



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of July 25, 2018 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Rick Grassey, Michael Karp, Gavin Schryver.

**Absent Trustees:** Loraine Enlow, Jose Garzon, Casey Lamb, John Yarmick, Christina Young.

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

**Date and Time:** July 25, 2018, 6:44 pm to 7:35pm

**Location:** Stroock, Stroock & Lavan LLP  
767 Third Ave., 37<sup>th</sup> floor  
New York, New York 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 6:44 pm. Mr. de Luna served as meeting secretary.
2. Mr. Cohen announced the resignation of David Conte from the VOICE board of trustees, due to a new opportunity whose scheduling would not permit ongoing participation. Mr. Cohen and the other board members thanked Mr. Conte for his service.
3. Mr. Headley reported on the end of the school year, including graduation. He updated the board on filling key staff vacancies, including the hiring of a school director for grades 3-5 and the narrowing of the school director search for grades K-2 to three candidates. He reported on the conference he attended in Seattle and on the Cahn Fellowship. A discussion followed about the successful school placements of this year's grade 8 students.



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4. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on enrollment and registration, noting the registration holes expected to be filled in the next round of registration at the end of August.
5. Mr. Ford reported on the school's summer construction and improvement projects, as well as progress made on regularizing the school's permitting.
6. Mr. Headley led a discussion on the upcoming professional development program and on the status of the school's staffing. He also reported on curriculum pilot programs and team planning. He noted that state testing scores were not expected for at least another month. He also reported on employee turnover and efforts to reduce the rate, which is already lower than at many charter schools.
7. The meeting was adjourned at 7:35 pm.

A handwritten signature in blue ink, appearing to read "Robert de Luna", with a horizontal line drawn underneath it.

Robert de Luna, secretary

Approved Aug 29, 2018



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of August 29, 2018 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Jose Garzon, Rick Grassey, Casey Lamb, John Yarmick

**Absent Trustees:** Loraine Enlow, Michael Karp, Gavin Schryver, Christina Young

**Other Attendees:** Patrick Ford, Franklin Headley, Ray McGarrigle,

**Date and Time:** August 29, 2018, 6:37 pm to 7:25pm

**Location:** Stroock, Stroock & Lavan LLP  
767 Third Ave. 37<sup>th</sup> Floor  
New York, New York 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 6:37 pm. Mr. de Luna served as meeting secretary.
2. After a correction to the draft and a motion duly made and seconded, the minutes of the June 20 board meeting were approved. After a motion duly made and seconded, the minutes of the July 25 board meeting were also approved.
3. Mr. Headley reported on receipt of State test scores on an embargoed basis. Overall, VOICE scores were up compared to last year, but comparison to other schools is not yet possible. Some trends were observed, and discussion ensued about variances between grades. Mr. Headley then discussed a curricular pilot program for grades K to 5.
4. On behalf of the Finance Committee, Mr. McGarrigle reviewed both financials and the recent audit. He reported on an \$88,000 governmental overpayment that will result in a



All students will learn. All students will sing.

reduction in future reimbursements as repayment. He then led a discussion of the school's cash on hand and how to maximize return on investment while minimizing risk.

5. Mr. Ford updated the Board on enrollment and registration figures, noting that enrollment was trending lower due to late withdrawals. VOICE staff was working to fill openings as quickly as possible before the start of school.
6. Mr. Ford discussed the summer construction and improvement projects at the school, noting the school's readiness for the start of the new year.
7. Mr. Headley discussed the progress of professional development for staff, as well as orientation and preparations of the new school directors. In addition, recruitment to fill vacancies has been very successful, with very few vacancies remaining.
8. The meeting was adjourned at 7:25pm.

A handwritten signature in blue ink, which appears to read "Robert de Luna". The signature is written in a cursive, flowing style.

Robert de Luna, Secretary

Approved Oct 17, 2018



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of September 25, 2018 Board Meeting**

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

**Absent Trustees:** Jose Garzon, Gavin Schryver, Christina Young.

**Other Attendees:** Rebecca Barnes, Karina Chalas, Amy Dibiase, Patrick Ford, Noah Green, Franklin Headley, Matt Kolman, Ray McGarrigle, Brenda O'Connor.

**Date and Time:** September 25, 2018, 6:36 pm to 7:50 pm

**Location:** VOICE Charter School  
36-24 12<sup>th</sup> Street, Room 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 6:36 pm. Mr. de Luna served as meeting secretary.
2. Each attending school director and dean updated the board on their respective plans for the school year. The middle school leadership noted the after-school sports program, including the new golf team.
3. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on enrollment, noting that full enrollment by October 1 is expected. Ensuing discussion touched on the length of wait lists by grade, recruitment strategies, and enrollment yield.



