

# Application: VOICE Charter School of New York

Jen Pasek -   
2022-2023 Annual Report

## Summary

ID: 0000000352

Last submitted: Nov 1 2023 09:50 AM (EDT)

## Entry 1 School Info and Cover Page

Completed - Nov 1 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

VOICE CHARTER SCHOOL OF NEW YORK 800000061089

**a1. Popular School Name**

VOICE

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD #30 - QUEENS

**e. Date of Approved Initial Charter**

Jan 1 2008

**f. Date School First Opened for Instruction**

Aug 1 2008

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

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

KDE 1 PROFESSIONAL LEARNING COMMUNITIES

KDE 2 INSTRUCTION ACROSS DISCIPLINES

KDE 3 SOCIAL EMOTIONAL LEARNING

KDE 4 MULTIPLE INSTRUCTIONAL METHODS AND MODES

**h. School Website Address**

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

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

810

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

802

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

|   |
|---|
| k |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |

I. Charter Management Organization

Do you have a [Charter Management Organization?](#)

|    |
|----|
| No |
|----|

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

|  |              |
|--|--------------|
|  | Yes, 3 sites |
|--|--------------|



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**School Site 1 (Primary)**

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**m1. SCHOOL SITES**

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

|        | Physical<br>Address                                   | Phone<br>Number | District/CSD | Grades to be<br>Served at Site<br>for previous<br>year (K-5, 6-9,<br>etc.) | Grades to be<br>Served at Site<br>for coming<br>year (K-5, 6-9,<br>etc.) | Receives<br>Rental<br>Assistance for<br>Which Grades<br>(If yes, enter<br>the<br>appropriate<br>grades. If no,<br>enter No). |
|--------|---|-----------------|--------------|--|--|--|
| Site 1 | 36-24 12th<br>St.<br>Long Island<br>City, NY<br>11106 | 718-361-1694    | NYC CSD 30   | 6-8  | 6-8  | 7-8  |

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

|   | Name             | Title               | Work Phone   | Alternate Phone | Email Address                       |
|---|------------------|---------------------|--------------|-----------------|-------------------------------------|
| School Leader                             | Matt Kolman      | School Director     | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| Operational Leader                        | Thomas Ficeto    | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| Compliance Contact                        | Thomas Ficeto    | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| Complaint Contact                         | Thomas Ficeto    | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| DASA Coordinator                          | Peter Cataldo    | Guidance Counselor  | 718-361-1694 |                 | <div></div> <div></div>             |
| Phone Contact for After Hours Emergencies | Franklin Headley | ED/Principal        | <div></div>  |                 | <div></div> <div></div>             |

**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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

### Site 1 Certificate of Occupancy (COO)

[VOICE CO 36-24 12th 6-8 Bldg.pdf](#)

**Filename:** VOICE CO 36-24 12th 6-8 Bldg.pdf **Size:** 635.2 kB

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### Site 1 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

[VOICE Fire 36-24 12th Street School inspection 22-09-29.pdf](#)

**Filename:** VOICE Fire 36-24 12th Street School inspection 22-09-29.pdf **Size:** 8.1 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 previous year (K-5, 6-9, etc.) | Grades to be Served at Site for coming year (K-5, 6-9, etc.) | Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No). |
|--------|---|--------------|--------------|--|--|--|
| Site 2 | 37-15 13th Street<br>Long Island City, NY 11106 | 718-361-1694 | NYC CSD 30   | K-2  | K-2  | No   |

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

|   | Name             | Title               | Work Phone   | Alternate Phone | Email Address                       |
|---|------------------|---------------------|--------------|-----------------|-------------------------------------|
| School Leader                             | Hakeem Mir       | School Director     | 718-361-1694 |                 | <div></div> <div></div>             |
| Operational Leader                        | Thomas Ficeto    | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| Compliance Contact                        | Thomas Ficeto    | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| Complaint Contact                         | Thomas Ficeto    | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| DASA Coordinator                          | Peter Cataldo    | Guidance Counselor  | 718-361-1694 |                 | <div></div> <div></div>             |
| Phone Contact for After Hours Emergencies | Franklin Headley | ED/Principal        | <div></div>  |                 | <div></div> <div></div>             |

**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 | NA   | No  |  | No   |  | Yes                             |

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**School Site 3**

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**m3. SCHOOL SITES**

Please provide information on site 3 for the upcoming school year.

|        | Physical<br>Address                                      | Phone<br>Number | District/CSD | Grades to be<br>Served at Site<br>for previous<br>year (K-5, 6-9,<br>etc.) | Grades to be<br>Served at Site<br>for coming<br>year (K-5, 6-9,<br>etc.) | Receives<br>Rental<br>Assistance for<br>Which Grades<br>(If yes, enter<br>the<br>appropriate<br>grades. If no,<br>enter No). |
|--------|--|-----------------|--------------|--|--|--|
| Site 3 | 36-49 11th<br>Street<br>Long Island<br>City, NY<br>11101 | 718-361-1694    | NYC CSD 30   | 3-5  | 3-5  | No   |

**m3a. Please provide the contact information for Site 3.**

|   | Name              | Title               | Work Phone   | Alternate Phone | Email Address                       |
|---|-------------------|---------------------|--------------|-----------------|-------------------------------------|
| School Leader                             | Charlene Martinez | School Director     | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| Operational Leader                        | Thomas Ficeto     | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| Compliance Contact                        | Thomas Ficeto     | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| Complaint Contact                         | Thomas Ficeto     | Director of Finance | 718-361-1694 |                 | <div></div> <div></div> <div></div> |
| DASA Coordinator                          | Peter Cataldo     | Guidance Counselor  | 718-361-1694 |                 | <div></div> <div></div>             |
| Phone Contact for After Hours Emergencies | Franklin Headley  | ED/Principal        | <div></div>  |                 | <div></div> <div></div>             |

**m3b. Is site 3 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 3 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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

### Site 1 Certificate of Occupancy (COO)

[VOICE New Bldg CO 36-49 11th St 3-5 Building.pdf](#)

**Filename:** VOICE New Bldg CO 36-49 11th St 3-5 Building.pdf **Size:** 180.8 kB

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### Site 3 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

[VOICE 36-49 11th Street School inspection 22-09-29.pdf](#)

**Filename:** VOICE 36-49 11th Street School inspection 22-09-29.pdf **Size:** 8.4 MB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

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## CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

Yes

**o2. Summary of Charter Revisions**

|   | Category (Select Best Description)             | Specific Revision (150 word limit)   | Date Approved by BOT (if applicable) | Date Approved by Authorizer (if applicable) |
|---|--|--|--------------------------------------|---|
| 1 | Change in mission, vision or philosophy        | Updated mission statement  | 8/24/2022                            | 06/01/2023                                  |
| 2 | Change in organizational structure             | Updates to organizational chart  | 8/24/2022                            | 06/01/2023                                  |
| 3 | Change in discipline or code of conduct policy | Updates to discipline policy to remain in compliance   | 8/24/2022                            | 06/01/2023                                  |
| 4 | Change in Bylaws                               | Added ex-officio seats for parent association representatives; updated throughout for compliance | 8/24/2022                            | 06/01/2023                                  |
| 5 | Change in complaint policy                     | Updates to complaint policy to remain in compliance  | 8/24/2022                            | 06/01/2023                                  |

**More revisions to add?**

No

## ATTESTATIONS

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

|                 |            |
|-----------------|------------|
| Name            | Jen Pasek  |
| Position        | Consultant |
| Phone/Extension |            |
| Email           |            |

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

### Responses Selected:

Yes

As outlined in ENTRY 10:

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

### Responses Selected:

Yes

Frankford

A handwritten signature in black ink, consisting of the letters 'C', 'D', and 'K' in a stylized, cursive-like font. The 'C' is on the left, followed by a large 'D', and then a 'K' on the right. The signature is written on a light gray background.

