

# Application: VOICE CHARTER SCHOOL OF NEW YORK

Jen ase - [REDACTED]  
Annual Reports

## Summary

**ID:** 0000000031

**Status:** Annual Report Submission

**Last submitted:** Oct 30 2020 10:06 AM (EDT)

## Entry 1 School Info and Cover Page

**Completed** Nov 2 2020

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

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

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

## BASIC INFORMATION

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**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, 2020)**

Please select the correct authorizer as of June 30, 2020 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

	<p>students take 5-10 arts/music classes per week. 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.</p> <p>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:</p> <p>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.</p> <p>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)**

[www.voicecharterschool.org](http://www.voicecharterschool.org)

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

810

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

659

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (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 2020-2021?

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	[REDACTED]	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	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]
DASA Coordinator	Peter Cataldo	[REDACTED]	[REDACTED]	[REDACTED]
Phone Contact for After Hours Emergencies	Franklin Headley	[REDACTED]	[REDACTED]	[REDACTED]

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

Private Space

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

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

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

### **Site 1 Certificate of Occupancy (COO)**

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

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

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### **Site 1 Fire Inspection Report**

[Fire Inspection 2020 \(1\).pdf](#)

**Filename:** Fire Inspection 2020 (1).pdf **Size:** 1.4 MB

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### **School Site 2**

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## m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	37-15 13th St. Long Island City, NY 11101	[REDACTED]	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	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Patrick Ford	[REDACTED]	[REDACTED]	[REDACTED]
DASA Coordinator	Peter Cataldo	[REDACTED]	[REDACTED]	[REDACTED]
Phone Contact for After Hours Emergencies	Franklin Headley	[REDACTED]	[REDACTED]	[REDACTED]

**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 2019-2020 SCHOOL YEAR**

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

No

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

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

Yes

## ATTESTATION

### p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Jen Pasek
Position	Consultant
Phone/Extension	[REDACTED]
Email	[REDACTED]

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

### Responses Selected:

Yes

### Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large loop on the left, followed by a series of connected strokes that end in a sharp upward-pointing tail on the right.

Signature, President of the Board of Trustees



Date

Sep 18 2020

Thank you.



## Entry 2 NYS School Report Card

**Incomplete** Hidden from applicant

### Instructions

#### **SUNY-authorized charter schools only**

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

## Entry 2 NYS School Report Card Link

**VOICE CHARTER SCHOOL OF NEW YORK 343000860932**

### NEW YORK STATE REPORT CARD

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

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

(No response)



# Entry 3 Progress Toward Goals

Completed Nov 2 2020

## Instructions

### Regents, NYCDOE, and Buffalo BOE-authorized charter schools

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

# Entry 3 Progress Toward Goals

## PROGRESS TOWARD CHARTER GOALS

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

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

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

### 2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met or Unable to	If not met, describe efforts
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		Toward Attainment of Goal	Assess	the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination must exceed such percentage for the Community School District (CSD) in which the school is located. (Relevant for schools serving grades 3-8)	NYS Exams	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. (Relevant for schools serving grades 3-8)	NYS Exams	Unable to Assess	
	For each year of the school's			

Academic Goal 3	renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination must exceed such percentage for the Community School District (CSD). (Relevant for schools serving grades 3-8)	NYS Exams	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. (Relevant for schools serving grades 3-8)	NYS Exams	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	NYS Exams	Unable to Assess	

	term. (Relevant for schools serving grades 3-8)			
Academic Goal 6	Based on the proficiency rates on the New York State Mathematics examination, the school will demonstrate positive academic growth in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Exams	Unable to Assess	
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. (Relevant for schools serving grades 3-8)	NYS Exams	Unable to Assess	
	Where the school has an eligible subgroup population (deemed as six or			

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

Academic Goal 10	(deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Exams	Unable to Assess	
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**2. Do have more academic goals to add?**

Yes

**2019-2020 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
	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the			

Academic Goal 11	school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Exams	Unable to Assess	
Academic Goal 12	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the free or reduced price lunch program, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. (Relevant for schools serving grades 3-8)	NYS Exams	Unable to Assess	
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 we have more academic goals to add?**

No

**4. ORGANIZATION GOALS**

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

**2019-2020 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school self-reported average daily student attendance rate shall meet or exceed the average daily attendance for the	Sirs BEDS Data	Met	



	Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.			
Org Goal 2	Each year, the percentage of students enrolled in AT 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.	Sirs BEDS Data	Unable to Assess	VOICE Charter School had a 92% retent on rate n 2019-20.
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 IRS Data and NYSED Preliminary Enrollment Data (not including former ELLs and SWDs)	Not Met	VOICE enrolled 17% and NYC District 30 enrolled 18% ELL students.
Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by	VOICE IRS Data and NYSED Preliminary Enrollment Data (not including	Met	VOICE enrolled 19% and NYC District 30 enrolled 16% SWD

	the Board of Regents, for students with disabilities.	former ELLs and SWDs)		students.
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch.	VOICE IRS Data and NYSED Preliminary Enrollment Data	Met	VOICE enrolled 80% and NYC District 30 enrolled 70% ED students.
Org Goal 6	Each year, the school will meet or exceed any applicable student retent on targets, as prescribed by the Board of Regents, for English language learners.	BEDS Day Enrollment Records	Met	100% of ELL students returned for the 2019-20 school year.
Org Goal 7	Each year, the school will meet or exceed any applicable student retent on targets, as prescribed by the Board of Regents, for students with disabilities.	BEDS Day Enrollment Records	Met	93% of SWD students returned for the 2019-20 school year.
	Each year, the school will meet or exceed any applicable student retent on targets, as prescribed by	BEDS Day		93% of ED students returned

Org Goal 8	the Board of Regents, for students eligible for free and reduced price lunch.	Enrollment Records	Met	for the 2019-20 school year.
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.	Pending survey		
	In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE			

Org Goal 10	<p>School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of staff participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>	Pending survey		
Org Goal 11	<p>In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of students</p>	Pending Survey	Unable to Assess	

	participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.			
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	Not Met	Approved enrollment of 810 in 2019-20. BEDS Day enrollment was 671. 83%
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 you have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Financial Records	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	Financial Records	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

No

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

#### **SUNY-Authorized Charter Schools ONLY**

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

## Entry 7 Disclosure of Financial Interest Form

**Completed** Nov 2 2020

### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

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

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

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

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

#### **VOICE BOT Forms 201920 v2**

**Filename:** VOICE BOT Forms 201920 v2.pdf **Size:** 892.1 kB

## Entry 8 BOT Membership Table

**Completed** Nov 2 2020

### Instructions

#### **Required of All charter schools**

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

## Entry 8 BOT Table

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

### VOICE CHARTER SCHOOL OF NEW YORK 343000860932

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

	Trustee Name and 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 2019-2020
1	Marc Cohen, [REDACTED]	Chair	Finance	Yes	5	7/1/2018	6/30/2021	12
2	Robert De Luna, [REDACTED]	Secretary	-	Yes	3	7/1/2019	6/30/2021	12
	Casey Lamb,	Trustee/M	Ed &				6/30/202	



3	[REDACTED]	ember	Accountability	Yes	2	7/1/2019	2	10
4	Michael Karp, [REDACTED]	Trustee/Member	-	Yes	1	7/1/2018	6/30/2021	7
5	Richard Grasse, [REDACTED]	Treasurer	Finance	Yes	3	7/1/2018	06/31/2021	11
6	Christopher Doyle, [REDACTED]	Vice Chair	Ed & Accountability	Yes	5	7/1/2020	06/30/2023	11
7	Lorane Enlow, [REDACTED]	Trustee/Member	-	Yes	2	7/1/2020	06/30/2023	6
8	John Yarmick, [REDACTED]	Trustee/Member	Finance	Yes	2	7/1/2020	06/30/2023	7
9	Gavin [REDACTED]	Trustee/Member	-	Yes	1	7/1/2016	06/30/2019	5 or less

**1a. Are there more than \_\_\_\_\_ members of the Board of Trustees?**

Yes

**1b. Current Board Member Information**

	Trustee Name and 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 2019-2020
10	Michael Guarini, [REDACTED]	Trustee/Member		Yes	2	7/1/2018	06/30/2021	11
11	Karen Valbrun, [REDACTED]	Trustee/Member	-	Yes	1	7/1/2019	06/30/2022	6
12	Sari Biddelman, [REDACTED]	Trustee/Member	-	Yes	1	7/1/2019	06/30/2022	6
13	Sushel Kur en, [REDACTED]	Trustee/Member	-	Yes	1	7/1/2019	06/30/2022	6
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, 2020	12
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

### 3. Number of Board meetings held during 2019-2020

12

### 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

Completed Nov 2 2020

### Instructions

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

## 2019-20+BOT+Meeting+Minutes+FINAL

Filename: 2019 20BOTMeetingMinutesFINAL.pdf Size: 4.4 MB

### Entry 10 Enrollment & Retention

Completed Nov 2 2020

#### Instructions for submitting Enrollment and Retention Efforts

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

### Entry 10 Enrollment and Retention of Special Populations

#### Instructions for Reporting Enrollment and Retention Strategies

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

**VOICE CHARTER SCHOOL OF NEW YORK 343000860932**

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	<p>As VOICE continues to exceed the district's enrollment of economically disadvantaged students with our 80% to their 70% in 2019-20.</p> <p>-VOICE recruits throughout the neighborhoods surrounding the school and in the local district,</p>	

Economically Disadvantaged

recently adding Jacob Rijs Settlement House.