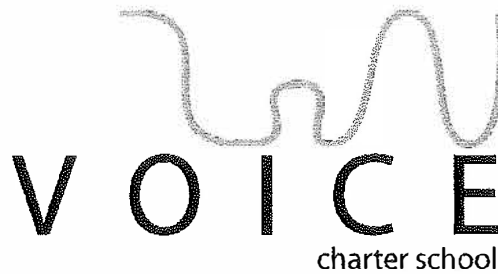
All students will learn. All students will sing.

4. Mr. Headley updated the board on challenges associated with the new bus company, Grandpa's Bus. He next summarized the departures of three support staff members during September and outlined plans to fill the vacancies. He then discussed the school's new leadership group. He also noted that comparative State testing data were still not available.
5. On behalf of the Finance Committee, Mr. McGarrigle reported that expenses were trending slightly lower than budgeted due to unfilled positions. He added that the audit would be finalized shortly and presented to the board for approval at the October meeting.
6. Mr. Headley reported that the board would likely be asked to consider a few charter amendments at the next board meeting.
7. Ms. Lamb updated the board on Education and Accountability Committee activities. She noted plans to discuss the fully released State test scores at the October 9 meeting.
8. On behalf of the Nominating Committee, Ms. Lamb summarized goals for board member recruitment, based on the recent survey of board members.
9. The meeting was adjourned at 7:50 pm.

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

Robert de Luna, Secretary

Approved October 17, 2018



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of October 17, 2018 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna (FaceTime), Chris Doyle, Rick Grassey, Jose Garzon, Michael Karp

**Absent Trustees:** Loraine Enlow, Casey Lamb, Gavin Schryver, John Yarmick, Christina Young

**Other Attendees:** Franklin Headley, Ray McGarrigle, Patrick Ford

**Date and Time:** October 17th, 2018, 6:38pm to 7:45pm

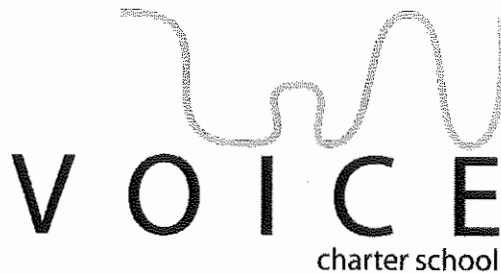
**Location:** VOICE Charter School  
36-24 12<sup>th</sup> Street, Room 101  
Long Island City, NY, 11106

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:36 pm noting a sufficient number of board members present. Mr. de Luna served as Meeting Secretary.
2. As the first action, Mr. Cohen asked for the approval of August and September 2018 Board meeting Minutes. After a motion duly made and seconded, the Board approved the August 29, 2018 meeting minutes. After another motion made and seconded, the Board approved the September 25, 2018 meeting minutes as well.
3. Mr. Cohen began discussion of the 2018 Financial Audit and turned discussion over to Mr. McGarrigle who discussed key findings and highlighted that it was another clean audit for the school. After motions duly made and seconded, the Board unanimously adopted the audit document.



All students will learn. All students will sing.

4. On behalf of the Finance Committee, Mr. Grassey discussed the need for VOICE to adopt an Investment Policy Statement to govern the potential investment of school surpluses. He then discussed the issue of SPED billing and the impacts to the budget including the difficulty in estimating SPED enrollment during the budgeting process.
5. On behalf of the Admissions Task Force, Mr. Ford updated the Board on enrollment including going over the Enrollment Dashboard. Mr. Ford highlighted that aside from Grade 7, the school was fully enrolled although in getting to that step, we had exhausted the waitlist for Grades 1 and 2. Discussion amongst several board members included questions on waitlist depth and backfill strategies.
6. On behalf of the EAC, Mr. Doyle updated the board that VOICE would not be seeking a charter amendment this year in regards to the curriculum pilot program as it was too soon to evaluate the efficacy of the change. In regard to previously released test scores, Mr. Doyle set the context for VOICE's performance against the district, city and other nearby charter schools.
7. Mr. Headley began the Principal's Report with an update to the bussing situation which continues to be chaotic with Grandpa's Bus company. In other updates, Mr. Headley discussed how the recent PD day went and feedback on the leadership team configuration.
8. There being no more new or old business, the Board adjourned at 7:45pm.

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

Robert de Luna, Secretary

Approved November 14, 2018





All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of November 14, 2018 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna (by FaceTime), Rick Grassey, Michael Karp, Casey Lamb, Gavin Schryver (by FaceTime), John Yarmick.

**Absent Trustees:** Chris Doyle, Loraine Enlow, Jose Garzon, Christina Young.

**Other Attendees:** Rebecca Barnes, Amy Dibiase, Lauren Drapek, Patrick Ford, Franklin Headley, Ray McGarrigle, Kellie Tice.