Nov 1 2023



15 / 52

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

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

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

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

## **Form for Entry 2 Links to Critical Documents on School Website**

School Name: VOICE Charter School of New York

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item**

**4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

|   | Link to Documents  |
|---|--|
| 1. Current Annual Report (i.e., 2022-2023 Annual Report)  | <a href="https://www.voicecharterschool.org/compliance"><u>https://www.voicecharterschool.org/compliance</u></a>           |
| 2. Board meeting notices, agendas and documents   | <a href="https://www.voicecharterschool.org/compliance"><u>https://www.voicecharterschool.org/compliance</u></a>           |
| 3. New York State School Report Card  | <a href="https://www.voicecharterschool.org/compliance"><u>https://www.voicecharterschool.org/compliance</u></a>           |
| 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY) | <a href="https://www.voicecharterschool.org/family-handbook"><u>https://www.voicecharterschool.org/family-handbook</u></a> |
| 5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo                                | <a href="https://www.voicecharterschool.org/family-handbook"><u>https://www.voicecharterschool.org/family-handbook</u></a> |
| 6. Authorizer-approved FOIL Policy  | <a href="https://www.voicecharterschool.org/family-handbook"><u>https://www.voicecharterschool.org/family-handbook</u></a> |
| 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)  | <a href="https://www.voicecharterschool.org/family-handbook"><u>https://www.voicecharterschool.org/family-handbook</u></a> |

Thank you.



## Entry 3 Progress Toward Goals

Completed - Nov 1 2023

## Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

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#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

## 2022-2023 Progress Toward Attainment of Academic Goals

|                 | Academic Student Performance Goal   | Measure Used to Evaluate Progress Toward Attainment of Goal   | Goal - Met, Not Met or Unable to Assess | If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable |
|-----------------|---|---|---|---|
| Academic Goal 1 | For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination must exceed such percentage for the Community School District (CSD) in which the school is located. | ELA VOICE CSD 30<br>Gr 3 31% 52%<br>Gr 4 39% 62%<br>Gr 5 25% 58%<br>Gr 6 42% 56%<br>Gr 7 50% 59%<br>Gr 8 63% 65%<br>All 3-8 41% 59% | Not Met                                 |   |
| 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.  | ELA VOICE NYC<br>Gr 3 31% 48%<br>Gr 4 39% 53%<br>Gr 5 25% 50%<br>Gr 6 42% 48%<br>Gr 7 50% 52%<br>Gr 8 63% 60%<br>All 3-8 41% 52%    | Not Met                                 |   |
| Academic Goal 3 | For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on  | Math VOICE CSD 30<br>Gr 3 39% 60%<br>Gr 4 51% 56%<br>Gr 5 26% 55%<br>Gr 6 46% 52%<br>Gr 7 56% 57%                                   | Not Met                                 |   |

|                 |  |   |                  |  |
|-----------------|--|---|------------------|--|
|                 | the New York State Mathematics examination must exceed such percentage for the Community School District (CSD).  | Gr 8 63% 44%<br>All 3-8 46% 55%   |                  |  |
| 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. | Math VOICE NYC<br>Gr 3 39% 55%<br>Gr 4 51% 52%<br>Gr 5 26% 50%<br>Gr 6 46% 46%<br>Gr 7 56% 51%<br>Gr 8 63% 42%<br>All 3-8 46% 50% | Not Met          |  |
| Academic Goal 5 | Based on the proficiency rates on the New York State ELA examination, the school will demonstrate positive academic growth in each year of the charter term.   | **The NYS Exam was based on the new learning standards which made the 2022-23 assessment a new baseline                           | Unable to Assess |  |
| Academic Goal 6 | Based on the proficiency rates on the New York State Mathematics examination, the school will demonstrate positive academic growth in each year of the charter term.   | NYS Math Exam Growth  | Unable to Assess |  |
| Academic Goal 7 | Where the school has an eligible subgroup population (deemed as six or   | NYS ELA Exam Growth -ELL  | Unable to Assess |  |



|                 |   |                           |                  |  |
|-----------------|---|---------------------------|------------------|--|
|                 | <p>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.</p>   |                           |                  |  |
| Academic Goal 8 | <p>Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.</p> | NYS ELA Exam Growth - SWD | 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</p>                           | NYS ELA Exam Growth - ED  | Unable to Assess |  |

|                  |  |                            |                  |  |
|------------------|--|----------------------------|------------------|--|
|                  | that applicable population in each year of the charter term.   |                            |                  |  |
| Academic Goal 10 | Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term. | NYS Math Exam Growth - ELL | Unable to Assess |  |

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

Yes

## 2022-2023 Progress Toward Attainment of Academic Goals

|                  | Academic Student Performance Goal  | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met, Not Met or Unable to Assess | 2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure |
|------------------|--|---|---|---|
| Academic Goal 11 | Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.          | NYS Math Exam Growth - SWD                                  | 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 | NYS Math Exam Growth - ED                                   | Unable to Assess                        |   |

|                  |                           |  |  |  |
|------------------|---------------------------|--|--|--|
|                  | year of the charter term. |  |  |  |
| Academic Goal 13 |                           |  |  |  |
| Academic Goal 14 |                           |  |  |  |
| Academic Goal 15 |                           |  |  |  |
| Academic Goal 16 |                           |  |  |  |
| Academic Goal 17 |                           |  |  |  |
| Academic Goal 18 |                           |  |  |  |
| Academic Goal 19 |                           |  |  |  |
| Academic Goal 20 |                           |  |  |  |

### 3. Do have more academic goals to add?

No

### 4. ORGANIZATION GOALS

**For the 2022-2023 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”.**

## 2022-2023 Progress Toward Attainment of Organization Goals

|            | Organizational Goal  | Measure Used to Evaluate Progress  | Goal - Met, Not Met, or Unable to Assess | If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable |
|------------|--|--|--|---|
| Org Goal 1 | Each year, the school self-reported average daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.   | CSD and citywide attendance rates are not posted.                                  | Unable to Assess                         |   |
| Org Goal 2 | Each year, the percentage of students enrolled in ATS on 10/31 of a given school year that are enrolled in ATS on 10/31 the following school year will exceed the rate of the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools. | BEDS Day Retention Records<br>VOICE Retention Rate from 2021-22 to 2022-23 was 79% | Unable to Assess                         |   |
| Org Goal 3 | Each year, the school will meet or exceed any applicable student   | SIRS Enrollment Data - ELL<br>VOICE ELL 28%<br>CSD 30 ELL 23%                      | Met                                      |   |

|            |   |  |                  |  |
|------------|---|--|------------------|--|
|            | enrollment targets, as prescribed by the Board of Regents, for English language learners.   |  |                  |  |
| Org Goal 4 | Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.                         | SIRS Enrollment Data - SWD<br><br>VOICE SWD 20%<br>CSD 30 SWD 17%                              | Met              |  |
| Org Goal 5 | Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch. | SIRS Enrollment Data - ED<br><br>VOICE ED 86%<br>CSD 30 ED 70%                                 | Met              |  |
| Org Goal 6 | Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for English language learners.                           | SIRS/BEDS Retention Data - ELL<br><br>VOICE ELL Retention Rate from 2021-22 to 2022-23 was 81% | Unable to Assess |  |
| Org Goal 7 | Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students with disabilities.                          | SIRS/BEDS Retention Data - SWD<br><br>VOICE SWD Retention Rate from 2021-22 to 2022-23 was 77% | Unable to Assess |  |