- The school uses a preference for applicants currently in the Supplemental 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.

We continue to investigate new partnerships with community organizations that can act as outreach partners. With the closures, we also have reached out to these partners to let them know about our school.

The percent of ELL students at VOICE in 2019-20 nearly matched the local district with 17% to their 18%.

- The school advertises Spanish, the language that predominates in our area.
- VOICE conducts outreach with multilingual staff.
- VOICE conducts outreach to local preschools and private

<p>English Language Learners/Multilingual Learners</p>	<p>daycare providers.</p> <ul style="list-style-type: none"> <li>- Advertising and school materials are translated as needed.</li> <li>- A Google Translate button is available on the VOICE website.</li> <li>- Translation services are provided with sufficient notice.</li> <li>- The school contacts trusted service providers of immigrant communities, such as CHHAYA , to inform them and their clients of VOICE.</li> <li>- VOICE provides applications to existing ELL parents and encourages them to reach out and contact families that they know and inform them about VOICE.</li> </ul>	<p>Continuation of current efforts</p>
<p>Students with Disabilities</p>	<p>"VOICE enrolled 19% SWD in 2019-20, while the district serves 16%.</p> <ul style="list-style-type: none"> <li>- VOICE's direct mail advertising and website highlight supports for special needs students.</li> <li>- The school advertises to special needs communities.</li> <li>- VOICE conducts outreach to specialized feeder schools and programs.</li> <li>- VOICE works with the intervention team to monitor incoming students to ensure those with previously undiagnosed disabilities are properly diagnosed and provided with services.</li> </ul>	<p>Continuation of current efforts</p>

**Retention Efforts Toward Meeting Targets**

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

<p>Economically Disadvantaged</p>	<p>VOICE's population is more than three-quarters economically disadvantaged, so student retention efforts are focused on maintaining a culture of excellent academic programs, a positive school culture, and frequent home-school communications. VOICE retained 93% of eligible returning ED students from 2018-19 to 2019-20.</p>	<p>In addition to all the previous strategies, during the Covid related closures we provided computers and internet access to families who were unable to secure that. We also partnered with Hour Children Food bank to provide assistance to families struggling with food security.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>VOICE retained 100 percent of students classified as ELL in 2018-19 who were eligible to return.</p> <ul style="list-style-type: none"> <li>- 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 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).</li> <li>- VOICE continually works to improve non-English, non-Spanish speaking parental involvement and linguistic support.</li> </ul>	<p>Continuation of existing efforts</p>
	<p>93 percent of eligible students with Disabilities status in 2018-19 returned in 2019-20.</p> <ul style="list-style-type: none"> <li>- VOICE uses the approaches of Integrated Co-Teaching (ICT), Special Education Teacher</li> </ul>	

Students with Disabilities	<p>Support Services (SETSS), and counseling to provide an inclusive education to all students.</p> <p>- To improve the retention rate of SWD, the intervention team coordinates with classroom teachers, parents, and the CSE to ensure that the mandates of each student's IEP are met.</p>	Continuation of existing efforts
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## Entry 12 Percent of Uncertified Teachers

**Completed** Nov 2 2020

### Instructions

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

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

## Entry 12 Uncertified Teachers

**School Name: VOICE CHARTER SCHOOL OF NEW YORK 343000860932**

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# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category A: 5 or 30% whichever is less	4.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
<b>Total Category B: not to exceed 5</b>	<b>1.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category C: not to exceed 5	2.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	0

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

	FTE Count
Total Category E	53

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	60



Thank you.

## Entry 13 Organization Chart

Completed Nov 2 2020

### Instructions

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

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

#### **[Entry 13 Organization Chart] 31592934-sy19-20-draft-org-chart**

**Filename:** Entry 13 Organization Chart 31592934 s NAEQQIA.pdf **Size:** 72.7 kB

## Entry 14 School Calendar

Completed Nov 2 2020

### Instructions for submitting School Calendar

#### **Required of ALL Charter Schools**

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

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

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

#### **2020-21 Calendar**

**Filename:** 2020 21 Calendar.pdf **Size:** 141.2 kB

# Entry 15 Links to Critical Documents on School Website

Completed Nov 2 2020

## Instructions

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

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

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

## Form for Entry 15 Links to Critical Documents on School Website

School Name: VOICE CHARTER SCHOOL OF NEW YORK

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
3. Link to NYS School Report Card	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
5. Authorizer-Approved DASA Policy	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
6. District-wide Safety Plan	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
7. Authorizer-Approved FOIL Policy	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
8. Subject matter list of FOIL records	<a href="http://www.voicecharterschool.org/compliance">http://www.voicecharterschool.org/compliance</a>
9. Link to School Reopening Plan	<a href="https://docs.google.com/document/d/1oeUyx73qnD7lmC2K6Nn7_pIjVLmpdpblnc8ngLUWOxl/edit">https://docs.google.com/document/d/1oeUyx73qnD7lmC2K6Nn7_pIjVLmpdpblnc8ngLUWOxl/edit</a>

**Thank you.**



## **Entry 16 COVID 19 Related Information**

**Completed** Nov 2 2020

### **Instructions**

#### **Required of ALL charter schools**

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

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

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

## Entry 16 COVID 19 Related Information

**School Name: VOICE CHARTER SCHOOL OF NEW YORK**

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	659	659	659

### Table 2: 2019-2020 Assessments and Grade Participation

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

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

															ting Stud ents
Run ning Rec ord (RA Z Kids )	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗		
Mat h (Cu mul ativ e Eur eka/ Zea rn)	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗		
Fun dati ons	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗		
Wrt ing	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗		
Sigh two rds	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗		
Mus ic	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗		
Phy sica l Edu cati on	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗		
Scie															



	nce	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	EOY Re mot e Mat h Ass ess me nt	✗	✗	✗	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	
	EOY Re mot e ELA Ass ess me nt	✗	✗	✗	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	
	EOY Re mot e S Ass ess me nt	✗	✗	✗	✗	✗	✗	✓	✓	✓	✗	✗	✗	✗	
	EOY Re mot e Scie nce Ass ess me nt	✗	✗	✗	✗	✗	✗	✓	✓	✓	✗	✗	✗	✗	
	EOY Re mot														

e PE/ Hea lth Ass ess me nt	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	
EOY Re mot e Mus ic Ass ess me nt	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	

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<b>x</b>	<b>x</b>	<b>x</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
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<b>x</b>	<b>x</b>	<b>x</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
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<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>

x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x	x	x	x	x	x

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## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Incomplete** Hidden from applicant

### INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

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

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

Marc Cohen

**Name:** \_\_\_\_\_**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

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
<i>Please write “None” if applicable. Do not leave this space blank.</i>			
None			

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

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

DocuSigned by:  
  
 C8CF386DA6E0418...

7/7/2020

Signature

Date

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

**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

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

Richard R Grasse, Jr.

**Name:** \_\_\_\_\_

**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 member, 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
<p><i>Please write “None” if applicable. Do not leave this space blank.</i></p> <p>None</p>			

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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7/6/2020

Signature

Date

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

**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

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

Robert de Luna

**Name:** \_\_\_\_\_

**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.

I do not know what is meant by "the education corporation," but I currently work for Hunter College, one of the schools that make up the City University of New York." I serve as assistant vice president of communications. I started working as a consultant in winter 2019, before they brought me on full-time in the fall of 2019.