**Date and Time:** November 14, 2018, 6:33 pm to 8:20 pm

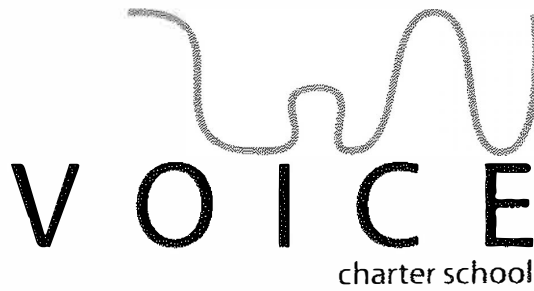
**Location:** VOICE Charter School  
36-24 12<sup>th</sup> Street, Room 107  
Long Island City, NY, 11106

**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 6:33 pm. Mr. de Luna served as meeting secretary.
2. Mr. Cohen introduced Ms. Barnes, Ms. Dibiase, Ms. Drapek, and Ms. Tice, all members of the Lower and Upper Elementary School Division leadership teams. The Upper Elementary team discussed test scores and strategies to improve them. The Lower Elementary team discussed small group instruction and how modules were phased in. Both teams talked about their experiences with the rollout of the Wit and Wisdom curriculum, and they and board members discussed teacher acceptance of the curriculum, which has been positive.
3. In the Principal's report, Mr. Headley discussed the potential impact of Amazon's establishing a headquarters in Long Island City, as well as possible implications of the recent elections for charter schools.



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4. On behalf of the Education and Accountability Committee, Ms. Lamb led a discussion of recent test score data, including comparative data with other schools and grade and subject data. Several board members asked clarifying questions on how to read the results and basic inferences that could be drawn from them.
5. After one correction and a motion duly made and seconded, the minutes of the October 17 board meeting were approved.
6. On behalf of the Finance Committee, Mr. Grassey and Mr. Yarmick provided information on the development of an investment policy statement to govern the potential investment of school surpluses. The plan is next to develop a policy, which the board would then review.
7. Also on behalf of the Finance Committee, Mr. McGarrigle discussed the monthly financials, updating the board on normal and expected seasonal variations in revenues. Discussion ensued about the expected loss of \$300,000 of state funding in future years.
8. On behalf of the Human Resources Committee, Mr. Karp reported that members of the new committee have met and started learning about the hiring process.
9. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on enrollment, noting an increase in both attrition and backfill in the past month. He then presented a report that identified a gender disparity in attrition in grades K-2. Theories were floated, and it was agreed the trend should continue to be monitored.
10. The meeting was adjourned at 8:20 pm.

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

Robert de Luna, Secretary

Approved December 19, 2019



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of December 19, 2018 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Loraine Enlow, Jose Garzon, Rick Grassey, Casey Lamb, Gavin Schryver, John Yarmick.

**Absent Trustees:** Michael Karp, Christina Young.

**Other Attendees:** Carmela Collier, Patrick Ford, Michael Guarini, Franklin Headley, Ray McGarrigle, Katie Whiting.

**Date and Time:** December 19, 2018, 6:35 pm to 9:35 pm

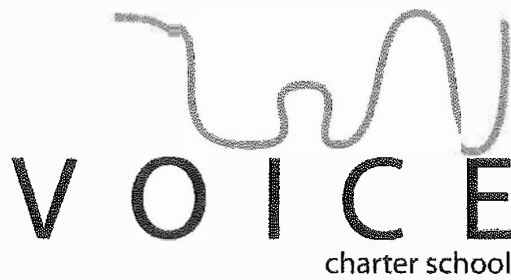
**Location:** Stroock and Stroock and Lavan LLP  
757 Third Avenue, Floor 37  
New York, NY, 11106

**AGENDA ITEMS**

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


**BOARD DELIBERATIONS**

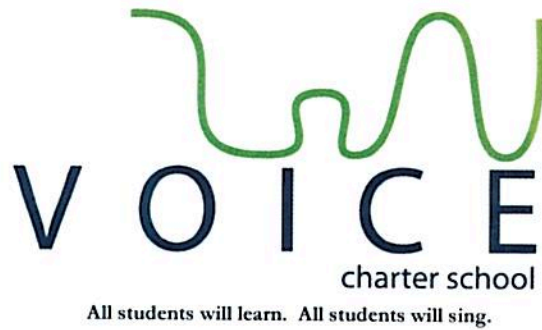
1. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna served as meeting secretary.
2. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on enrollment, noting that only one student, a kindergartener, had withdrawn in the past month. He reminded the board that the upcoming holiday break is a time when the school often sees greater-than-usual turnover as families use the break as an opportunity for life transitions; we have not yet received notice from any families. Mr. Ford then noted that the start of the enrollment process for next year is about to begin, with paper applications to be ready the first week of January; the application will also be posted on the website.
3. On behalf of the Education and Accountability Committee, Ms. Lamb reported that the committee's current focus is on math test data for middle school students.