|             |  |  |                  |  |
|-------------|--|--|------------------|--|
| Org Goal 8  | Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch.   | <p>SIRS/BEDS Retention Data - ED</p> <p>VOICE ED Retention Rate from 2021-22 to 2022-23 was 79%</p>  | Unable to Assess |  |
| 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. | <p>NYCDOE School Survey - Parents</p> <p>The average percent of positive responses from the 22% of families who took the School Survey is 93% compared to the NYC rate of 93%.</p> | Partially Met    | We will continue to incentivize stakeholders to complete the surveys and provide valuable feedback about the school. |
| Org Goal 10 | In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a  | <p>NYCDOE School Survey - Staff</p> <p>The average percent of positive responses from the 34% of staff who took the School Survey is 69%</p>                                       | Not Met          |  |

|             |   |   |         |  |
|-------------|---|---|---------|--|
|             | <p>percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of staff participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>   | <p>compared to the NYC rate of 86%.</p>   |         |  |
| Org Goal 11 | <p>In each year of the charter term, students will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of students participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p> | <p>NYCDOE School Survey - Students</p> <p>The average percent of positive responses from the 63% of students who took the School Survey is 80% compared to the NYC rate of 74%.</p> | Not Met |  |



|             |  |  |  |  |
|-------------|--|--|--|--|
| Org Goal 12 |  |  |  |  |
| Org Goal 13 |  |  |  |  |
| Org Goal 14 |  |  |  |  |
| Org Goal 15 |  |  |  |  |
| Org Goal 16 |  |  |  |  |
| Org Goal 17 |  |  |  |  |
| Org Goal 18 |  |  |  |  |
| Org Goal 19 |  |  |  |  |
| Org Goal 20 |  |  |  |  |

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

## 2022-2023 Progress Toward Attainment of Financial Goals

|                  | Financial Goals   | Measure Used to Evaluate Progress  | Goal - Met, Not Met, or Partially Met | If not met, describe efforts the school will take to meet goal. |
|------------------|---|--|---------------------------------------|---|
| Financial Goal 1 | Each year, the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS.   | Approved Enrollment = 810<br>BEDS Day Enrollment = 751<br>93% of Target Enrollment | Met                                   |   |
| Financial Goal 2 | Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit. | Financial Records  | Met                                   |   |
| Financial Goal 3 | Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.                             | Financial Records  | Met                                   |   |
| Financial Goal 4 |   |  |                                       |   |
| Financial Goal 5 |   |  |                                       |   |

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

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

### [VOICE Charter School 2023 \(FY23 Financials\)](#)

Filename: VOICE\_Charter\_School\_2023\_FY23\_Financials.pdf Size: 459.8 kB

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

Incomplete

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

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

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

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

## Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

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

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

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

### [VOICE 9](#)

## [VOICE - AUDIT WRAP FY23 - Final](#)

Filename: VOICE\_-\_AUDIT\_WRAP\_FY23\_-\_Final.pdf Size: 2.1 MB

### Entry 4d - Financial Contact Information

Completed - Nov 1 2023

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2023**.

## Form for "Financial Contact Information"

#### 1. School Based Fiscal Contact Information

|  | School Based Fiscal Contact Name | School Based Fiscal Contact Email | School Based Fiscal Contact Phone |
|--|----------------------------------|-----------------------------------|-----------------------------------|
|  | Thomas Ficeto                    | [REDACTED]                        | [REDACTED]                        |

#### 2. Audit Firm Contact Information

|  | School Audit Contact Name | School Audit Contact Email | School Audit Contact Phone | Years Working With This Audit Firm |
|--|---------------------------|----------------------------|----------------------------|------------------------------------|
|  | Marc Taub                 | [REDACTED]                 | [REDACTED]                 | 14                                 |

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

|  | Firm Name | Contact Person | Mailing Address | Email | Phone | Years With Firm |
|--|-----------|----------------|-----------------|-------|-------|-----------------|
|  |           |                |                 |       |       |                 |

### Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023**.

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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

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

### **[VOICE Budget 23-24-AR-Template-NYSED - NYCDOE - 10](#)**

Filename: VOICE\_Budget\_23-24-AR-Template-NY\_KBP8FEv.xlsx Size: 138.0 kB

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

Completed - Nov 1 2023

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

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **[M Cohen VOICE 2022-23 BOT Disclosure](#)**

Filename: M\_Cohen\_VOICE\_2022-23\_BOT\_Disclosure.pdf Size: 458.0 kB

### **[C Lamb VOICE 2022-23 BOT Disclosure](#)**

Filename: C\_Lamb\_VOICE\_2022-23\_BOT\_Disclosure.pdf Size: 455.6 kB

### **[R De Luna VOICE 2022-23 BOT Disclosure](#)**

Filename: R\_De\_Luna\_VOICE\_2022-23\_BOT\_Disclosure.pdf Size: 459.0 kB

### **[M Guarini VOICE 2022-23 BOT Disclosure](#)**

Filename: M\_Guarini\_VOICE\_2022-23\_BOT\_Disclosure.pdf Size: 458.7 kB

### **[R Grassey VOICE 2022-23 BOT Disclosure](#)**

Filename: R\_Grassey\_VOICE\_2022-23\_BOT\_Disclosure.pdf Size: 459.3 kB

### **[Sari Biddelman VOICE 2022-23 BOT Disclosure](#)**

Filename: Sari\_Biddelman\_VOICE\_2022-23\_BOT\_D\_kmGMKrZ.pdf Size: 458.6 kB

## [S Durant VOICE 2022-23 BOT Disclosure](#)

Filename: S\_Durant\_VOICE\_2022-23\_BOT\_Disclosure.pdf Size: 458.5 kB

## [M Karp VOICE 2022-23 BOT Disclosure](#)

Filename: M\_Karp\_VOICE\_2022-23\_BOT\_Disclosure.pdf Size: 458.7 kB

## Entry 7 BOT Membership Table

Completed - Nov 1 2023

## Instructions

### Required of ALL charter schools

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

## Entry 7 BOT Table

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

---

**Authorizer:**

Who is the authorizer of your charter school?

NYCDOE

**1. 2022-2023 Board Member Information (Enter info for each BOT member)**

|   | Trustee<br>Name   | Trustee<br>Email<br>Address | Position<br>on the<br>Board | Committee<br>Affiliations                                 | Voting<br>Member<br>Per By-Laws<br>(Y/N) | Number<br>of<br>Completed Terms<br>Served | Start<br>Date of<br>Current<br>Term<br>(MM/DD/YYYY) | End<br>Date of<br>Current<br>Term<br>(MM/DD/YYYY) | Board<br>Meetings<br>Attended<br>During<br>2022-<br>2023 |
|---|-------------------|-----------------------------|-----------------------------|---|--|---|---|---|--|
| 1 | Casey Lamb        | [REDACTED]                  | Chair                       | Education Advisory Committee                              | Yes                                      | 3   | 07/01/2022  | 06/30/2025  | 11   |
| 2 | Michael Karp      | [REDACTED]                  | Trustee/Member              | Education Advisory Committee, Human Resources and Talent  | Yes                                      | 4   | 07/01/2021  | 06/30/2024  | 9  |
| 3 | Richard Grassey   | [REDACTED]                  | Treasurer                   | Finance Committee, Audit Committee                        | Yes                                      | 4   | 07/01/2021  | 06/30/2024  | 9  |
| 4 | Christopher Doyle | [REDACTED]                  | Trustee/Member              | Education Advisory Committee                              | Yes                                      | 5   | 07/01/2020  | 06/30/2023  | 8  |
| 5 | Marc Cohen        | [REDACTED]                  | Trustee/Member              | Admissions & Planning Committee, Finance Committee, Audit | Yes                                      | 5   | 07/01/2021  | 07/01/2023  | 9  |

