A corollary effort has staff working to help the family members of VOICE students getting appointments to be vaccinated. He also addressed potential scenarios for reopening the school to in-person attendance and instruction, perhaps as soon as April. Participation will be voluntary for both students and staff. Also on the table are the beginnings of plans for summer school.
10. Mr. Cohen shared preliminary news about the admissions of VOICE students to high schools of their choice. More detail will be available after all acceptance decisions are announced by March 1.
11. The board went into executive session at 7:50 pm to discuss real estate and personnel matters. No action was taken.
12. The meeting was adjourned at 8:05 pm.

Robert de Luna, Secretary



All students will learn. All students will sing.

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

Trustees in Attendance: Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Loraine Enlow, Michael Guarini, Michael Karp, Susheel Kurien, Casey Lamb, Karen Valbrun.

Absent Trustees: Rick Grassey

Other Attendees: Sheila Durant, Patrick Ford, Franklin Headley, Ray McGarrigle, Brenda O'Connor, Jordan Paul.

Date and Time: March 17, 2021, 6:35 pm to 8:36 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. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. Mr. Cohen welcomed Sheila Durant, who introduced herself and discussed her career in education.
3. After a motion duly made and seconded, the minutes of the February 10 board meeting were approved.
4. On behalf of the HR and Talent Committee, Mr. Karp shared the results of the annual staff survey, highlighting greater staff participation than last year and sharing certain takeaways, including several reflecting favorably on VOICE being a respectful place to work. Ms. O'Connor provided greater detail about response differences among VOICE's divisions.



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5. Mr. Ford introduced the district safety plan, which outlines response plans in the event of school-based emergencies. Discussion ensued and touched on the current school security staff. Mr. Cohen suggested the addition of language to the plan formalizing the board's notification in the event of an emergency. After a motion duly made and seconded, the safety plan was approved substantially in the form presented to the board.
6. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on student enrollment. While enrollment changed more than in previous months—five students departed—overall enrollment remains above budget and turnover has been much lower than in most years. Regarding applications for next year, the numbers overall are down, but application types that have traditionally been the most likely to turn into attending student (e.g., paper applications and direct applications) are up; most of the decline is in Common App applications, which have typically yielded a much lower percentage of attending students. Mr. Ford provided an update on an ongoing advertising campaign aimed at attracting new student families. Discussion ensued based on the committee's recommendation for the number of free lunch preference spots to allocate this year. After a motion duly made and seconded, seven free/reduced lunch preference spots for 2021-22 enrollment were approved.
7. On behalf of the Finance Committee, Mr. McGarrigle reported on February's finances, underscoring consistency with the narrative of recent months. Despite above-budget revenue, COVID-related expenses are resulting in the school's overall finances being modestly below budget. Conversation ensued about budgeting for future staffing needs and addressing post-pandemic trauma.
8. Mr. Cohen noted that the 990 form, a draft of which had previously been shared with board members for review, would be submitted the following day.
9. On behalf of the Education and Accountability Committee, Ms. Biddleman shared that the committee had reviewed recent academic assessment data from the lower elementary division, with the goal of providing greater support to any students who are struggling. She led a discussion about preliminary plans to open the campus for some student activities, with a focus on social-emotional and physical health. Mr. Headley discussed some of the uncertainties remaining about state testing. Conversation ensued about state testing.
10. In his Principal's report, Mr. Headley advanced the discussion about preliminary plans for children to return to in-person activities on a voluntary basis, in parallel with the ongoing virtual program. He also discussed his ongoing discussions with parents and shared some of their wishes and concerns. Dr. Valbrun urged Mr. Headley and the trustees to carefully consider those students who do better during remote programming in planning for the coming school year and beyond. Conversation ensued about the different experiences that

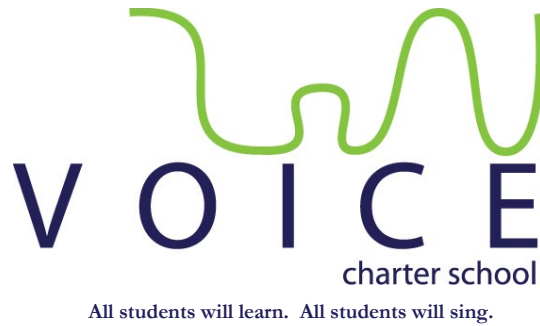


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students have had during remote instruction and how to ensure equity. Mr. Headley concluded by updating the board with the status of staff vaccinations.