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4. On behalf of the Finance Committee, Mr. McGarrigle reported that five months into the fiscal year and three months into the school year, revenue is on budget, and the overall budget is in good shape. Mr. Grassey provided an update on the committee's work to pursue investment of the school's cash balance in a safe, liquid, and higher-yield investment. He reported that the plan was to open an investment account for \$1.5 million with an expected yield of over 2 percent, improving the current return of less than 1 percent. More details will be shared with the board at the January meeting.
5. On behalf of the Parent Association, Ms. Collier reported on a meeting she attended to discuss issues related to bussing, which has been an ongoing concern of parents this year; the idea of parents volunteering to serve as "bus matrons" was being explored. She also shared feedback on the selection process she experienced recently as she sought the right high school for her daughter. She talked about the different kinds of events, including open houses and fairs, that she attended. She also spoke highly of the support she and her daughter are receiving from Voice.
6. In the Principal's report, Mr. Headley reported on the students' recent concerts, underscoring the complexity of the repertoire that they'd undertaken. He noted that the performances have been enjoyable. He also reported that the traveling choir would be part of a performance the following evening at Town Hall.
7. The board went into executive session at 7:50 pm to discuss a personnel matter.
8. The meeting was adjourned at 9:35 pm.

  
Robert de Luna, Secretary  
Approved January 16, 2019



**VOICE Charter School of New York  
Minutes of January 16, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Loraine Enlow, Jose Garzon, Rick Grassey, Michael Karp, Casey Lamb, John Yarmick.

**Absent Trustees:** Gavin Schryver, Christina Young.

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

**Date and Time:** January 16, 2019, 6:43 pm to 8:45 pm

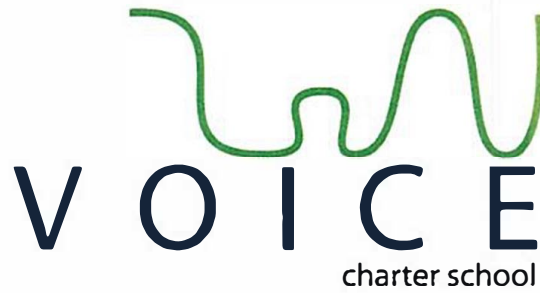
**Location:** Stroock, Stroock & Lavan LLP  
767 Third Ave., 37<sup>th</sup> floor  
New York, New York 10017

**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 6:43 pm. Mr. de Luna served as meeting secretary.
2. Representing the Parent Association, Ms. Collier discussed the high school selection process from her perspective as a parent, focused on Catholic schools. She also provided an update on bussing concerns and reported on a student movie night event and on the upcoming leadership transition for the Parent Association.
3. Mr. Headley reported that Charter Advocacy Day in Albany had been cancelled and that Charter Schools for Excellence had dissolved.
4. Mr. Cohen discussed his recent visit to VOICE, noting that things were running very smoothly. He shared how impressed he was by the middle school students with whom he spoke.

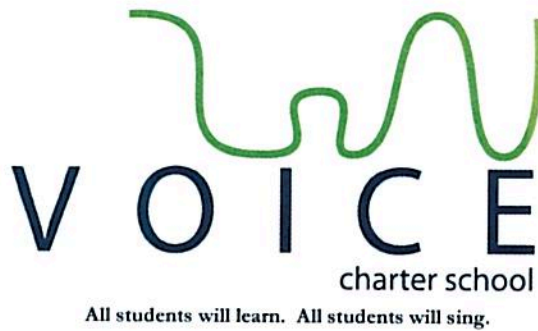


All students will learn. All students will sing.

5. After a motion duly made and seconded, the minutes of the December 19 board meeting were approved.
6. On behalf of the Education and Accountability Committee, Ms. Lamb guided the board through the committee's assessment and analysis of students' interim test scores. She also led a discussion about the planned curriculum change, for which there continued to be board member support.
7. On behalf of the Finance Committee, Mr. Grassey updated the board on the monthly finances, noting no meaningful variances from budget. The school's financial position remains strong. He then led a discussion of a proposed investment policy, which will guide the investment of VOICE's cash. The discussion touched on the initial amount to be invested and accountability for decisions. After a motion duly made and seconded, the board adopted the VOICE Investment Policy and authorized an initial \$1.5 million investment.
8. On behalf of the Human Resources Committee, Mr. Karp announced that he had met with Ms. O'Connor and discussed the use of the Insights Profile tool for on-boarding purposes. He then shared the committee's plans to focus on compensation strategy and staff evaluations.
9. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on current enrollment, which actually increased over the holiday break. He also reported on the new application and recruitment season.
10. The board went into closed session at 7:49 pm to discuss personnel matters.
11. Board members thanked Mr. Garzon for his service to the board.
12. The meeting was adjourned at 8:45 pm.