|   |                 |  |                |                              |     |   |            |            |    |
|---|-----------------|--|----------------|------------------------------|-----|---|------------|------------|----|
|   |                 |  |                | Committee                    |     |   |            |            |    |
| 6 | Michael Guarini |  | Trustee/Member | Admissions and Planning      | Yes | 2 | 07/01/2021 | 06/30/2024 | 10 |
| 7 | Karen Valbrun   |  | Trustee/Member | Education Advisory Committee |     | 2 | 07/01/2022 | 06/30/2025 | 7  |
| 8 | Sari Biddelman  |  | Vice Chair     | Education Advisory Committee | Yes | 2 | 07/01/2022 | 06/30/2025 | 9  |
| 9 | Susheel Kurien  |  | Trustee/Member | Music                        | Yes | 2 | 7/1/2020   | 6/30/2023  | 9  |

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

Yes



## 1b. Board Member Information

|    | Trustee Name      | Trustee Email Address | Position on the Board | Committee Affiliations            | Voting Member Per By-Laws (Y/N) | Number of Terms Served | Start Date of Current Term (MM/DD/YYYY) | End Date of Current Term (MM/DD/YYYY) | Board Meetings Attended During 2022-2023 |
|----|-------------------|-----------------------|-----------------------|-----------------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 10 | Sheila Durant     |                       | Trustee/Member        |                                   | Yes                             | 1                      | 08/01/2021                              | 6/30/2023                             | 9  |
| 11 | Sachin Gujral     |                       | Trustee/Member        |                                   | Yes                             | 1                      | 05/01/2023                              | 06/30/2025                            | 5 or less                                |
| 12 | Christine Papania |                       | Trustee/Member        |                                   | Yes                             | 1                      | 12/15/2021                              | 09/01/2022                            | 5 or less                                |
| 13 | Robert de Luna    |                       | Secretary             | Admissions and Planning Committee | Yes                             | 5                      | 07/01/2022                              | 10/26/2022                            | 5 or less                                |
| 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, 2023                    | 11 |
| b.Total Number of Members Added During 2022-2023                   | 1  |
| c. Total Number of Members who Departed during 2022-2023           | 2  |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 11 |

### 3. Number of Board meetings held during 2022-2023

12

### 4. Number of Board meetings scheduled for 2023-2024

12

### Total number of Voting Members on June 30, 2023:

11

### Total number of Voting Members added during the 2022-2023 school year:

1

**Total number of Voting Members who departed during the 2022-2023 school year:**

2

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

18

**Total number of Non-Voting Members on June 30, 2023:**

0

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0

**Total number of Non-Voting Members who departed during the 2022-2023 school year:**

0

**Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:**

N/A

**Board members attending 8 or fewer meetings during 2022-2023**

5

**Thank you.**

## Entry 8 Board Meeting Minutes

Completed - Nov 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

### **VOICE 2022 2023 Board Meeting Minutes**

Filename: VOICE\_2022\_2023\_Board\_Meeting\_Minutes.pdf Size: 2.9 MB

## Entry 9 Enrollment & Retention

Completed - Nov 1 2023

### **Instructions for submitting Enrollment and Retention Efforts**

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

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

#### **\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## Entry 9 Enrollment and Retention of Special Populations

## Good Faith Efforts to Meet Recruitment Targets (Attract)

|                            | Describe Recruitment Efforts in 2022-2023   | Describe Recruitment Plans in 2023-2024  |
|----------------------------|---|--|
| Economically Disadvantaged | <p>One of our primary strategies for ensuring that our enrollment reflects that of our surrounding neighborhood is through a lottery preference. VOICE has a preference for applicants currently in the Supplemental Economically Disadvantaged Nutrition Assistance Program (SNAP) whereby upon verification, the student is pulled up from lower in the list to fill one of the designated SNAP seats. The number of SNAP seats is set by the board and is calculated to ensure incoming students do not skew the school's FRPL percentage below the target. The school discusses meal programs at the open house, on its application, and during tours. Support is offered to assist families in completing all necessary paperwork to ensure eligible students participate in the lunch program and are enrolled in FRPL programs if determined to be eligible. To ensure that families are aware of our program and have an opportunity to participate in the lottery, we conduct outreach through Urban Upbound, Hour Children, and the Boys and Girls Club of Astoria, so our application can reach families receiving their services.</p> | <p>In the 2022-23 school year, our enrollment for ED students was 86% and the local district enrolled 70% ED students in similar grades. We will continue with current strategies in 2023-24 to enroll and retain the three subgroups.</p> |
| English Language Learners  | <p>VOICE is located in a predominantly Spanish-speaking neighborhood; as such, we advertise in English and Spanish. We also conduct outreach at local preschools and private daycare providers with multilingual staff. Advertising and school</p>  | <p>In 2022-23, we enrolled many refugees throughout the year. 28% of our enrollment on BEDS Day were English Language Learners while the local district enrolled 23%.</p>  |

|                            |  |  |
|----------------------------|--|--|
|                            | <p>materials are translated as needed and translation services are provided with sufficient notice. The school contacts trusted service providers of immigrant communities, such as CHHAYA, to inform them and their clients of VOICE. VOICE provides applications to existing ELL parents and encourages them to reach out and contact families that they know and inform them about VOICE.</p> <p>There was a large influx of refugees who arrived in our community in 2022-23. From August through February, we had many students enroll on a consistent basis. Approximately 150 students came and left, but were replaced by 150 additional students. We are very present in our community in terms of partnerships with local organizations and connecting families with needed services. As families arrived as refugees and utilized food banks, the staff referred them to VOICE Charter School. We enrolled the students immediately and connected them with necessary services. As the families settled into their lives here, many moved on and many more arrived.</p> |  |
| Students with Disabilities | <p>VOICE's direct mail advertising and website highlight the multiple supports we offer for students with special needs. The school advertises to special needs communities. VOICE conducts outreach to specialized feeder schools and programs. VOICE works with the intervention team to monitor incoming students to ensure those with previously undiagnosed disabilities are properly diagnosed and provided with services.</p>   | <p>In the 2022-23 school year, our enrollment of SWD was 20% compared to the local district's 17%.</p> |