11. The board went into executive session at 8:21 pm to discuss a real estate matter. No action was taken.
12. The meeting was adjourned at 8:36 pm.

Robert de Luna, Secretary
Approved April 21, 2021



VOICE Charter School of New York Minutes of April 5, 2021 Board Meeting

- Trustees in Attendance:** Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Loraine Enlow, Rick Grasse, Michael Karp, Susheel Kurien, Casey Lamb.
- Absent Trustees:** Michael Guarini, Karen Valbrun.
- Other Attendees:** Thomas Ficeto, Patrick Ford, Franklin Headley, Matthew Kolman, Ray McGarrigle, Jordan Paul.
- Date and Time:** April 5, 2021, 6:04 pm to 7:11 pm
- Location:** Zoom Virtual Meeting

AGENDA ITEMS

1. Approval of a revision to the Middle School PREP In-School Participation Reopening Plan

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:04 pm. Mr. de Luna served as meeting secretary.
2. Mr. Cohen explained that the Middle School PREP In-School Participation Reopening Plan had been reviewed and recommended for passage by the Education and Accountability Committee, but it requires a board vote because it constitutes a material change to the 2020-21 Reopening Plan. Mr. Kolman presented an overview of the plan and program. Discussion ensued about safety concerns and precautions, scheduling, music classes, and state exams. After a motion duly made and seconded, the revision of the Middle School PREP In-School Participation Reopening Plan was approved.
3. The board went into executive session at 6:28 pm to discuss a real estate matter. No action was taken.
4. The meeting was adjourned at 7:11 pm.

Robert de Luna, Secretary
Approved April 21, 2021



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VOICE Charter School of New York Minutes of April 21, 2021 Board Meeting

Trustees in Attendance: Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Loraine Enlow, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien, Casey Lamb, Karen Valbrun.

Absent Trustees:

Other Attendees: Sheila Durant, Patrick Ford, Franklin Headley, Ray McGarrigle, Jordan Paul.

Date and Time: April 21, 2021, 6:34 pm to 8:29 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. Mr. Cohen called the meeting to order at 6:34 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the March 17 board meeting were approved.
3. After a motion duly made and seconded, the minutes of the April 5 board meeting were approved.
4. On behalf of the Education and Accountability Committee, Ms. Biddleman shared updates on student academic progress, noting exceptional growth in technological skills. She led a discussion on plans for upcoming in-school activities, including state testing. Mr. Headley noted that the first cohort of in-school participation students have completed their two weeks, with very positive feedback overall. He then added that a growing number of middle school students have been electing to take state exams and that VOICE would offer



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in-person summer programming with an emphasis on students' social-emotional and physical well-being.

5. On behalf of the Finance Committee, Mr. McGarrigle reported on March's finances, which continue to show above-budget revenue and above-budget expenses related to COVID—resulting in the school's overall financial performance being modestly below budget. Mr. Grasse added an update on pricing negotiations over staff health care benefits.
6. On behalf of the HR and Talent Committee, Mr. Karp reported that offer letters have gone out to teachers and other staff for next year. Staff turnover for the incoming 2021-22 school year is expected to be relatively low.
7. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on student enrollment, which remains above budget. He provided an overview on the admissions lottery, student invitations, and student acceptances, noting an aggressive plan to fill spots as early as possible for next year.
8. On behalf of the Nominating Committee, Mr. Kurien shared the committee's thoughts on diversifying the board's membership, including a potential program in partnership with a local graduate school of education. Conversation ensued about parent participation in board meetings and the current status of the school's Parent Association.
9. In his Principal's report, Mr. Headley discussed progress in the vaccination of staff, noting that it was unclear whether the city and state would mandate or allow remote instruction in the fall. He reported a growing acceptance among teachers and staff to return to the campus, and he answered questions about remote instruction. He also provided an update about COVID testing and related funding.
10. Mr. Cohen noted that he had approved a nonmaterial change to the reopening plan related to physical distancing guidelines.
11. The board went into executive session at 7:30 pm to discuss real estate and personnel matters.
12. Mr. Cohen called the meeting to order again at 7:50 pm. Following the executive session discussion, the following resolutions were introduced:

RESOLVED, that the board, pursuant to the exercise of the good faith judgment of each of the trustees, believes it is advisable, desirable, fair to, and in the best interests of the school that the board approve, adopt, and authorize a lease for the premises located at 36-49 11th Street, Long Island City, New York (the "11th Street lease") and a lease extension and



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modification agreement with respect to that certain lease concerning the premises located at 36-24 12th Street, Long Island City (the “12th Street lease,” and, collectively, with the 11th Street lease, the “leases”), in each case, substantially on the material terms and conditions included in the drafts of the leases that were submitted to the board prior to this meeting; and it is further

RESOLVED, that the officers of the school are authorized to enter into, at their discretion, an agreement or agreements to merge the two leases for the purpose of satisfying certain conditions related to charter school facilities rental subsidies; and it is further

RESOLVED, that the transactions contemplated by the leases be, and they hereby are, approved and authorized in all respects; and it is further

RESOLVED, that the chair of the board, the president, the treasurer, and the secretary of the school (the “authorized officers”) be, and each of them hereby is, authorized and empowered, in the name and on behalf of the school, to execute and deliver the leases and any agreements to merge the leases, with such modifications as any such authorized officers, with and upon the advice of counsel, shall deem necessary and appropriate, and the execution and delivery of the leases and any agreements to merge the leases to be conclusive evidence that the same has been approved pursuant to these resolutions.

After a motion duly made and seconded, the resolutions were approved.

13. Discussion ensued about the board’s fulfillment of duties and responsibilities to stakeholders and how it could evolve to better serve its function. It was decided that a survey would be created for and circulated among board members to further the discussion.
14. The meeting was adjourned at 8:29 pm.

Robert de Luna, Secretary
Approved May 19, 2021



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VOICE Charter School of New York Minutes of May 19, 2021 Board Meeting

Trustees in Attendance: Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Loraine Enlow, Rick Grassey, Michael Guarini, Michael Karp, Casey Lamb, Karen Valbrun.

Absent Trustees: Susheel Kurien.

Other Attendees: Sheila Durant, Franklin Headley, Ray McGarrigle, Jordan Paul.

Date and Time: May 19, 2021, 6:34 pm to 7:56 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. Mr. Cohen called the meeting to order at 6:34 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the April 21 board meeting were approved.
3. On behalf of the Finance Committee, Mr. McGarrigle reported on April's finances, which continue to show above-budget revenue and above-budget expenses related to COVID—resulting in the school's overall financial performance being modestly below budget. Mr. Grassey added an update on pricing negotiations over staff health care benefits. Discussion followed on federal COVID-19 stimulus funds. Mr. Cohen reported on progress in the preparation of next year's budget, which will be shared with board members in advance of the next meeting so it can be voted on at that meeting.



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VOICE Charter School of New York Minutes of June 9, 2021 Board Meeting

Trustees in Attendance: Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle, Loraine Enlow, Rick Grasse, Michael Guarini, Michael Karp, Susheel Kurien, Casey Lamb, Karen Valbrun.

Absent Trustees: None.

Other Attendees: Patrick Ford, Franklin Headley, Ray McGarrigle, Brenda O'Connor, Christine Papania, Jordan Paul, Juan José Vásquez.