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	none	none	none

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

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

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7/12/2020

Signature

Date

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**Business Telephone** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

**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).

board

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**   x   **No**


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

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

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

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

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

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Signature

Date

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**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

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

**Name:** \_\_\_\_\_  
Susheel 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

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

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	None	None	None

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

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

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7/8/2020

Signature

Date

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**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

**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).

chair of nominating 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**   x   **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
<p><i>Please write “None” if applicable. Do not leave this space blank.</i></p> <p>none</p>	<p>none</p>	<p>none</p>	<p>none</p>

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</i>	<i>"None" if applicable. Do not leave this space blank.</i> none	none	none	none

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7/7/2020

Signature

Date

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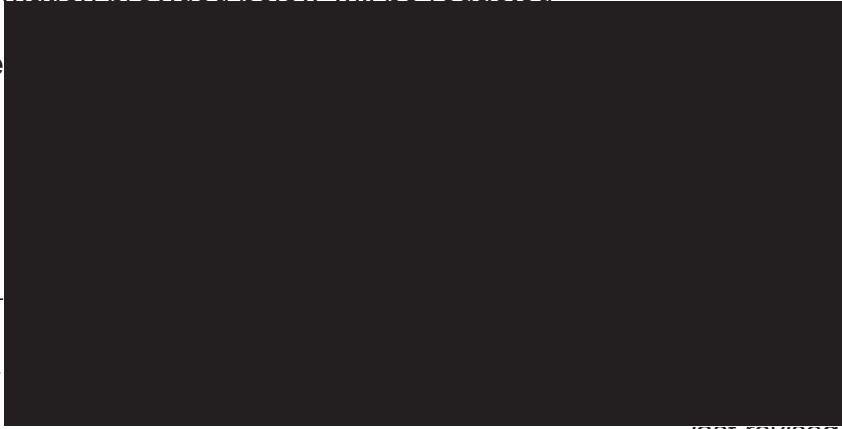
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

**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  
\_\_\_\_\_

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 <sup>x</sup>\_\_\_ 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 <sup>x</sup>\_\_\_ 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 <sup>x</sup>\_\_\_ 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 <sup>x</sup>\_\_\_ 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	None	None	None

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

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

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7/6/2020

Signature

Date

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**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*



**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	none	none	none

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

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

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7/15/2020

Signature

Date

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

**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

**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

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

Member of Educational 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**

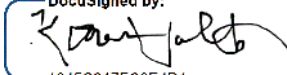
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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	none	none	none

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

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

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7/6/2020

Signature

Date

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

**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

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

John Yarmick

**Name:** \_\_\_\_\_

**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).

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.

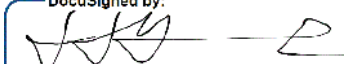
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the 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
<p><i>Please write “None” if applicable. Do not leave this space blank.</i></p> <p>None</p>			

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				

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7/6/2020

Signature

Date

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

**Business Telephone** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

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

Name: Gavin Schryver

**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
<i>Please write “None” if applicable. Do not leave this space blank.</i>			
None			

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

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

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7/18/2020

Signature

Date

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

**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*

**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).

**Trustee**

2. Are you an employee of any school operated by the education corporation? \_\_\_Yes \_\_\_X\_\_\_No

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

3. Are you related, by blood or marriage, to any person employed by the school? \_\_\_Yes \_\_\_X\_\_\_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 \_\_\_X\_\_\_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 \_\_\_X\_\_\_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 \_X\_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
<p><b>NONE</b></p> <p><i>Please write “None” if applicable. Do not leave this space blank.</i></p>			

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**.”



**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).

Vice Chair, Chair of Education Accountability 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
<p><i>Please write “None” if applicable. Do not leave this space blank.</i></p> <p>n/a</p>			

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
Please write none	<i>"None" if applicable.</i>	<i>Do not leave this space</i>	<i>blank.</i>	

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8/27/2020

Signature

Date

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

**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



*last revised 06/8/2020*



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of July 31, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Loraine Enlow (by phone, non-voting), Rick Grasse, Michael Guarini, Michael Karp, Casey Lamb, John Yarmick.

**Absent Trustees:** Gavin Schryver.

**Other Attendees:** Franklin Headley, Ray McGarrigle, Katie Whiting.

**Date and Time:** July 31, 2019, 6:38 pm

**Location:** Stroock, Stroock & Lavan LLP  
767 Third Avenue, 37<sup>th</sup> Floor  
New York, NY, 10017

**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 6:38 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the June 12 board meeting were approved.
3. On behalf of the Nominations Committee, Mr. Guarini reported on progress in creating an informational packet for candidates for board membership and in formalizing the assessment and nominating process. He expects a draft will be ready for review at the August board meeting.
4. Mr. Headley reported that staff will be undergoing a full day of training on diversity, inclusion, and implicit bias.



All students will learn. All students will sing.

5. Mr. Cohen raised the topic of a retreat for board members--an opportunity to establish broad goals. He asked Ms. Whiting to send around possible dates for the retreat.
6. Mr. Cohen reported on his and Mr. Headley's meeting with Scott Crowley, VOICE's new lobbyist. The initial work will be to establish clear goals and identify candidates for possible board membership from the community.
7. Mr. Headley presented the Principal's report, beginning by thanking Ms. Whiting, who has assumed responsibility for hiring following the departure of a colleague. He provided an update on two construction projects: reconfiguration of space in the lobby for a security guard and creation of space for new mothers to express milk. He noted that VOICE currently has no students who have requested an immunization exemption. He concluded by reporting on his recent trip to Albany to meet with David Frank.
8. On behalf of the Admissions and Planning Committee, Mr. de Luna reported that registration was going well. More kindergarten spaces need to be filled at this point than expected, but the wait list is still sufficiently robust, so no problems are foreseen.
9. The board went into closed session at 7:15 pm to discuss a sensitive business issue and a personnel matter. No actions were taken.
10. The meeting was adjourned at 7:53 pm.

A handwritten signature in black ink, appearing to read "Robert de Luna", written over a horizontal line.

Robert de Luna, Secretary  
Approved August 26, 2019





All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of August 26, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Loraine Enlow, Rick Grasse, Michael Guarini, Casey Lamb, John Yarmick.

**Absent Trustees:** Michael Karp

**Other Attendees:** Jasmine Calderone, Amy Dibiase, Patrick Ford, Franklin Headley, Matt Kolman, Ray McGarrigle, Karen Valbrun.

**Date and Time:** August 26, 2019, 6:30 pm to 8:22 pm

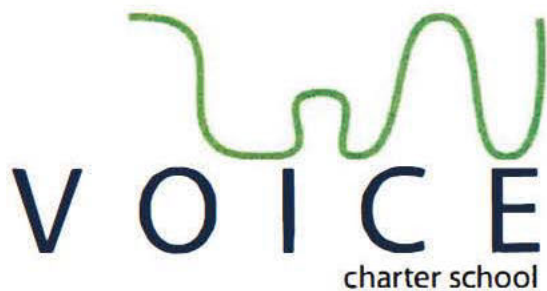
**Location:** VOICE Charter School  
36-24 12<sup>th</sup> St.  
Long Island City, NY, 11106

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:30 pm. Mr. de Luna served as meeting secretary.
2. Mr. Cohen introduced Ms. Calderone, who presented to the board about Kids Rise, a New York City-supported college savings program. She talked about its reach and functions, as well as eligibility. Ensuing discussion touched on funding caps, fiscal impacts, and program operation.
3. Mr. Kolman led a discussion of the recently released state test scores for the middle school grades, highlighting the potential factors behind each grade's respective performance, as

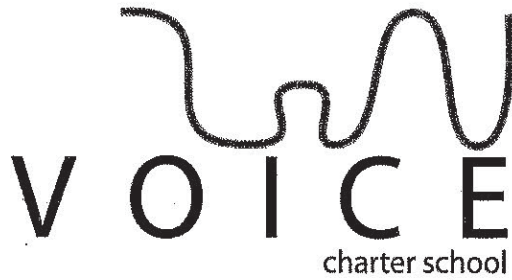


well as strategies undertaken in response. Ms. Dibiase led a similar discussion on results for grades 3-5. Mr. Headley provided additional insights on the scores, most of which reflected declines from the previous year.