  
Robert de Luna, Secretary  
Approved Feb 13, 2019





**VOICE Charter School of New York  
Minutes of February 13, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Rick Grassey, Michael Karp, Casey Lamb, John Yarmick.

**Absent Trustees:** Loraine Enlow, Gavin Schryver, Christina Young.

**Other Attendees:** Patrick Ford, Michael Guarini, Franklin Headley, Ray McGarrigle, Katie Whiting.

**Date and Time:** February 13, 2019, 6:33 pm to 8:25 pm

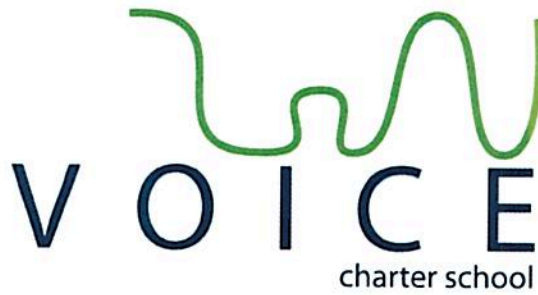
**Location:** Stroock, Stroock & Lavan LLP  
757 Third Avenue, 37<sup>th</sup> Floor  
New York, NY, 10017

**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 6:33 pm. Mr. de Luna served as meeting secretary.
2. Mr. Headley reported that the Department of Education had officially denied the most recent request for additional school space. He also discussed a possible district-charter collaboration with P.S. 111. He shared an overview of the school's 10th annual Parade of Nations. And he provided a summary of the workings of the school's leadership team, 15 supervisors who are actively involved in budgeted and staffing, with the aid of new tools created by Mr. Ficeto.
3. Mr. Cohen updated the board on the status of 8th grade students who had applied to Catholic and boarding schools. The students would receive full scholarships if accepted. Results are expected later in the week for some, in mid to late March for others.



All students will learn. All students will sing.

4. On behalf of the Finance Committee, Mr. McGarrigle updated the board on monthly financial data, noting that the school's finances are in good shape, with performance to date slightly better than budgeted. He also reported on the challenges of creating the initial draft of the 2019-20 budget, expressing concerns in particular about questions related to State funding.
5. On behalf of the Audit Committee, Mr. Yarmick reported that review of the 990 form for the IRS is underway. The board will review the 990 at the next meeting, in time for its March submission.
6. On behalf of the Admissions and Planning Committee, Mr. Ford reported on current enrollment, noting that it remains strong with lower-than-budgeted attrition. He also noted that applications for next year's enrollment were down from last year, but still easily more than sufficient to fill the school's capacity.
7. On behalf of the Education and Accountability Committee, Ms. Lamb shared a summary of results for the second interim assessment for math, with comparisons to last year. While the school is largely on track, she noted that a recent change in the test's format has been particularly challenging for certain grades. She also led a discussion of methods teachers are using to improve test scores.
8. On behalf of the Human Resources Committee, Mr. Karp reported on work to establish a compensation strategy, with plans to share it at the next meeting.
9. The Nominating Committee reported that Christina Young, who has not attended a number of recent board meetings, is deemed to have resigned from the board, and the board thanked her for her service. Mr. Cohen and Mr. de Luna then proposed to add Michael Guarini to the board. Following discussion about his strong qualifications, Mr. Guarini was elected unanimously as a new member of the VOICE Board of Trustees.
10. After a motion duly made and seconded, the minutes of the January 16 board meeting were approved.
11. The board went into executive session at 7:53 pm to discuss personnel matters.
12. The meeting was adjourned at 8:25 pm.





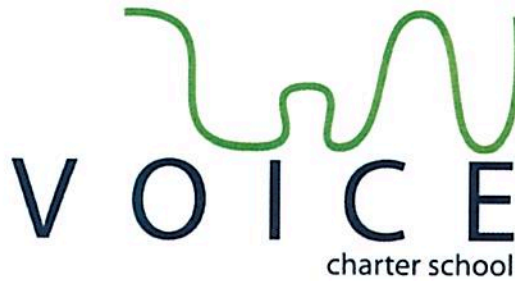
charter school

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

Robert de Luna, Secretary

Approve Mar 13, 2019



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of March 13, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle, Rick Grassey, Michael Karp, Gavin Schryver, John Yarnick.