Date and Time: June 9, 2021, 6:34 pm to 8:57 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. Mr. Cohen called the meeting to order at 6:34 pm. Mr. de Luna served as meeting secretary.
2. Mr. Cohen thanked VOICE staff for the hard work in preparation for the meeting, and he welcomed both Christine Papania, who introduced herself and discussed her career in choral music education, and Juan José Vásquez, who was observing as a VOICE parent.
3. After a motion duly made and seconded, the minutes of the May 19 board meeting were approved.
4. Mr. Cohen reported that he had emailed board members the results of the equity and anti-racism audit, which will be discussed at a future meeting.
5. On behalf of the HR and Talent Committee, Mr. Karp discussed three changes to the Employee Handbook for board consideration: an updated protocol related to safety



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incidents; a new employee time-clock procedure; and an expansion of parental leave/bereavement benefits. Ms. O'Connor answered questions related to the changes. After a minor correction and a motion duly made and seconded, the changes to the Employee Handbook were approved.

6. On behalf of the Music Committee, Ms. Enlow and Mr. Kurien provided an update on the Music Department's progress during the pandemic, including the collection of music assessment data. Conversation ensued about the integration of these data with other academic data and metrics that compose the school's dashboard, as well as about lessons learned from remote music instruction.
7. On behalf of the Education Accountability Committee, Ms. Biddelman presented the proposed 2021-22 academic calendar, flagging minor deviations from previous years. Mr. Headley underscored the structural flexibility that allows for celebration of religious holidays that fall on instructional days. After a motion duly made and seconded, the 2021-22 academic calendar was approved.
8. Mr. Cohen presented the proposed 2021-22 board of trustees calendar, noting the probability of regulatory changes affecting remote meetings. After a motion duly made and seconded, the 2021-22 board of trustees calendar was approved.
9. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on student enrollment, which remains virtually unchanged, and on the admissions process for the 2021-22 school year, which is making progress towards admissions targets.
10. On behalf of the Finance Committee, Mr. McGarrigle introduced the proposed 2021-22 budget, commenting on student enrollment, pandemic-related staffing, federal funding, technological needs, and staff compensation. Discussion continued about staffing related to pandemic issues. After a motion duly made and seconded, the 2021-22 budget was approved.
11. Mr. Cohen shared highlights related to the acceptance of VOICE students to prestigious high schools and praised the Middle School team for their hard work in effecting these results. Discussion ensued on tracking VOICE alumni participation in music performance after graduation.
12. On behalf of the Nominating Committee, Mr. de Luna reported that the three-year terms of four current board members were expiring. All four board members are eligible for another term, and all expressed an interest in being considered for another term. After four motions



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duly made and seconded, Marc Cohen, Michael Guarini, Michael Karp, and Rick Grasse were individually reelected to the board.

13. On behalf of the Nominating Committee, Mr. de Luna reported the committee's recommendation to approve Sheila Durant's election to the board. After a motion duly made and seconded, Sheila Durant was elected to the board.
14. On behalf of the Nominating Committee, Mr. de Luna announced the closure of the nominating period, with four candidates for officer positions, one for each position: Casey Lamb was the nominee for chair/president; Karen Valbrun, the nominee for vice chair/vice president; Rick Grasse, the nominee for treasurer; and Robert de Luna, the nominee for secretary. Brief discussion ensued on election protocol. After four motions duly made and seconded, the four nominees were individually elected to their respective officer roles. Mr. Cohen, Ms. Lamb, and Mr. Headley offered comments and gratitude for the outgoing and incoming officers.
15. In his Principal's report, Mr. Headley provided an update on in-school activities and summer school plans, as well as perspectives on lessons learned from remote instruction that will contribute to thinking about next year.
16. The board went into executive session at 8:11 pm to discuss a personnel matter.
17. Following the executive session, the public session reconvened at 8:50 for a vote. Following a motion duly made and seconded, the offer letter to be presented to Mr. Headley for the 2021-22 school year was approved.
18. The meeting was adjourned at 8:57 pm.

Robert de Luna, Secretary



All students will learn. All students will sing.