4. After a small revision and a motion duly made and seconded, the minutes of the July 31 board meeting were approved.
5. Mr. Cohen introduced Karen Valbrun, a prospective board member. He noted we will be using the new on-boarding process, spearheaded by Mr. Guarini. He also noted that Gavin Schryver has resigned from the board, effective immediately, due to competing demands on his ability to participate. The board thanked Mr. Schryver for his service.
6. Mr. Cohen provided an update on plans for an upcoming board of trustees retreat, which he is working on with Ms. Lamb and Ms. Enlow.
7. Mr. Guarini reported on the recent professional development training on bias awareness and prevention, held at the Plaxall Gallery in Long Island City. He noted he was impressed by the program, which was collaborative and dynamic.
8. On behalf of the Finance Committee, Mr. McGarrigle provided a summary of last year's fiscal performance, noting we ended the year \$300,000 better than budgeted. For the new budget, reporting for July includes only expenses, as expected.
9. On behalf of the Audit Committee, Mr. Yarnick informed the board the annual audit was on track and would be presented at the next meeting.
10. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on student enrollment for the upcoming year, which appears to be on track for the start of the school year.
11. The board went into closed session at 7:52 pm to discuss personnel and real estate matters. No action was taken.
12. The meeting was adjourned at 8:22 pm.

A handwritten signature in black ink, appearing to read "Rt de Luna".

Robert de Luna, Secretary  
Approved Sept. 25, 2019



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of September 25, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle (via FaceTime), Michael Guarini, Casey Lamb.

**Absent Trustees:** Loraine Enlow, Rick Grasse, Michael Karp, John Yarmick.

**Other Attendees:** Sari Biddelman, Elizabeth Blair, Patrick Ford, Franklin Headley, Susheel Kurien, Ray McGarrigle, Karen Valbrun.

**Date and Time:** September 25, 2019, 6:45 pm to 8:15 pm

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

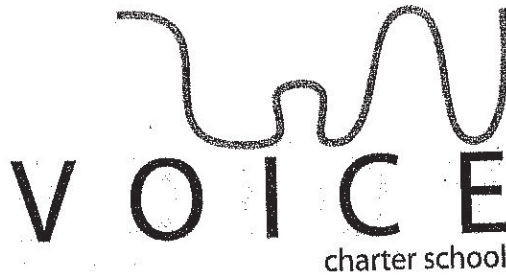
**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:45 pm. Mr. de Luna served as meeting secretary.
2. Following introductions for the first-time attendees, Mr. Cohen noted that the Nomination Committee was advancing work vetting three board member candidates, and one would be voted on this evening. To deliberate on that candidate, the board went into closed session at 6:55 pm. As a result of those discussions, and following a motion duly made and seconded, Ms. Valbrun was elected to the board by a unanimous vote. The board returned to open session.
3. After a motion duly made and seconded, the minutes of the August 26 board meeting were approved.



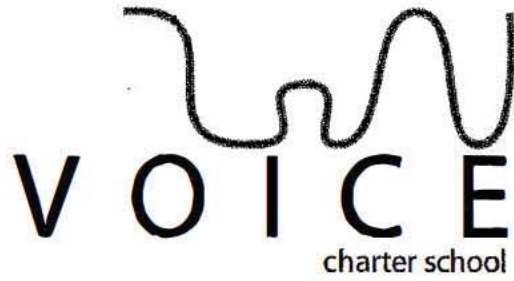
The logo for VOICE charter school features the word "VOICE" in large, bold, black capital letters. Above the letters is a stylized, wavy line that resembles a sound wave or a series of connected arches. Below the word "VOICE" is the text "charter school" in a smaller, lowercase font.

**V O I C E**  
charter school

All students will learn. All students will sing.

4. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on enrollment, noting that overall enrollment was a little below budget and that VOICE had experienced an unprecedented level of turnover. This turnover was similarly affecting other nearby charter schools. Following discussion of possible factors behind the turnover, Mr. Ford agreed to provide additional enrollment and discharge data for the next meeting.
5. On behalf of the Audit Committee, Mr. Cohen reported that a draft of the annual audit was nearing completion. The board would be expected to vote on the audit at the next meeting.
6. Mr. Cohen reported on developments related to contracted work with Scott Crowley, VOICE's lobbyist. His contributions have included finding useful resources, such as making a connection with the Plaxall Group, and arranging meetings with local elected officials.
7. On behalf of the Finance Committee, Mr. Cohen and Mr. McGarrigle reported that there were no significant deviations from budget over the first two months of the new fiscal year. Mr. Headley provided an update on unfilled positions.
8. Mr. Ford summarized construction projects completed during the summer and early fall.
9. Mr. Cohen provided an update on the retreat that he and Ms. Lamb have been working to arrange. He noted that it appears the retreat will need to take place on a Saturday afternoon, and possible dates would be sent around to determine everyone's availability. He is also working on engaging a facilitator for the retreat.
10. On behalf of the Education and Accountability Committee, Ms. Lamb reported that its next meeting was scheduled for September 27.
11. In his Principal's report, Mr. Headley noted that the new school year was starting out smoothly in terms of bus service and school operations. Back-to-school nights were scheduled in the coming days, and he shared his thinking on scheduling them closer to the start of school next year, before bus service starts, since more parents need to come to school then anyway. He also reported that a leadership consultant will attend the next meeting of the Education and Accountability Committee.
12. The board went into closed session at 8:03 pm to discuss a real estate matter. No action was taken.
13. The meeting was adjourned at 8:15 pm.



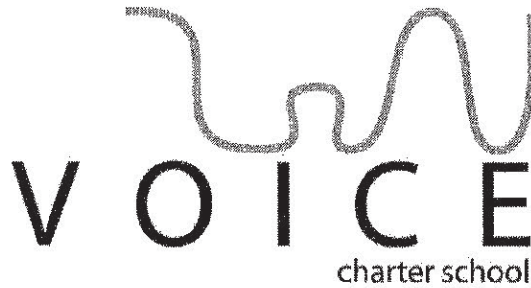


**VOICE**  
charter school

All students will learn. All students will sing.



Robert de Luna, Secretary  
Adopted Oct 21, 2019



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of October 21, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Michael Guarini, Rick Grasse.

**Absent Trustees:** Loraine Enlow, Michael Karp, Casey Lamb, John Yarnick.

**Other Attendees:** Elizabeth Blair, Franklin Headley, Matthew Kolman, Ray McGarrigle, Karen Valbrun.

**Date and Time:** October 21, 2019, 6:35 pm to 8:00 pm.

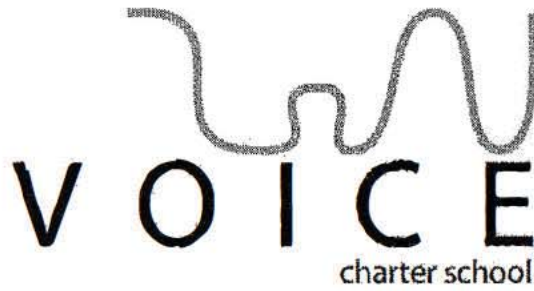
**Location:** VOICE Charter School  
36-24 12<sup>th</sup> St.  
Long Island City, NY, 11106

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. Mr. Kolman led a discussion of standards-based grading, outlining the implementation underway in grades 3 through 8. Mr. Headley explained how standards-based grading is consistent with Voice's values.
3. On behalf of the Finance Committee, Mr. McGarrigle provided a summary of the school's financial performance, noting that income for the first month of the new fiscal year was below budget because of the unusual churn of students, but expenses were better than budgeted because of a few unfilled staff positions.
4. On behalf of the Audit Committee, Mr. McGarrigle noted that VOICE's auditors had been complimentary of the work the school does, the competence of the staff, and the disciplined



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approach to finances. After a motion duly made and seconded, the financial audit of 2019 was approved.

5. After a motion duly made and seconded, the minutes of the September 25 board meeting were approved.
6. On behalf of the Nominating Committee, Mr. Guarini provided an update on the status of two candidates under consideration for board membership.
7. In his Principal's report, Mr. Headley shared what he learned from a recent visit to the Da Vinci Schools in Los Angeles. He discussed recent outreach efforts to local elected officials and to Erik Joerss of the NYC Charter Center. He also discussed an upcoming educational conference in Syracuse, at which he will be speaking on a panel about charter schools.
8. Mr. Cohen provided an update on a planned board retreat, scheduled for December 14. Details will be provided at the November Meeting.
9. The meeting was adjourned at 8:02 pm.

A handwritten signature in black ink, appearing to read "Robert de Luna", is written over a horizontal line.

Robert de Luna, Secretary  
Adopted Nov 20, 2019



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of November 20, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle (by phone, on-voting), Rick Grasse, Michael Guarini, Casey Lamb, John Yarmick.

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

**Other Attendees:** Sari Biddleman, Elizabeth Blair, Patrick Ford, Franklin Headley (by phone), Karren Jaime, Susheel Kurien, Ray McGarrigle, Karen Valbrun.