**Absent Trustees:** Loraine Enlow, Casey Lamb.

**Other Attendees:** Michael Guarini (via phone), Franklin Headley, Ray McGarrigle, Katie Whiting.

**Date and Time:** March 13, 2019, 6:35 pm to 7:53 pm

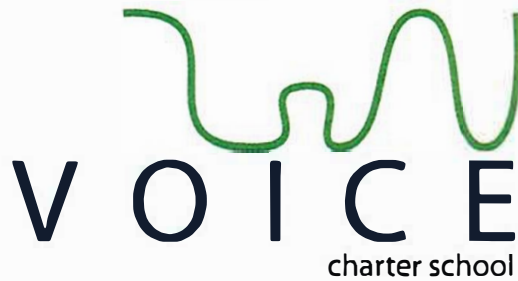
**Location:** VOICE Charter School  
36-24 12<sup>th</sup> Street  
Long Island City, NY 11106

**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. After a motion duly made and seconded, the minutes of the February 13 board meeting were approved.
3. Mr. Headley reported on the school's 10th annual Parade of Nations, which was open to all students and featured cultural garb, food, and dancing.
4. Mr. Cohen provided an update on the status of graduating students' high school placement, noting delays in some decisions and notifications by the high schools.



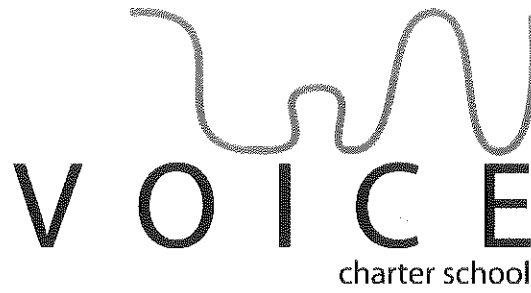
All students will learn. All students will sing.

5. On behalf of the Audit Committee, Mr. Yarmick summarized the preparation of the 990 tax form, which had previously been shared with board members for review. With no objections to the 990, Mr. Yarmick noted that it would be filed ahead of the deadline.
6. On behalf of the Finance Committee, Mr. McGarrigle reported on the school's finances, noting that there was nothing surprising and that the school continued to perform better than budgeted. It was also reported that setting up the new account with Citibank was still in process.
7. On behalf of the Admissions and Planning Committee, Mr. de Luna reported that school enrollment continued to perform better than budgeted because of lower-than-expected attrition. He noted that next year's registration continued to be lower than in previous years, with no known explanation. The ensuing discussion touched on community demographics and other possible factors. He also presented the committee's recommendation that the number of students who should be admitted under next year's free-lunch preference should be eight. After a motion duly made and seconded, the board approved eight free-lunch preference slots.
8. On behalf of the Human Resources Committee, Mr. Karp reported on progress in updating the school's employee handbook. Changes reflect both staff feedback and legal necessities. The changes will be reviewed by the Finance Committee before subsequent final review by the board.
9. In response to Mr. Grassey's question about a security guard issue that had previously been mentioned, Mr. Cohen reported that the security guard the City had promised VOICE has not materialized, and follow-up has yielded no progress. Mr. Headley noted that he and his staff would continue to pursue the matter.
10. Mr. Guarini reported on his Parade of Nations experience, noting enthusiasm and parental pride.
11. The board went into executive session at 7:15 pm to discuss a personnel matter.
12. The meeting was adjourned at 7:53 pm.

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

Robert de Luna, Secretary

Approved Apr 24, 2019



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of April 24, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Loraine Enlow, Rick Grassey, Michael Guarini, Michael Karp, Casey Lamb, John Yarnick.

**Absent Trustees:** Chris Doyle, Gavin Schryver.

**Other Attendees:** Ethan Cambero, Ben Coleman, Carmela Collier, Cierra Collier, Mila Dorji, Michael Drosos, Patrick Ford, Franklin Headley, Matt Kolman, Ray McGarrigle, Anthony Rodriguez, Katie Whiting.

**Date and Time:** April 24, 2019, 6:40 pm to 8:50 pm

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

**AGENDA ITEMS**

1. Middle School Students Present on Experiences at VOICE
2. Approval of Board of Trustee Meeting Minutes
3. Committees and Task Forces
4. Old Business
5. New Business

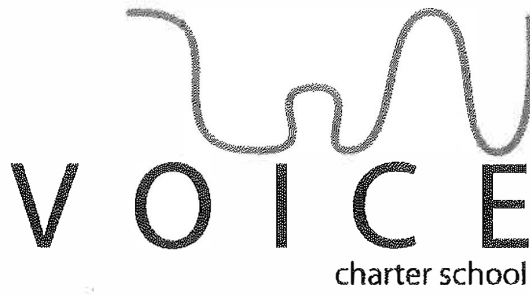
**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:40 pm. Mr. de Luna served as meeting secretary.
2. Middle school students Ethan Cambero, Cierra Collier, Mila Dorji, and Anthony Rodriguez--all performing in the VOICE production of the musical "Hairspray"--shared their experiences during their time at VOICE. Each noted VOICE's strong sense of community and shared positive stories. They recommended the school introduce more afterschool clubs.
3. Mr. Cohen reported that Mr. Guarini's election to the board had been approved.