## Good Faith Efforts To Meet Enrollment Retention Targets

|                            | Describe Retention Efforts in 2022-2023   | Describe Retention Plans in 2023-2024   |
|----------------------------|---|---|
| Economically Disadvantaged | <p>In 2021-22, ED students made up 84% of the student population at VOICE. As such, our retention efforts for the general population of students are designed to serve ED students. We have a school-wide focus on using differentiated instruction to engage students in culturally relevant material that fosters academic and social emotional growth. Our music program also provides opportunities for enrichment that ED students might not otherwise have access to, such as participation in the school musical or receiving audition preparation. Our intervention structure, SEL team, and strong connection with families allows us to provide robust support to ED students, leading to strong retention.</p> | <p>79% of our eligible ED students returned in the fall 2022 from the previous year. Given that we have a significant population of ED students, we have well-developed supports for this group that we will continue to implement in the upcoming school year.</p> |
| English Language Learners  | <p>Efforts to retain ELL students are largely similar to the general population discussed above. In addition, VOICE works to ensure that families of former ELL students whose parents have not yet attained proficiency in English feel supported in their native language (through interpretation services) and kept involved in the school community (through events and curriculum that recognize their community's contributions). VOICE continually works to improve non-English, non-Spanish speaking parental involvement and linguistic support. We also retain ELLs by using culturally relevant instruction</p>  | <p>81% of English Language Learners returned in 2022-23. We have a robust ELL program that will continue in the 2023-24 school year in order to support the retention of this group.</p>  |



|                            |   |  |
|----------------------------|---|--|
|                            | and curricular materials that reflect diverse perspectives. Finally, our music program is designed to improve literacy and increase retention for ELLs. By singing, reading, and writing music, students develop familiarity with common sentence structures and learn how to communicate meaning.  |  |
| Students with Disabilities | VOICE uses the approaches of Integrated Co-Teaching (ICT), Special Education Teacher Support Services (SETSS), and counseling to provide an inclusive education to all students. To improve the retention rate of SWD, the intervention team coordinates with classroom teachers, parents, and the CSE to ensure that the mandates of each student's IEP are met. | The retention rate of our students with disabilities who returned in the fall of 2022 was 77%. |

## Entry 10 – Teacher and Administrator Attrition

Completed - Nov 1 2023

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

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

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

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

#### 1. Emergency Conditional Clearances

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

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

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

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

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

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

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

---

### Attestation

#### Responses Selected:

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

## Entry 11 Percent of Uncertified Teachers

Completed - Nov 1 2023

### Instructions

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## Entry 11 Uncertified Teachers

School Name:



# Instructions for Reporting Percent of Uncertified Teachers

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

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, 2023) | 5         |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)  | 0         |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)  | 0         |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)         | 0         |
| Total Category A: 5 or 30% whichever is less   | 5.0       |

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

|                                   | FTE Count |
|-----------------------------------|-----------|
| i. Mathematics                    | 2         |
| ii. Science                       | 1         |
| iii. Computer Science             | 0         |
| iv. Technology                    | 1         |
| v. Career and Technical Education | 0         |
| Total Category B: not to exceed 5 | 4.0       |

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

|  | FTE Count |
|--|-----------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023) | 1         |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)  | 0         |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)  | 0         |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)         | 0         |
| Total Category C: not to exceed 5  | 1.0       |

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

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

|       | FTE Count |
|-------|-----------|
| Total | 10        |

#### 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 | 5         |

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

|                  | FTE Count |
|------------------|-----------|
| Total Category E | 47        |

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

Please do not include paraprofessionals, such as teacher aides.

|                  | FTE Count |
|------------------|-----------|
| Total Category F | 40        |

Thank you.



## Entry 12 Organization Chart

Completed - Nov 1 2023

[Instructions](#)



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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### [SY22-23 Org Chart Budget VOICE](#)

Filename: SY22-23\_Org\_Chart\_Budget\_VOICE.pdf Size: 73.7 kB

## Entry 13 School Calendar

Completed - Nov 1 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

### [VOICE 2023-24 Calendar v2](#)

Filename: VOICE\_2023-24\_Calendar\_v2.6\_MASTER\_-\_FINAL.pdf Size: 894.7 kB

## Entry 14 Staff Roster

Completed - Nov 1 2023

### [INSTRUCTIONS](#)

### Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.**

**Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

| Roster Data Elements                          | Explanations  |
|---|---|
| Authorizer<br><b>NOTE: MUST BE DONE FIRST</b> | Select your school's authorizer from the <b>drop-down list</b> first, before completing the roster. |
| School Name and Institution ID                | Select your school's name from the <b>drop-down list</b> .  |
| Faculty/Staff First Name                      | Enter the first name of the Faculty/Staff person.   |
| Faculty/Staff Last Name                       | Enter the last name of the Faculty/Staff person.  |

|                                      |  |
|--------------------------------------|--|
| TEACH ID                             | Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.                                    |
| Role in School                       | <b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> . |
| CPR/AED Certification Status         | <b>Select</b> the appropriate choice from the <b>drop-down list</b> .                              |
| Hire Date                            | Enter the date that the Faculty/Staff person was hired.  |
| Start Date                           | Enter the date that the Faculty/Staff person actually began employment in this school.             |
| Total Years' Experience in this Role | Enter Total Years of Experience that the Faculty/Staff person has in their current role.           |
| Total Years at this School           | Enter the Total Years that the Faculty/Staff person has been employed in this school.              |
| Out-of-Certification Justification   | <b>Select</b> the appropriate choice from the <b>drop-down list</b> .                              |
| Subject Taught                       | <b>Select</b> the appropriate choice from the <b>drop-down list</b> .                              |
| Notes                                | Optional   |

[\*\*VOICE Faculty-staff-roster-template-2023 \(V\*\*](#)

**Filename:** VOICE\_Faculty-staff-roster-templa\_DhFdlmf.xlsx **Size:** 39.3 kB

**Optional Additional Documents to Upload (BOR)**

Incomplete



## **VOICE Charter School**

Financial Statements  
Years Ended June 30, 2023 and 2022  
and Supplemental Schedule of Expenditures  
of Federal Awards  
Year Ended June 30, 2023

## **VOICE Charter School**

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Financial Statements  
Years Ended June 30, 2023 and 2022  
and Supplemental Schedule of Expenditures of Federal Awards  
Year ended June 30, 2023

# VOICE Charter School

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622 Third Ave, Suite 3100  
New York, NY 10017

## **Independent Auditor's Report**

The Board of Trustees  
VOICE Charter School  
New York, New York

### ***Opinion***

We have audited the financial statements of VOICE Charter School (the School), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

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

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

### ***Emphasis of Matter - Adoption of New Accounting Pronouncement***

As discussed in Note 2 to the financial statements, the School has elected to change its method of accounting for leases in the year ended June 30, 2023 due to the adoption of ASC Topic 842, Leases. Our opinion is not modified with respect to this matter.

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

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



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

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

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

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

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

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



## ***Other Matters***

### ***Supplementary Information***

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2023 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*BDO USA, P.C.*

October 31, 2023

## Financial Statements

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# VOICE Charter School

## Statements of Financial Position

| <i>June 30,</i>                                     | <b>2023</b>          | <b>2022</b>         |
|---|----------------------|---------------------|
| <b>Assets</b>                                       |                      |                     |
| Cash and cash equivalents                           | \$ 1,942,725         | \$ 2,319,495        |
| Cash - restricted                                   | 70,000               | 70,000              |
| Grants and other receivables                        | 889,935              | 1,157,219           |
| Investments, at fair value                          | 1,006,250            | 1,374,332           |
| Prepaid expenses and other assets                   | 1,603,127            | 648,844             |
| Right-of-use asset - operating lease, net           | 4,762,100            | -                   |
| Property and equipment, net                         | 1,873,980            | 2,035,833           |
| Construction in progress                            | 869,204              | 293,786             |
| <b>Total Assets</b>                                 | <b>\$ 13,017,321</b> | <b>\$ 7,899,509</b> |
| <b>Liabilities and Net Assets</b>                   |                      |                     |
| <b>Liabilities</b>                                  |                      |                     |
| Accounts payable and accrued expenses               | \$ 312,975           | \$ 347,969          |
| Accrued salaries and other payroll related expenses | 2,682,546            | 2,482,212           |
| Operating lease liability                           | 5,864,028            | -                   |
| Deferred rent                                       | -                    | 1,152,455           |
| <b>Total Liabilities</b>                            | <b>8,859,549</b>     | <b>3,982,636</b>    |
| <b>Commitments and Contingencies</b>                |                      |                     |
| <b>Net Assets</b>                                   |                      |                     |
| Without donor restrictions                          | 4,157,772            | 3,916,873           |
| <b>Total Net Assets</b>                             | <b>4,157,772</b>     | <b>3,916,873</b>    |
| <b>Total Liabilities and Net Assets</b>             | <b>\$ 13,017,321</b> | <b>\$ 7,899,509</b> |