**Date and Time:** November 20, 2019, 6:35 pm to 8:20 pm

**Location:** VOICE Charter School Rm 101  
36-24 12<sup>th</sup> St.  
Long Island City, NY, 11106

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. Ms. Jaime was introduced to the board as the new Parent Association co-chair. The mother of a kindergarten student, Ms. Jaime discussed her plans, including to recruit new Parent Association members and a co-chair and to raise funds.
3. After a motion duly made and seconded, the minutes of the October 21 board meeting were approved.



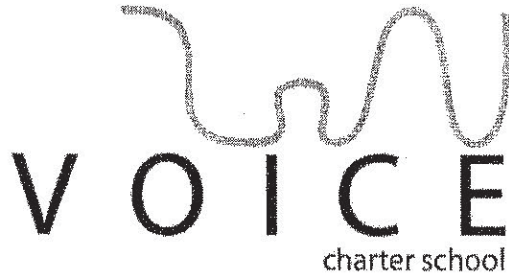


All students will learn. All students will sing.

4. On behalf of the Finance Committee, Mr. McGarrigle provided a review of the school's financial performance for the fiscal year through October, noting no surprises in the \$12 million budget. He also reported that the school remains highly liquid and provided an update on the school's interest-earning investments.
5. On behalf of the Education and Accountability Committee, Ms. Lamb discussed the academic goals and related metrics for the current school year.
6. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on enrollment. He noted that most wait lists have already been exhausted, but that some parents interested in applying for next year are taking advantage of the opportunity to register a child this year instead of worrying about the lottery. He also shared a review of the final enrollment data for the 2018-2019 school year, underscoring that 94 percent of last year's students had returned this year.
7. Mr. Cohen provided an update on the board retreat that will take place on December 14, including an overview of the goals and agenda.
8. The schedule for the upcoming student concerts was shared, and board members were encouraged to attend.
9. On behalf of the Nominating Committee, Mr. Guarini brought to the board for consideration two prospective candidates, Ms. Biddelman and Mr. Kurien. To deliberate on the candidates, the board went into closed session at 7:40 pm. As a result of those discussions, two actions were taken. Following a motion duly made and seconded, Ms. Biddelman was elected to the board by a unanimous vote. Following a motion duly made and seconded, Mr. Kurien was elected to the board by a unanimous vote. The board returned to open session.
10. Mr. Cohen reported on the work of Scott Crowley, Voice's contracted lobbyist. Mr. Crowley's recent work includes making important connections for VOICE in the community and paving the way for a potentially sizeable donation.
11. The board went into closed session at 8:05 pm to discuss real estate matters.
12. The meeting was adjourned at 8:20 pm.

A handwritten signature in black ink, appearing to read "Robert de Luna", is written over a horizontal line.

Robert de Luna, Secretary  
Adopted Dec 18, 2019



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of December 18, 2019 Board Meeting**

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

**Absent Trustees:** Chris Doyle.

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

**Date and Time:** December 18, 2019, 6:40 pm to 8:00 pm

**Location:** UBS Financial Services, Inc.  
1285 Avenue of the Americas  
New York, NY 10019

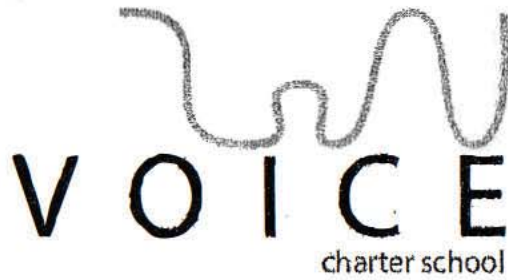
**AGENDA ITEMS**

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 thanked board members for their active participation in the December 14 retreat and noted that the retreat's facilitator will soon be sharing her summarizing report. He also announced that the Department of Education had officially approved VOICE's three new trustees.
3. After a motion duly made and seconded, the minutes of the November 20 board meeting were approved.
4. Mr. Cohen and Mr. Headley led a brief discussion about the Parent Association and its efforts to recruit new parents and establish its leadership.



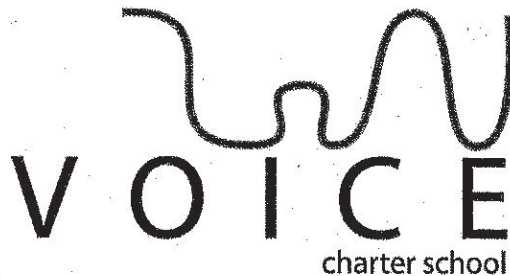


All students will learn. All students will sing.

- 5.a On behalf of the Finance Committee, Mr. Grasseley provided an update on the school's finances, noting that the school was performing well and meeting expectations.a
- 6.a In his Principal's report, Mr. Headley discussed the Charter Center's advisory group, of which he is a part, and other advocacy efforts.a
- 7.a Mr. Guarini reported on his meeting with members of TF Cornerstone: Building for Gooda Alliance--an active participant in Long Island City's real estate market--and discussionsa about possible ways they might help the VOICE community on such topics as studenta internships, coding, and branding.a
- 8.a Mr. Cohen and Mr. Headley led a discussion on the work to date of Scott Crowley, as wella as the possible extension of his contract.a
- 9.a On behalf of the Education and Accountability Committee, Ms. Lamb summarized dataa from recent interim assessments for grades 3 through 5, providing comparisons to thea equivalent testing data from last year. The ensuing discussion focused on the predictivea value of these assessments and the role they play in goal setting.a
10. On behalf of the Admissions and Planning Committee, Mr. Ford gave an update on enrollment and noted greater churn this year than in recent years. He then updated the board on upcoming recruitment mailings for next year's enrollment.
- 11.aMr. Cohen noted a new Department of Education requirement to file a succession plan for the school's leadership. Board members should anticipate the chance to review a draft and a plan to vote on it at the next board meeting.a
- 12.aThe meeting was adjourned at 8:00 pm.a

A handwritten signature in black ink, appearing to read "Robert de Luna", is written over a horizontal line.

Robert de Luna, Secretary  
Adopted Jan 15, 2020



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of January 15, 2020 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:** John Yarmick.

**Other Attendees:** Elizabeth Blair, Franklin Headley.

**Date and Time:** January 15, 2019, 6:45 pm to 8:30 pm

**Location:** Stroock & Stroock & Lavan LLP  
180 Maiden Lane, New York, New York 10038

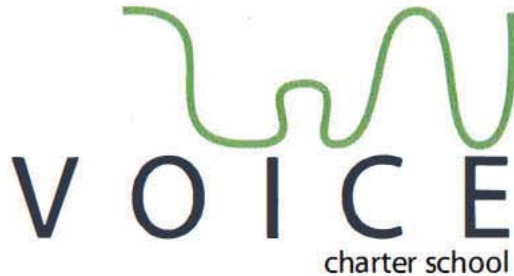
**AGENDA ITEMS**

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 6:45 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. Ms. Blair provided an update on the Parent Association, noting new officers and planning for the Friendship Day event.
4. On behalf of the Education and Accountability Committee, Ms. Lamb provided an overview of school-wide goals and metrics, which led to a discussion of how the information may be adopted for a dashboard to be used by the school and the board.
5. On behalf of the Finance Committee, Mr. Grasse provided a budgetary update, noting that the school is performing well, with curricular and classroom expenses lower than budgeted. He





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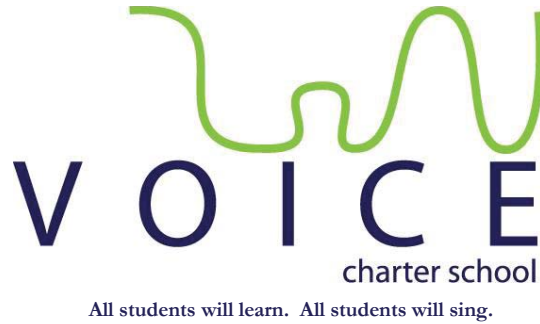
noted that more funds would be added to the school's interest-bearing account, which will generate income for the school while not affecting liquidity.

6. On behalf of the Admissions and Planning Committee, Mr. Cohen reported that enrollment was running a few students lower than budgeted, and, with the wait lists for most grades depleted, backfilling is being accomplished through outreach to applicants for next year. Preliminary planning for next year involves an additional classroom, with expectations that new space would be secured soon.
7. Mr. Cohen presented a draft leadership succession policy for VOICE. After a motion duly made and seconded, the succession policy was approved.
8. Mr. Cohen provided an update on a possible grant that would help VOICE with facility improvements.
9. Mr. Cohen led a discussion of next steps following December's board retreat.
10. Mr. Cohen led a separate discussion around charter renewal.
11. The meeting went into executive session at 7:45 pm to discuss real estate and personnel matters. No actions were taken.
12. The meeting was adjourned at 8:30 pm.