4. On behalf of the Music Committee, Ms. Enlow provided an update on a recent meeting with Ms. Drapek, noting that data documenting different milestones for students of different ages would be shared at a future meeting.
5. On behalf of the Admissions and Planning Committee, Mr. de Luna provided an update on student enrollment, which remains unchanged from last month and still above budget. He commented that the admissions process appears to be on track to meet enrollment goals for the 2021-22 school year.
6. On behalf of the Nominating Committee, Mr. de Luna announced that the June board meeting would mark the end of the current board term and that four members would be completing terms and possibly willing to continue for another term. He planned to contact the four before the next meeting to capture their wishes about continuing and their reflections on the past term. He added that elections for officers would also be held at the June board meeting, as well as a vote on a new board candidate. Conversation ensued on election protocols.
7. Mr. Cohen reported that most board members have already responded to the survey that had been distributed, and he asked that those who haven't completed it yet to do so at their earliest convenience.
8. In his Principal's report, Mr. Headley began by thanking Mr. Cohen for his service as board chair. He continued with an update on a town hall meeting held earlier in the day with parents, at which most parents expressed gratitude for VOICE's support, and a range of topics were openly discussed. Parents were pleased to hear about the commitment to have the best in-person school possible starting in the fall. Mr. Headley also shared with parents information about summer camps and VOICE's summer school program. He also reported that he had received results of the school's equity and anti-racism audit, but he had not had time to digest and assess the data. Extensive conversation ensued about the audit data, its presentation to the board, and the work's scope and progress. Mr. Cohen and Mr. Headley agreed to work together to determine next steps. Mr. Headley then shared plans for the school's outdoor in-person graduation ceremony, which will take place in the PS111 schoolyard on June 25 at 5:00 p.m.
9. Mr. Cohen noted that 117 out of 120 school staff members have reported being vaccinated.
10. The meeting was adjourned at 7:56 pm.

Robert de Luna, Secretary
Approved June 9, 2021

2021-2022 School Calendar

| | Mon | Tue | Wed | Thu | Fri |
|-----------------|-----|-----|-----|-----|-----|
| Aug 2021 | 2 | 3 | 4 | 5 | 6 |
| | 9 | 10 | 11 | 12 | 13 |
| | 16 | 17 | 18 | 19 | 20 |
| | 23 | 24 | 25 | 26 | 27 |
| | 30 | 31 | | | |
| Sep 2021 | 6 | 7 | 8 | 9 | 10 |
| | 13 | 14 | 15 | 16 | 17 |
| | 20 | 21 | 22 | 23 | 24 |
| | 27 | 28 | 29 | 30 | 1 |
| | | | | | |
| Oct 2021 | 4 | 5 | 6 | 7 | 8 |
| | 11 | 12 | 13 | 14 | 15 |
| | 18 | 19 | 20 | 21 | 22 |
| | 25 | 26 | 27 | 28 | 29 |
| | | | | | |
| Nov 2021 | 1 | 2 | 3 | 4 | 5 |
| | 8 | 9 | 10 | 11 | 12 |
| | 15 | 16 | 17 | 18 | 19 |
| | 22 | 23 | 24 | 25 | 26 |
| | 29 | 30 | 1 | 2 | 3 |
| Dec 2021 | 6 | 7 | 8 | 9 | 10 |
| | 13 | 14 | 15 | 16 | 17 |
| | 20 | 21 | 22 | 23 | 24 |
| | 27 | 28 | 29 | 30 | 31 |
| | | | | | |
| Jan 2022 | 3 | 4 | 5 | 6 | 7 |
| | 10 | 11 | 12 | 13 | 14 |
| | 17 | 18 | 19 | 20 | 21 |
| | 24 | 25 | 26 | 27 | 28 |
| | 31 | 1 | 2 | 3 | 4 |
| Feb 2022 | 7 | 8 | 9 | 10 | 11 |
| | 14 | 15 | 16 | 17 | 18 |
| | 21 | 22 | 23 | 24 | 25 |
| | 28 | 1 | 2 | 3 | 4 |
| | | | | | |
| Mar 2022 | 7 | 8 | 9 | 10 | 11 |
| | 14 | 15 | 16 | 17 | 18 |
| | 21 | 22 | 23 | 24 | 25 |
| | 28 | 29 | 30 | 31 | 1 |
| | | | | | |
| Apr 2022 | 4 | 5 | 6 | 7 | 8 |
| | 11 | 12 | 13 | 14 | 15 |
| | 18 | 19 | 20 | 21 | 22 |
| | 25 | 26 | 27 | 28 | 29 |
| | | | | | |
| May 2022 | 2 | 3 | 4 | 5 | 6 |
| | 9 | 10 | 11 | 12 | 13 |
| | 16 | 17 | 18 | 19 | 20 |
| | 23 | 24 | 25 | 26 | 27 |
| | 30 | 31 | 1 | 2 | 3 |
| Jun 2022 | 6 | 7 | 8 | 9 | 10 |
| | 13 | 14 | 15 | 16 | 17 |
| | 20 | 21 | 22 | 23 | 24 |
| | 27 | 28 | 29 | 30 | 1 |
| | | | | | |