*See accompanying notes to the financial statements.*



**VOICE Charter School**  
**Statements of Activities**  
**(Without Donor Restrictions)**

| <i>Year ended June 30, 2023</i>                | <b>2023</b>         | <b>2022</b>         |
|--|---------------------|---------------------|
| <b>Operating Revenue</b>                       |                     |                     |
| State and local per pupil operating revenue    | \$ 15,194,767       | \$ 12,806,249       |
| Government grants and contracts                | 1,754,307           | 2,235,209           |
| <b>Total Operating Revenue</b>                 | <b>16,949,074</b>   | <b>15,041,458</b>   |
| <b>Expenses</b>                                |                     |                     |
| Program services:                              |                     |                     |
| General education                              | 13,350,143          | 12,540,395          |
| Special education                              | 1,723,723           | 1,801,488           |
| Management and general                         | 1,836,255           | 1,942,381           |
| <b>Total Expenses</b>                          | <b>16,910,121</b>   | <b>16,284,264</b>   |
| <b>Income (Deficit) from School Operations</b> | <b>38,953</b>       | <b>(1,242,806)</b>  |
| <b>Support and Other Income (Loss)</b>         |                     |                     |
| Contributions, grants, and other income        | 97,052              | 9,354               |
| Investment return, net                         | 81,294              | (12,280)            |
| Interest income                                | 23,600              | 1,697               |
| <b>Total Support and Other Income (Loss)</b>   | <b>201,946</b>      | <b>(1,229)</b>      |
| <b>Change in Net Assets</b>                    | <b>240,899</b>      | <b>(1,244,035)</b>  |
| <b>Net Assets, beginning of the year</b>       | <b>3,916,873</b>    | <b>5,160,908</b>    |
| <b>Net Assets, end of the year</b>             | <b>\$ 4,157,772</b> | <b>\$ 3,916,873</b> |

*See accompanying notes to the financial statements.*

# VOICE Charter School

## Statement of Functional Expenses

*Year ended June 30, 2023*

|  | No. of<br>Positions | Program Services     |                      |               | Supporting<br>Services    |               | Total |
|--|---------------------|----------------------|----------------------|---------------|---------------------------|---------------|-------|
|  |                     | General<br>Education | Special<br>Education | Total Program | Management and<br>General |               |       |
| <b>Personnel Services Costs</b>            |                     |                      |                      |               |                           |               |       |
| Instructional personnel                    | 78                  | \$ 7,064,577         | \$ 1,046,246         | \$ 8,110,823  | \$ -                      | \$ 8,110,823  |       |
| Administrative personnel                   | 27                  | -                    | -                    | -             | 883,936                   | 883,936       |       |
| <b>Total Salaries and Staff</b>            | 105                 | 7,064,577            | 1,046,246            | 8,110,823     | 883,936                   | 8,994,759     |       |
| Payroll taxes and employee benefits        |                     | 1,966,471            | 79,999               | 2,046,470     | 282,305                   | 2,328,775     |       |
| Retirement benefits                        |                     | 764,845              | 128,307              | 893,152       | 100,692                   | 993,844       |       |
| Professional development                   |                     | 163,745              | -                    | 163,745       | -                         | 163,745       |       |
| Legal fees                                 |                     | 10,321               | -                    | 10,321        | 66,976                    | 77,297        |       |
| Audit and accounting fees                  |                     | 34,911               | -                    | 34,911        | 24,961                    | 59,872        |       |
| Professional fees - other                  |                     | 968,024              | 165,550              | 1,133,574     | 156,185                   | 1,289,759     |       |
| Other Contracted Services                  |                     | 55,333               | -                    | 55,333        | -                         | 55,333        |       |
| Student and staff recruitment              |                     | 240,129              | -                    | 240,129       | 34,923                    | 275,052       |       |
| Curriculum and classroom expenses          |                     | 647,641              | 103,813              | 751,454       | -                         | 751,454       |       |
| Student field trips and incentive programs |                     | 43,416               | 2,583                | 45,999        | -                         | 45,999        |       |
| Parent Activities                          |                     | 250                  | -                    | 250           | -                         | 250           |       |
| Postage, printing, and copying             |                     | 1,480                | -                    | 1,480         | 684                       | 2,164         |       |
| Insurance                                  |                     | 94,879               | -                    | 94,879        | 12,938                    | 107,817       |       |
| Information technology                     |                     | 139,445              | -                    | 139,445       | 34,979                    | 174,424       |       |
| Leased equipment                           |                     | 19,090               | -                    | 19,090        | 2,603                     | 21,693        |       |
| Repairs and maintenance                    |                     | 266,004              | 47,313               | 313,317       | 26,674                    | 339,991       |       |
| Occupancy and facility costs               |                     | 545,163              | 120,574              | 665,737       | 107,528                   | 773,265       |       |
| Utilities                                  |                     | 41,126               | -                    | 41,126        | 35,300                    | 76,426        |       |
| Depreciation and amortization              |                     | 203,035              | 29,338               | 232,373       | 31,687                    | 264,060       |       |
| Other expense                              |                     | 1,888                | -                    | 1,888         | 19,287                    | 21,175        |       |
| Office expense                             |                     | 78,370               | -                    | 78,370        | 14,597                    | 92,967        |       |
|  |                     | \$ 13,350,143        | \$ 1,723,723         | \$ 15,073,866 | \$ 1,836,255              | \$ 16,910,121 |       |