A handwritten signature in blue ink, appearing to read "Robert de Luna", is written over a horizontal line.

Robert de Luna, Secretary

Adopted Feb 12, 2020



**VOICE Charter School of New York  
Minutes of February 12, 2020 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Sari Biddelman, Robert de Luna, Chris Doyle (by phone, non-voting), Loraine Enlow, Rick Grasse, Michael Guarini, Michael Karp, John Yarmick.

**Absent Trustees:** Susheel Kurien, Casey Lamb, Karen Valbrun.

**Other Attendees:** Elizabeth Blair, Scott Crowley, Franklin Headley, Ray McGarrigle.

**Date and Time:** February 12, 2020, 6:35 pm to 8:11 pm

**Location:** UBS Financial  
1285 Avenue of the Americas  
New York, New York

**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. Crowley, a lobbyist engaged by VOICE, provided an update on his work to connect Voice with community organizations and elected officials.
3. Mr. Headley provided an update on his work with coalitions, including the Charter Center and the Coalition of Community Charter Schools. He summarized discussions with the leaders of other charter schools that had recently undergone charter renewal. He also reported that VOICE would likely host a citywide job fair on behalf of the Coalition of Community Charter Schools.



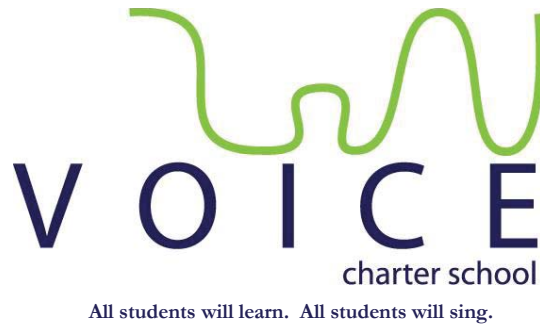
All students will learn. All students will sing.

4. Mr. Cohen shared insights garnered from other charter schools about their challenges, noting many struggle with survival issues. He concluded that VOICE is in a good place.
5. After a motion duly made and seconded, the minutes of the January 15 board meeting were approved.
6. Ms. Blair provided an update on the Parent Association, noting the success of the Friendship Day event and plans for future events.
7. Mr. Headley reported on staff promotions.
8. On behalf of the Finance Committee, Mr. McGarrigle reported that VOICE was in good shape, noting the continuation of recent trends, including below-budget student head count, above-budget funding for special education, and below-budget expenditures.
9. On behalf of the Audit Committee, Mr. Yarmick reported on preparation of VOICE's 990.
10. On behalf of the Admissions and Planning Committee, Mr. de Luna reported that the number of student applications for next year is lower than in previous years, continuing a multi-year trend. A discussion ensued about related concerns.
11. On behalf of the Education and Accountability Committee, Mr. Headley provided an overview of recent math test data, noting scores were lower in middle school, believed to be related to the departures of two teachers.
12. On behalf of the Human Resources and Talent Committee, Mr. Karp provided updates on teacher recruitment and plans to improve and formalize staff development.
13. Mr. Cohen reported that he expects the board's March meeting will include a presentation by the Music Committee and the April meeting will include members of VOICE's first graduating class to share insights about their applications to college.
14. The meeting went into executive session at 8:08 pm to discuss a real estate matter. No actions were taken.
15. The meeting was adjourned at 8:11 pm.

DocuSigned by:

*Robert D. de Luna*

Robert de Luna, Secretary  
Adopted March 11, 2020



**VOICE Charter School of New York  
Minutes of March 11, 2020 Board Meeting**

- Trustees in Attendance:** Marc Cohen, Robert de Luna (via FaceTime), Chris Doyle, Rick Grasse, Susheel Kurien, Casey Lamb, Karen Valbrun.
- Absent Trustees:** Sari Biddelman, Loraine Enlow, Michael Guarini, Michael Karp, John Yarmick.
- Other Attendees:** Patrick Ford, Franklin Headley, Alana Howell, Ray McGarrigle, Annie Schulenberg.
- Date and Time:** March 11, 2020, 6:32 pm to 8:40 pm
- Location:** VOICE Charter School  
36-24 12<sup>th</sup> St. Rm 101  
Long Island City, NY, 11106

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. Ms. Howell and Ms. Schulenberg gave a presentation on the music program at VOICE, including the quantity and structure of music instruction across the grades, challenges related to instruction space, field trips, and curricular topics specific to different grades.
3. After a motion duly made and seconded, the minutes of the February 12 board meeting were approved.
4. Mr. Cohen and Mr. Headley discussed the recent kickoff of Cathy Nolan’s re-election campaign.



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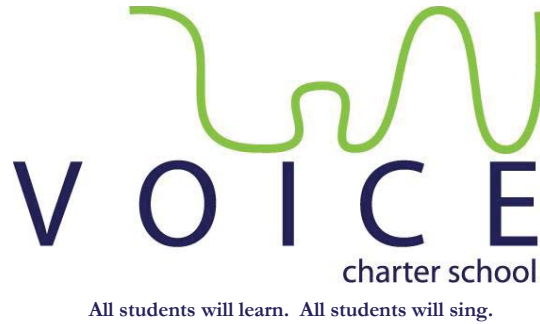
5. On behalf of the Finance Committee, Mr. McGarrigle provided a financial update, noting that, while revenues and expenditures were lower than budgeted, the school's finances are sound.
6. On behalf of the Education and Accountability Committee, Ms. Lamb discussed issues in three grade bands, including how staff were adjusting in grades K-2, issues related to staffing changes in grades 3-4, and student survey results in grades 6-8. She also reported that the school has begun a search for a new K-2 director, as the current director will complete her service at the end of the school year..
7. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on enrollment and response rates for next year's enrollment cycle.
8. Mr. Headley discussed COVID-19-related issues, including its potential impact on the school, the ordering of food for families in case of a shut down, and steps VOICE was taking to reduce risk of spread at school. An in-depth discussion among board members ensued, touching on leave policies and potential school closures.
9. The board went into executive session at 8:35 pm to discuss a personnel matter.
10. The meeting was adjourned at 8:40 pm.

DocuSigned by:

*Robert D. de Luna*

Robert de Luna, Secretary

Adopted April 22, 2020



**VOICE Charter School of New York  
Minutes of April 22, 2020 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, John Yarmick.

**Absent Trustees:**

**Other Attendees:** Elizabeth Blair, Patrick Ford, Franklin Headley.

**Date and Time:** April 22, 2020, 6:35 pm to 7:47 pm

**Location:** Via Zoom

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary. Mr. Cohen noted that the meeting via Zoom would be accepted by the State, given the COVID-19 pandemic, adding that it would be recorded and transcribed.
2. On behalf of the Admissions and Planning Committee, Mr. Ford reported that enrollment was frozen during the pandemic. The number of applications for next school year had been tracking the same as last year until the broad onset of the pandemic, at which point applications dropped off precipitously; the school ultimately received 1,103 unique applications, which reflects a decline of 27% from last year. The school's lottery took place on April 13, and enrollment and registration have begun on-line; parents can also schedule a meeting to enroll in person. Research has begun to determine which currently enrolled students may not be returning in the upcoming school year.





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3. Mr. Ford led a discussion to determine the number of students to be admitted under next year's free-lunch preference. After a motion duly made and seconded, the board approved seven free-lunch preference slots.
4. On behalf of the Finance Committee, Mr. Grassey reported that VOICE and Cigna Health Care had agreed to renew the medical insurance contract, with a 10% increase. He added that VOICE had submitted an application to Citibank for a PPP small business loan and was awaiting a response. The committee was also working on the 403b plan for a handful of non-pedagogical employees. In addition, work is underway on a budget for the upcoming fiscal year that factors in the impact of the pandemic, including the possibility that the school could receive less funding from the state.
5. On behalf of the Human Resources Committee, Mr. Karp reported his committee would be meeting with the Finance Committee to discuss the impact on staff. Mr. Cohen added that ideas were welcome on how to better help students and improve the school.
6. In his Principal's report, Mr. Headley reported on VOICE's transition to virtual education. He noted VOICE's work to provide food to students and their families in need. He reported that VOICE did not receive any help from the Charter Center in its efforts to make sure every student has a computer at home on which to do school work; VOICE nevertheless distributed as many computers as it has students. Efforts are being made to support staff, with something different every week, including exercise equipment for the home, face masks, and online streaming service. Mr. Headley added that budgetary decisions were very unsettled, and upcoming discussions by the City Council and a call with the state's three charter school authorizers would both be important to follow. He added that a return to campus was unlikely for the remainder of this school year, and planning was underway to think through preparedness for the different possible scenarios for the fall.
7. The meeting was adjourned at 7:47 pm.