| | |
|--|-------------------------|
| | Regular Instruction Day |
| | Half Days (counted) |
| | Day off |
| | Full Day PD |
| | Office staff only |

VOICE Charter School

| Holidays & Notes | |
|--|-------------------------------|
| <i>Deans return</i> | Aug 4, 2021 |
| Conclusion of Summer School | Aug 12, 2021 |
| <i>New teacher/existing teacher start dates</i> | Aug 16 / Aug 17 |
| <i>Classroom Assistant Start Date</i> | Aug 23, 2021 |
| Labor Day - No Instruction | Sep 6, 2021 |
| <i>First Day of Instruction (1/2 day for K-2 Th&F)</i> | Sep 9, 2021 |
| <i>Half Day instruction for K only</i> | Sep 13 - 17, 2021 |
| First Day of bus service | Sep 20, 2021 |
| Indigenous People Day - No Instruction | Oct 11, 2021 |
| Half day PD w/bus | Oct 14, 2021 |
| <u>ELA IA #1</u> | Nov 4-5, 2021 |
| Veterans Day PD / No Instruction | Nov 11, 2021 |
| Fall Conference Day (half day w/o bus) | Nov 23, 2021 |
| Thanksgiving Break - No Instruction | Nov 24 - 26, 2021 |
| <u>MATH IA #1</u> | Dec 9-10, 2021 |
| New Year's Break | Dec 20 to Dec 31, 2021 |
| MLK Day - No Instruction | Jan 17, 2022 |
| <u>ELA IA #2</u> | Jan 25-26, 2022 |
| Half day PD w/bus | Jan 31, 2022 |
| Mid Winter Break | Feb 21 to 25, 2022 |
| Half day PD w/bus | Mar 3, 2022 |
| <u>MATH IA #2</u> | Mar 8-9, 2022 |
| Spring Conference Day (w/o bus) | Mar 18, 2022 |
| <u>NYS ELA Tests</u> | Mar 29 to 31, 2022 |
| Half Day PD w/bus | Apr 4, 2022 |
| <i>Full Day PD / Asynchronous Instruction</i> | Apr 15, 2022 |
| <u>NYS Math Test</u> | Apr 26 to 28, 2022 |
| Spring Break | May 2 to 6, 2022 |
| Memorial Day - No Instruction | May 30, 2022 |
| Half Day PD w/bus | Jun 3, 2022 |
| Juneteenth - No Instruction | Jun 20, 2022 |
| Last Day of Instruction (half day w/bus) | Jun 24, 2022 |
| <i>End of School PD</i> | Jun 27 to 28, 2022 |

180 full and half days of school

Blue text indicates day with modified instruction schedule

Green text day indicates assessment or test day

Red Text indicates holidays

Calendar Date June 24, 2021

Ver 3.1

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

128 257 1224

80220

No. Q
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~~ ~~building~~ ~~premises~~ located at
35-24 12 Street, SWO. 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. ~~NEW~~ 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 regulations of the Board of Standards and Appeals: (Circular number to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

| STORY | LIVE LOAD Lbs. per Sq. Ft. | PERSONS ACCOMMODATED | | | USE |
|------------|-------------------------------|----------------------|--------|-------|-----|
| | | MALE | FEMALE | TOTAL | |
| [REDACTED] | | | | | |