All students will learn. All students will sing.

4. On behalf of the Parent Association, Ms. Carmela Collier reported on recent events and shared concerns about filling Parent Association positions for next year.
5. After a motion duly made and seconded, the minutes of the March 13 board meeting were approved.
6. On behalf of the Finance Committee, Mr. McGarrigle provided a financial update, reporting that the school continues to perform better than budgeted. He also reported on next year's health insurance costs and budget plans.
7. On behalf of the Human Resources and Talent Committee, Mr. Karp shared an update on changes to the employee handbook, with a board vote of approval expected in June. He noted plans to next focus on a compensation strategy.
8. On behalf of the Admissions and Planning Committee, Mr. Ford reported slow attrition, as well as the return to VOICE of two students who have been away for extended periods. He also reported on a decline in applications for next year, although the reasons are unclear. To explore the question further, staff will try to see if other local charter schools are experiencing similar declines. The discussion also touched on VOICE's use of Vanguard Direct as an outreach tool and a possible threat to its continuation. Mr. Ford reported that this year's lottery had taken place and that enrollment was underway.
9. On behalf of the Education and Accountability Committee, Ms. Lamb led a discussion of analysis of data from the third math interim assessment. The committee is looking into new strategies to explore for next year.
10. Mr. Cohen reported that all eighth graders have been successfully placed in high schools of choice, including 16 percent who placed into testing schools.
11. Mr. Cohen reminded the board that nominations for board officers will take place in May.
12. The board went into closed session at 8:05 pm to discuss a student matter and two sensitive business matters. One action was taken: Following a motion duly made and seconded, the board voted to allocate up to \$20,000 to undertake real estate research.
13. The meeting was adjourned at 8:50 pm.

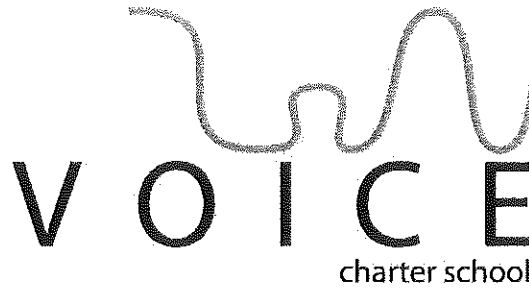


All students will learn. All students will sing.

A handwritten signature in black ink, which appears to read "Robert de Luna". The signature is written in a cursive, flowing style.

Robert de Luna, Secretary

Approved May 22, 2019



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of May 22, 2019 Board Meeting**

**Trustees in Attendance:** Marc Cohen, Robert de Luna, Chris Doyle (by phone, non-voting), Loraine Enlow, Rick Grassey, Michael Karp, Gavin Schryver.

**Absent Trustees:** Michael Guarini, Casey Lamb, John Yarmick.

**Other Attendees:** Ben Coleman, Patrick Ford, Franklin Headley, Ray McGarrigle.

**Date and Time:** May 22, 2019, 6:37 pm to 8:40 pm

**Location:** Stroock, Stroock & Lavan  
767 Third Avenue, 37th Floor  
New York, NY, 10

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Mr. Cohen called the meeting to order at 6:37 pm. Mr. de Luna served as meeting secretary.
2. After a motion duly made and seconded, the minutes of the April 24 board meeting were approved.
3. Mr. Headley provided an update on the Parent Association, including the election of new leadership and the expected challenges for next year. He also reported on a visit to the school by the Gay Men's Chorus, which was especially moving.
4. On behalf of the Finance Committee, Mr. McGarrigle provided a financial update, including positive results from higher-than-projected enrollment and economies on expenses. Pension contributions came in below forecast. A discussion ensued about the monitoring of the budget throughout the year.



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5. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on current enrollment and student registration for next year. Current enrollment reflects lower-than-expected attrition, and student registration is proceeding smoothly.
6. Mr. Headley discussed the proposed 2019-20 VOICE master calendar. After a motion duly made and seconded, the 2019-20 master calendar was approved.
7. Mr. Headley presented the Principal's report, focusing on the recent math state tests. In response to a question about VOICE's vaccination rates, Mr. Headley explained the school's vaccine compliance process and policy related to non-compliance.
8. Mr. Cohen reported on a proposed contract with a lobbyist to assist VOICE with political and logistical matters, including helping connect VOICE to grant possibilities and possibly student internship opportunities. Mr. Headley noted that the current political climate is less favorable for charter schools and that VOICE does not have the clout that networks do. After a motion duly made and seconded, the board approved meeting with Crowley and Associates.
9. The Board went into executive session at 7:25 pm to discuss a personnel matter and a sensitive business matter. No action was taken.
10. The meeting was adjourned at 8:40 pm.