DocuSigned by:

*Robert D. de Luna*

Robert de Luna, Secretary

Adopted May 20, 2020



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of May 20, 2020 Board Meeting**

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

**Absent Trustees:** Loraine Enlow.

**Other Attendees:** Elizabeth Blair, Asjah Davis, Patrick Ford, Franklin Headley, Ray McGarrigle.

**Date and Time:** May 20, 2020, 6:40 pm to 8:47 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. After a motion duly made and seconded, the minutes of the March 11 board meeting were approved. Following the identification of a typographical error and after a motion duly made and seconded, the minutes of the April 22 meeting were approved.
3. Mr. Cohen reported that an emergency board meeting was held on April 5 to discuss VOICE's application for a PPP loan, and he asked Mr. Ford to reach out to Mr. Doyle for the recording to facilitate drafting of the meeting minutes.
4. Mr. Ford provided an update on next year's enrollment cycle, focusing on registration of new families and virtual open houses, including data comparisons to previous years. Discussion ensued about early data on enrollment shortfalls, which will be discussed in





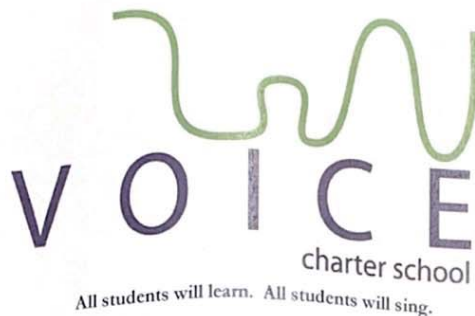
All students will learn. All students will sing.

greater detail at an upcoming Admissions and Planning Committee meeting. Mr. Headley noted that engagement over the summer of returning and new families will be important.

5. On behalf of the Education and Accountability Committee, Ms. Lamb summarized discussions she had had with the three school directors on the transition to online learning, focusing on participation, student progress, and areas of concern. Board members discussed reading assessments and student promotion.
6. On behalf of the Human Resources Committee, Mr. Karp provided an update on employee well-being and the challenges of hiring for next year on a completely virtual basis.
7. On behalf of the Finance Committee, Mr. Grassey and Mr. McGarrigle provided a financial update, highlighting new expenses and savings that have resulted from the school operating remotely. Overall, with per-pupil funding frozen at pre-COVID levels, overall impact on the current fiscal year's budget is now expected to be minimal. He noted that the committee continues to work on next year's budget, which is challenging given so many unknowns. He reported that VOICE had been approved to receive a PPP loan, and VOICE has received \$1.8 million. Discussion ensued about the loan's requirements and how the funds would be spent. A subsequent discussion focused on accounting related to the Chromebooks provided to families to make possible remote learning.
8. On behalf of the Music Committee, Mr. Kurien shared what he'd learned from recent discussions with VOICE's music teachers, including the special challenges of teaching music remotely and some of the teachers' perfect-world wishes.
9. In his Principal's report, Mr. Headley discussed the different possible reopening scenarios for both summer school and the fall semester. VOICE has not yet received any related guidelines. He also discussed steps planned to engage families, including sending them care packages and providing information about children's medical needs and immunizations. He also discussed VOICE's graduation and its summer schedule.
10. The board went into executive session at 8:15 to discuss a real estate matter. No actions were taken.
11. The meeting was adjourned at 8:47 pm.

A handwritten signature in black ink, appearing to read "Robert de Luna", is written over a horizontal line.

Robert de Luna, Secretary  
Approved June 10, 2020



**VOICE Charter School of New York  
Minutes of June 10, 2020 Board Meeting**

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

**Absent Trustees:** Loraine Enlow.

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

**Date and Time:** June 10, 2020, 6:35 pm to 8:59 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 May 20 board meeting were approved.
3. On behalf of the HR Committee, Mr. Karp invited Mr. Headley to explain proposed revisions to the Employee Handbook. Mr. Headley described the changes, including updated language on workplace safety, changes to paid leave and voting time-off policies, and new online remote learning policies. After a motion duly made and seconded, the newly revised Employee Handbook was approved.
4. On behalf of the Finance Committee:





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- Mr. Grasseley presented Financial Policy and Procedure updates. Discussion ensued on the scope, auditing, and procedures in place, the nature and handling of routine financial transactions, and the tracking of staff hours during remote work. Mr. Ficeto and Mr. Headley further explained these processes. After a motion duly made and seconded, the revisions to the FPP document were approved.
  - Mr. McGarrigle presented May financial data and reported that expenses for the current fiscal year have run a couple hundred thousand over budget, due to COVID-19, and VOICE is applying to FEMA for reimbursement of some of those expenses. Regardless, the school will end the year with a smaller-than-budgeted surplus.
  - Mr. McGarrigle then presented the school's proposed 2020-21 budget. Discussion ensued on budgeting considerations and worst-case scenarios related to the COVID-19 pandemic, enrollment fluctuations, potential State budget cuts, and technological purchasing needs to support remote learning. Mr. Headley and Mr. Grasseley explained that the budget assumptions were conservative, and contingencies have also been discussed for other unforeseen financial setbacks. After a motion duly made and seconded, the budget was approved.
  - Mr. Grasseley then updated the board on expanded liability insurance coverage for the school and its directors and officers and an expanded retirement plan for school staff.
5. On behalf of the Education and Accountability Committee, Ms. Lamb updated the board on recent virtual class visits and forthcoming end-of-year assessment discussions. Links to recorded video classes would be shared with the board.
  6. On behalf of the Admissions and Planning Committee, Mr. de Luna presented an enrollment overview, and Mr. Ford expanded on plans to fill enrollment gaps and strategies in case of an enrollment shortfall as the process progresses.
  7. On behalf of the Music Committee, Mr. Kurien shared thoughts about adaptations needed for music curriculum in light of the COVID-19 crisis. Conversations with Mr. Headley and VOICE music teachers have been underway.
  8. On behalf of the HR Committee, Mr. Karp reported that the committee would meet next week, with staff development on the agenda.
  9. On behalf of the Nominating Committee, Mr. Cohen presented the trustees whose three-year terms were ending and who have generously agreed to be considered for another term. Mr. Guarini noted that the Nominating Committee strongly endorsed all four board members for new three-year terms: Mr. Doyle, Mr. Yarmick, Ms. Enlow, and Mr. Kurien. After a motion duly made and seconded, the board re-elected all four. Mr. Cohen also put forth the candidates for board officer positions: Mr. Cohen as Chair; Ms. Lamb as Vice



All students will learn. All students will sing.

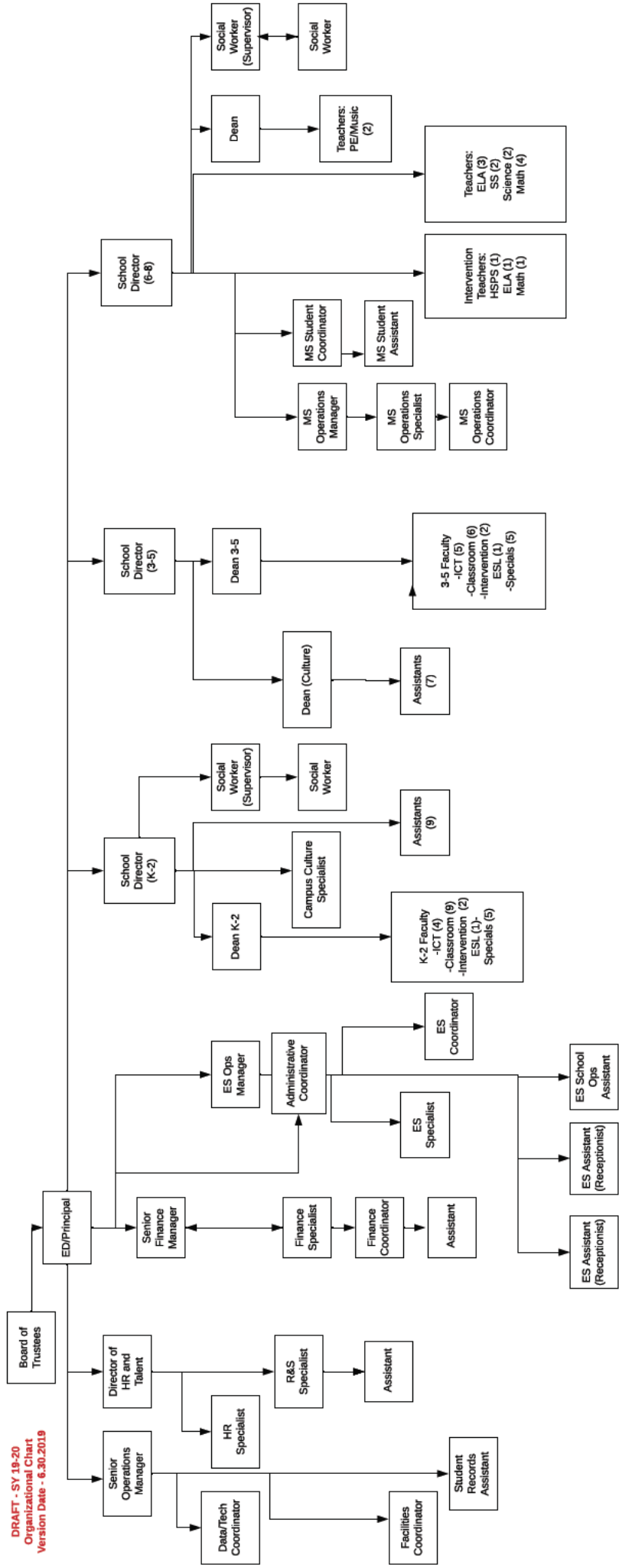
Chair; Mr. Grasse as Treasurer; and Mr. de Luna as Secretary. Mr. Guarini shared that the Nominating Committee has recommended all four be elected. After a motion duly made and seconded, the board elected all four to the corresponding positions. Mr. Cohen then thanked Mr. Doyle for completing his exemplary service to the board as Vice Chair, a sentiment that was echoed by the rest of the board; Mr. Doyle will continue serving as a board member.