*See accompanying notes to the financial statements.*

# VOICE Charter School

## Statement of Functional Expenses

*Year ended June 30, 2022*

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

*See accompanying notes to the financial statements.*

# VOICE Charter School

## Statements of Cash Flows

| <i>Year ended June 30,</i>  | 2023                | 2022                  |
|---|---------------------|-----------------------|
| <b>Cash Flows from Operating Activities</b>   |                     |                       |
| Cash received from operating revenue  | \$ 16,666,358       | \$ 14,287,682         |
| Cash received from interest income  | 23,600              | 1,697                 |
| Other cash received   | 365,362             | 44,826                |
| Cash paid to employees and suppliers  | (17,485,531)        | (15,894,052)          |
| <b>Net Cash Used in Operating Activities</b>  | <b>(430,211)</b>    | <b>(1,559,847)</b>    |
| <b>Cash Flows from Investing Activities</b>   |                     |                       |
| Purchase of investments   | (789,934)           | (828,797)             |
| Proceeds from sale of investments   | 971,000             | 835,000               |
| Purchase of property and equipment  | (102,207)           | (67,560)              |
| Construction in progress  | (575,418)           | (81,103)              |
| <b>Net Cash Used In Investing Activities</b>  | <b>(496,559)</b>    | <b>(142,460)</b>      |
| <b>Net Decrease in Cash</b>   | <b>(926,770)</b>    | <b>(1,702,307)</b>    |
| <b>Cash and Cash Equivalents and Restricted Cash, beginning of year</b>                 | <b>2,389,495</b>    | <b>4,091,802</b>      |
| <b>Cash and Cash Equivalents and Restricted Cash, end of year</b>                       | <b>\$ 1,462,725</b> | <b>\$ 2,389,495</b>   |
| <b>Reconciliation of Change in Net Assets to Net Cash Used in Operating Activities</b>  |                     |                       |
| Change in net assets  | \$ 240,899          | \$ (1,244,035)        |
| Adjustments to reconcile change in net assets to net cash used in operating activities: |                     |                       |
| Depreciation and amortization   | 264,060             | 274,692               |
| Amortization of Lease   | 568,968             | -                     |
| Unrealized loss on investments  | 187,016             | 47,752                |
| Deferred rent   | -                   | (32,580)              |
| Changes in operating assets and liabilities:  |                     |                       |
| Grants and other receivables  | (282,716)           | (753,776)             |
| Prepaid expenses and other assets   | (954,283)           | (47,173)              |
| Accounts payable and accrued expenses   | (34,994)            | 220,654               |
| Principal reduction in operating lease liability  | (619,495)           | -                     |
| Accrued salaries and other payroll related expenses                                     | 200,334             | (25,381)              |
| <b>Net Cash Used in Operating Activities</b>  | <b>\$ (430,211)</b> | <b>\$ (1,559,847)</b> |
| <b>Supplemental Disclosure of Non-Cash Investing Activities</b>                         |                     |                       |
| Non-cash change in deferred rent - upon adoption  | \$ 1,152,455        | \$ -                  |
| <b>Supplemental Disclosure of Cash Flow Information</b>                                 |                     |                       |
| <b>Cash and Cash Equivalents and Cash - Restricted</b>                                  |                     |                       |
| Cash and cash equivalents   | \$ 1,392,725        | \$ 2,319,495          |
| Cash - restricted   | 70,000              | 70,000                |
| <b>Cash and Cash Equivalents and Restricted Cash, end of year</b>                       | <b>\$ 1,462,725</b> | <b>\$ 2,389,495</b>   |

*See accompanying notes to the financial statements.*

# VOICE Charter School

## Notes to Financial Statements

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### 1. Nature of the Organization

VOICE Charter School (the School) aims to create a safe and healthy learning environment that will nurture, motivate, and challenge all of our children to achieve the highest level of academic excellence and to develop into mindful, responsible, contributing participants in their education, their community, and the diverse society in which we live. The School incorporates music into a rigorous academic program. On January 15, 2008, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The charter was renewed for an additional 5 years on January 15, 2013 and March 12, 2018 for the periods ending June 30, 2018 and June 30, 2023 respectively. On April 30, 2023, the charter was renewed for an additional 3 years for the period ending June 30, 2026.

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

In fiscal year 2023 and 2022, the School operated classes for students in kindergarten through eighth grade.

### 2. Significant Accounting Policies

#### *Financial Statement Presentation*

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

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

These classes are defined as follows:

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

# VOICE Charter School

## Notes to Financial Statements

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

At June 30, 2023 and 2022, the School had no assets with donor restrictions.

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

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

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

An escrow account in the amount of \$70,000 was held aside under the provisions of the School's charter to pay for legal and audit expenses that would be associated with a dissolution should it occur, as required by the New York State Education Department for the years ended June 30, 2023 and 2022.

### ***Estimates***

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

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

Grants and other receivables represent unconditional promises by government agencies and donors. Grants and other receivables that are expected to be collected within one year and recorded at net realizable value amount to \$1,439,935 and \$1,157,219 at June 30, 2023 and 2022, respectively. The School evaluates the collectability of the receivables and employs the allowance method. The School has determined that no allowance for uncollectible accounts is necessary as of June 30, 2023 and 2022. Such estimate is based on management's assessments of the aged basis of its receivables, as well as current economic conditions and historical information.

### ***Contributions***

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

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

# VOICE Charter School

## Notes to Financial Statements

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

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

### ***Revenue Recognition***

#### ***Per-Pupil Revenue***

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

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

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

# VOICE Charter School

## Notes to Financial Statements

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

### *Government Grants*

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

### *Contract Assets and Contract Liabilities*

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

### *Contributions of Nonfinancial Assets*

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

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

### *Property and Equipment*

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



# VOICE Charter School

## Notes to Financial Statements

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

### ***Impairment***

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2023 and 2022.

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

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

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

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

### ***Income Taxes***

The School is exempt from federal, state and local income taxes under Section 501(c)(3) of the Internal Revenue Code (the IRC) and, therefore, has made no provision for income taxes in the accompanying financial statements. In addition, the School has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the IRC. There was no unrelated business income for the years ended June 30, 2023 and 2022.

Under U.S. GAAP, an organization must recognize the tax benefit associated with tax positions taken for tax-return purposes when it is more likely than not that the position will not be sustained upon examination by taking a taxing authority. The School does not believe it has taken any material uncertain tax positions and, accordingly, it has not recorded any liability for unrecognized tax benefits. The School is subject to routine audits by a taxing authority. As of June 30, 2023 and 2022, the School was not subject to any examination by a taxing authority.

### ***Investments***

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

# VOICE Charter School

## Notes to Financial Statements

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

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

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

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

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

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

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

#### ***Lease Accounting***

In February 2016, the FASB issued ASU 2016-02, Accounting for Leases, which applies a right-of-use (ROU) model that requires a lessee to record, for all leases with a lease term of more than payments. For leases with a term of 12 months or less, a practical expedient is available whereby a lessee may elect, by class of underlying asset, not to recognize an ROU asset or lease liability. At inception, lessees must classify all leases as either finance or operating based on five criteria. Balance sheet recognition of finance and operating leases is similar, but the pattern of expense recognition in the income statement, as well as the effect on the statement of cash flows, differs depending on the lease classification. In addition, lessees and lessors are required to provide certain qualitative and quantitative disclosures to enable users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. The FASB issued ASU 2020-05, which deferred the effective date for the School until annual periods beginning after December 15, 2021. Effective July 1, 2022, the School adopted this ASU following the modified retrospective method of application, see Note 6.

### ***Recently Issued but not yet Adopted Accounting Pronouncements***

#### ***Financial Instruments - Credit Losses***

In June 2016, the FASB issued ASU 2016-13, *Financial Instruments - Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*. The new credit losses standard changes the impairment model for most financial assets and certain other instruments. For trade and other receivables, contract assets recognized as a result of applying ASC 606, loans and certain other instruments, entities will be required to use new forward looking "expected loss" model that generally will result in earlier recognition of credit losses than under today's incurred loss model.

# VOICE Charter School

## Notes to Financial Statements

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ASU 2016-13 is effective for annual periods beginning after December 15, 2022. The School is currently evaluating the impact of this ASU on its financial statements.

### 3. Liquidity and Availability of Resources

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

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

| <i>Years ending June 30,</i>   | <b>2023</b>         | <b>2022</b>         |
|--|---------------------|---------------------|
| Cash and cash equivalents  | \$ 1,392,725        | \$ 2,319,495        |
| Cash - restricted  | 70,000              | 70,000              |
| Grants and other receivables   | 1,439,935           | 1,157,219           |
| Investments  | 1,006,250           | 1,374,332           |
| <b>Total Financial Assets</b>  | <b>3,908,910</b>    | <b>4,921,046</b>    |
| Less amounts unavailable for general expenditures within one year due to:                      |                     |                     |
| Restricted by contract   | (70,000)            | (70,000)            |
| <b>Total Financial Assets Available to Management for General Expenditures within One Year</b> | <b>\$ 3,838,910</b> | <b>\$ 4,851,046</b> |

### 4. Investments, at Fair Value

#### *Determination of Fair Values*

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

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

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

# VOICE Charter School

## Notes to Financial Statements

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The following tables present by level, within the fair value hierarchy, the School's investments at fair value as of June 30, 2023 and 2022. As required by fair value measurement accounting standards, investments are classified in their entirety based upon the lowest level of input that is significant to the fair value measurement. The School's assessment of the significance of a particular input to the fair value measurement requires judgment and may affect the placement within the fair value hierarchy levels.