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

Robert de Luna, Secretary  
Approved June 12, 2019





All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of June 12, 2019 Board Meeting**

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

**Absent Trustees:** Gavin Schryver.

**Other Attendees:** Ben Coleman, Carmela Collier, Tom Ficeto, Patrick Ford, Franklin Headley, Karen Valbrun.

**Date and Time:** June 12, 2019, 7:01 pm to 9:25 pm

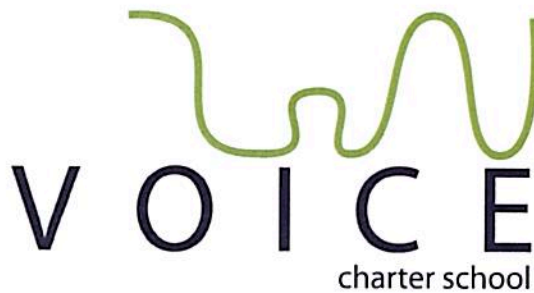
**Location:** VOICE Charter School  
36-24 12<sup>th</sup> St.  
Long Island City, NY, 11106

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

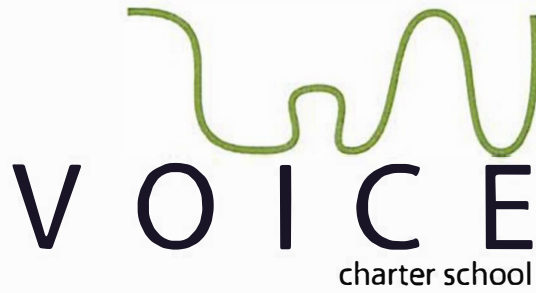
1. Mr. Cohen called the meeting to order at 7:01 pm. Mr. de Luna served as meeting secretary.
2. Mr. Cohen introduced Dr. Karen Valbrun, who has expressed interest in learning more about VOICE. Dr. Valbrun shared her experience in the educational sector and her thoughts on her recent tour of the school..
3. After a correction and a motion duly made and seconded, the minutes of the May 22 board meeting were approved.
4. On behalf of the Parent Association, Ms. Collier shared her perspectives on the Talent Show and plans for Sports Day. She recommended reaching parents of new students for



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possible involvement in the Parent Association through communications in the welcome packet. She then initiated a discussion about signing up for bussing and how to make the process easier for parents. Mr. Cohen then voiced the board's collective expression of gratitude for Ms. Collier's years of service on the Parent Association.

5. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on student enrollment, which declined by one student. He also reported that student registration for next year was proceeding smoothly, and adjustments to registration will be needed when families' plans become more concrete.
6. Mr. Cohen introduced proposed changes to the employee handbook for the upcoming year. Following discussion and a motion duly made and seconded, the seven changes to the employee handbook were approved.
7. On behalf of the Finance Committee, Mr. Grassey provided a financial update, noting that the school was on track to end the year with the expected surplus. Mr. Doyle congratulated the committee and Mr. Ficeto on their consistent success on hitting our budgetary marks, year after year. Mr. Grassey then added that a new line had been added to the monthly report to represent funds invested in U.S. Treasuries, as approved by the board.
8. Also on behalf of the Finance Committee, Mr. Grassey and Mr. Ficeto presented the proposed FY2020 budget. They explained the budget assumptions and highlighted changes perceived as more significant. After discussion and a motion duly made and seconded, the board approved the budget.
9. Mr. Cohen discussed his recent meeting with Scott Crowley, the lobbyist that VOICE is engaging, as well as the related costs of engagement and expected benefits, including enhanced community relations. Mr. Karp emphasized the importance of having a defined scope of work, and other board members concurred. Mr. Cohen responded that a scope of work for the initial 4-to-6-month engagement would be developed by Mr. Crowley.
10. Mr. Cohen shared the proposed 2019-20 board calendar. Discussion ensued about the need to identify new locations for some of the meetings, but the proposed meeting dates were established.
11. Mr. Headley presented the Principal's report, highlighting end-of-year events, professional development, and diversity and anti-bias training for staff.
12. On behalf of the Nominations Committee, Mr. de Luna reported that the terms of three board members were expiring; all three were interested in continuing to serve VOICE for



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another term. After motions duly made and seconded, the board approved new three-year terms for Mr. de Luna, Ms. Lamb, and Mr. Schryver.

13. Also on behalf of the Nominations Committee, Mr. de Luna reported on the proposed slate of board officers for the coming year, noting that no new candidates had volunteered this year for any of the positions. After motions duly made and seconded, the board approved Mr. Cohen as chair, Mr. Doyle as vice chair, Mr. Grassey as treasurer, and Mr. de Luna as secretary.
14. The board went into closed session at 8:15 pm to discuss a sensitive business issue and two personnel matters. No actions were taken.
15. The meeting was adjourned at 9:25 pm.

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

Robert de Luna, Secretary  
Approved July 31, 2019