10. Mr. Cohen noted that the board would participate in anti-bias training for executive leadership in the following months, and candidates to lead the training were being vetted.
11. Mr. Cohen shared high school admission highlights from VOICE's new graduating class, as well as a few college admission highlights from VOICE's first graduating class.
12. In his Principal's report, Mr. Headley reported that a VOICE building would be reopening the following day, after a visit by a building inspector earlier in the week, with signs added to promote mask wearing and social distancing; 60 families were expected to come on the first day to receive food and books, among other items. He reported that this year's hiring season had been one of the best in years. He also talked about discussions spurred by the George Floyd killing, including a commitment for staff to work on communication related to racial and social justice. He shared information on end-of-year virtual events for students. He concluded with a discussion of states' and localities' plans and guidance for reopening schools to students in the fall, adding that supplemental board and/or committee meetings might be necessary depending on forthcoming New York State guidance.
13. Mr. Cohen noted the dates of upcoming board meetings: July 22 and August 19.
14. The board went into executive session at 8:34 to discuss a personnel matter. As a result of the session, the board authorized extending an offer letter to Mr. Headley to continue as Executive Director for the coming year.
15. The meeting was adjourned at 8:59 pm.

A handwritten signature in black ink, appearing to read "R. de Luna", is written over a horizontal line.

Robert de Luna, Secretary  
Approved July 22, 2020

DRAFT - SY 19-20  
 Organizational Chart  
 Version Date - 6.30.2019





## 2020-2021 Family Calendar

Please note that the first day of instruction on September 8 will be virtual.



## VOICE Charter School of New York: 2020-21 Family Calendar

### 2020

September 8	First day of instruction
October 12	<b>No instruction</b> – Indigenous Peoples day
November 11	<b>No instruction</b> – Veterans Day (Prof. Dev Day)
November 24	Virtual Parent Teacher Conference ( <b>modified programming</b> )
November 25–29	<b>No instruction</b> – Thanksgiving Break
December 19–January 4	<b>No instruction</b> – New Year’s Break

### 2021

January 18	<b>No instruction</b> – Martin Luther King, Jr. Day
February 13–21	<b>No school</b> – Mid-winter Break
March 19	Virtual Parent Teacher Conference ( <b>modified programming</b> )
April 1 – April 4	<b>No instruction</b> – Long Spring Weekend**
May 8-16	<b>No instruction</b> – Spring Break
May 31	<b>No instruction</b> – Memorial Day
June 21	<b>No Instruction</b> – <i>Juneteenth (observed)**</i>
June 25	<b>Last day of instruction for students</b>
June 28-29	<i>Possible school make-up days if multiple school days are lost to bad weather. Otherwise Main office open 9a – 3p</i>

### Notes:

\*\* Dates subject to change depending on updated guidance from NYC Dept of Education and/or the New York State Education Department.



**Part I: General Information and Fire/Life Safety History  
(to be completed annually)**

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility? Yes  No

If yes, is the sprinkler alarm connected with the building alarm? Yes  No

3. Is there a fire hydrant system for facility protection? Yes  No

If yes, indicate ownership of the system.

Public Owned  School Owned  Other  (specify)

4. Indicate the ownership of this facility.

Leased  Owned  Other  (specify)

5. What is the current gross square footage of this facility?  
(to the nearest whole ten feet)



6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 of the 2015 International Fire Code and F403.5.4 of the NYS Uniform Code Supplement.

Yes  No

b) Average time to evacuate this facility:

0	3		2	5
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Minutes
Seconds

c) Student instruction in arson and fire prevention was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes  No

d) Employee training in fire prevention, evacuation, and fire safety was provided during the past year, and Records maintained in accordance with Section F406 of the 2015 International Fire Code.

Yes  No

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the 2015 International Fire Code?

Yes  No



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

Yes \_\_\_\_\_

No

If yes, indicate:

a) Number of fires

--	--

b) Total number of injuries

--	--

c) Total cost of property damage

\$

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

School Name VOICE CHARTER SCHOOL

Building ST. RITA'S BUILDING

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

**If any additional non-conformances are observed, check item 25A-3 and list the Code section below.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector**

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

Yes  No

*16A-2 Fire Alarm System in trouble mode.*

**Part III: Nonpublic School Certifications**

**Please complete sections III-A, Section III-B and/or Section III-C, and Section III-D as directed below**

**Section III-A Fire Inspection Method**

What method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located (complete section III-B)
- Inspection by a **fire corporation** whose territory includes the school building (complete section III-B)
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located (complete section III-B)
- Employing or contracting persons** who, in the judgment of the school authorities, are qualified to make such an inspection (complete section III-C)

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

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator**

N/A

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

Inspector's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Organization: \_\_\_\_\_

Inspector's Telephone #: \_\_\_\_\_ Inspector's Email: \_\_\_\_\_

Inspector's Registry # (assigned by the NYS Department of State) \_\_\_\_\_



**Section III-C Fire Inspection by Another Individual**

School authorities must give reasonable notice of the date and time the annual fire inspection is to be made to the local fire official who has the regular duty of fighting fire in the building to be inspected. Such official, or any subordinate designated by him, may be present during the inspection and may also file a report of inspection.

The individual noted below inspected this building on OCTOBER 19, 2020 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed.

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

Signature: [Handwritten Signature] Date: October 19, 2020

Inspector's Organization: NY Fire Consultants

Inspector's Telephone: [Redacted] Inspector's Email: Vincent@NYFiresafe.com

Inspector's Registry # (assigned by the NYS Department of State) [Redacted]

Name of Local Fire Authority: FDNY City of New York

Address of Local Fire Authority: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Fire Authority Contact Name: \_\_\_\_\_

Was a Local Fire Official Representative present at inspection?

Yes

No

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

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

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, has at the meeting held pursuant to Section 807-a of New York State Education Law, conferred with the fire chief concerning the alleged deficiencies appearing on the inspection report and the measures proposed to be taken to correct such deficiencies.

Name: Paul James Title: Facilities

Signature: [Handwritten Signature] Telephone # [Redacted]

Email: [Redacted]

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

128 257 1224

80220

No. 9  
Date 3/12/52

**CERTIFICATE OF OCCUPANCY**

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 246 of the New York Charter, and Sections C26-181.0 to C26-187.0 inclusive Administrative Code 21.31. to 21.37. Building Code.)

This certificate expires C. O. No.

To the owner or owners of the building or premises:

**THIS CERTIFIES** that the new ~~WINE HOUSE~~ building premises located at  
**36-24 12 Street, 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. ~~BOOK~~ No. — NB 4652/50 Construction classification — Fireproof  
Occupancy classification — Public Bldg. Height 1 stories, 40'6 feet  
Date of completion — 2/15/52 Located in Manufac. Use District  
B Area 1 1/4 Height Zone at time of issuance of permit

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

**PERMISSIBLE USE AND OCCUPANCY**

STORY	LIVE LOAD 125 psf B. P.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	