### *June 30, 2023*

|                            | Fair Value |           | Level 1 |           | Level 2 |  | Level 3 |  |
|----------------------------|------------|-----------|---------|-----------|---------|--|---------|--|
| U.S. Government Securities | \$         | 1,006,250 | \$      | 1,006,250 | \$      |  | \$      |  |

### *June 30, 2022*

|                            | Fair Value |           | Level 1 |           | Level 2 |   | Level 3 |   |
|----------------------------|------------|-----------|---------|-----------|---------|---|---------|---|
| U.S. Government Securities | \$         | 1,374,332 | \$      | 1,374,332 | \$      | - | \$      | - |

The School's U.S. Government Securities are scheduled to mature on various dates between September 2023 and June 2024.

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

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

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

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

## **6. Leases**

The School has adopted the provisions of ASC 842, *Leases*. For leases with initial terms of greater than one year (or initially, greater than one year remaining under the lease at the date of the adoption of ASC 842), the School records the related right-of-use assets and liabilities at the present value of the remaining lease payments to be paid over the life of the related lease. Lease payments related to periods subject to renewal options are excluded from the amounts used to determine the present value of the remaining lease payments unless the School is reasonably certain to exercise the option to extend the lease. The lease require monthly payments of principal and interest at a rate averaging from 2.88%. The present value of the lease payments is calculated by utilizing the discount rate stated in the lease, when readily determinable. For leases for which a discount rate is not readily available, the organization has elected to use the risk-free rate plus a reasonable

# VOICE Charter School

## Notes to Financial Statements

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premium comparative for entities of similar risk. The School has made an accounting policy election not to separate lease components from non-lease components in contracts when determining its lease payments for all of its asset classes, as permitted by ASC 842. As such, the School accounts for the applicable non-lease components together with the related lease components when determining the right-of-use assets and liabilities. The School has made an accounting policy election not to record leases with an initial term of less than one year as right-of-use assets and liabilities in the statements of financial position.

The following tables summarizes information related to lease assets and liability:

*Year ended June 30, 2023*

|                                     |                   |
|-------------------------------------|-------------------|
| <b>Lease Costs</b>                  |                   |
| Operating lease cost                |                   |
| Amortization of right-of-use assets | \$ 568,968        |
| Interest on lease liabilities       | 176,680           |
| <b>Total Lease Cost</b>             | <b>\$ 745,648</b> |

*Year ended June 30, 2023*

|  |              |
|--|--------------|
| Right-of-use assets and liabilities:                             |              |
| Operating lease right-of-use assets, net of amortization         | \$ 4,762,100 |
| Operating lease liabilities                                      | \$ 5,864,028 |
| Weighted-average remaining lease term - operating leases (years) |              |
|  | 10           |
| Weighted-average discount rate - operating leases (%)            |              |
|  | 2.88%        |

The following is a schedule of future minimum lease payments, including interest, under the term of the leases, together with the present value of the net minimum lease payments, as of June 30, 2023:

*Year ending June 30, 2023*

|  |                     |
|--|---------------------|
| 2024   | \$ 815,779          |
| 2025   | 835,874             |
| 2026   | 769,300             |
| 2027   | 788,532             |
| 2028   | 808,245             |
| Thereafter   | 2,548,005           |
| <b>Total Minimum Lease Payments</b>                | <b>6,565,735</b>    |
| Less: imputed interest                             | (701,707)           |
| <b>Present Value of Net Minimum Lease Payments</b> | <b>\$ 5,864,028</b> |

# VOICE Charter School

## Notes to Financial Statements

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### 7. Property and Equipment, Net

Property and equipment, net consist of the following:

*June 30,*

|  | 2023                | 2022                | Estimated Useful<br>Lives   |
|--|---------------------|---------------------|---|
| Furniture and fixtures                             | \$ 638,671          | \$ 542,442          | 7 years   |
| Musical instruments                                | 6,610               | 6,610               | 3 years   |
| Computers  | 320,004             | 320,004             | 3 years   |
| Software   | 35,425              | 35,425              | 3 years   |
| Leasehold improvements                             | 3,485,122           | 3,479,144           | Lesser of the<br>useful life<br>of the asset<br>or the lease term |
|  | 4,485,832           | 4,383,625           |   |
| Less: accumulated depreciation and<br>amortization | (2,611,852)         | (2,347,792)         |   |
| <b>Total Property and Equipment, Net</b>           | <b>\$ 1,873,980</b> | <b>\$ 2,035,833</b> |   |

Depreciation and amortization expense for the years ended June 30, 2023 and 2022 was \$264,060 and \$274,692, respectively.

### 8. Construction in Progress

The School is undergoing construction at its St. Rita location in order to bring the building up to code and receive a new certificate of occupancy from the City due to the expansion of the School. The School operates on a work-order basis and has not entered into any long-term contracts. At June 30, 2023 and 2022, construction in progress was \$869,204 and \$293,786, respectively.

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

### 9. Pension Plan

The School participates in the Teachers' Retirement System of the City of New York (TRS or the Plan), which covers principals and teachers. Employees enrolled in the Plan are required to contribute up to 6% depending on when they enrolled in the Plan. Employees become vested in the School's contribution to the Plan after ten years of service. The School's contribution is a rate based on actuarial assumptions and methods. During the years ended June 30, 2023 and 2022, the School used a rate of 11.15% and 10.07%, respectively.

For the years ended June 30, 2023 and 2022, the School incurred pension expense of \$903,247 and \$608,622, respectively, which is included in retirement benefits in the accompanying statements of functional expenses.

# VOICE Charter School

## Notes to Financial Statements

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

| Pension Fund                | Plan<br>Month/Day<br>End Date | Zone Status                     | Contribution |            |
|-----------------------------|-------------------------------|---------------------------------|--------------|------------|
|                             |                               |                                 | 2023         | 2022       |
| Teachers' Retirement System | 6/30                          | Yellow - As of<br>June 30, 2021 | \$ 903,247   | \$ 608,622 |

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

In July 2014, the School opted to participate in a 403(b) Plan, which is open for salary reduction contributions to all employees of the School. There is a base and match contribution given to employees who are at least 21 years of age and who have reached the minimum service requirement of at least six months of eligibility service at the School. Eligibility service is defined as service in a salaried position that does not qualify as a TRS position. The vesting period for the 403(b) Plan is based on a vesting table where it takes two years to be partially vested and six years to be fully vested. The 403(b) Plan calls for the School to make a base contribution of 3.5% of an eligible employee's salary and match 100% of an eligible employee's contribution up to 10% of their fiscal year salary. The base and matching contributions will not be offered to employees who participate in the TRS plan. The School incurred 403(b) Plan expenses of \$90,597 and \$108,141 for the years ended June 30, 2023 and 2022, respectively, which is included in retirement benefits in the accompanying statements of functional expenses.

### 10. Risk Management

The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks. The School also intends to defend its positions on these matters. As of June 30, 2023 and 2022, there are no matters for which the School believes the ultimate outcome would have a material adverse effect on the School's financial position.

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

# VOICE Charter School

## Notes to Financial Statements

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### 11. Concentration Risks

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

The School received approximately 90% and 85% of its total revenue from per pupil funding from the NYCDOE during each of the years ended June 30, 2023 and 2022, respectively.

The School's grants and other receivables consist of two major grantors accounting for approximately 36% at June 30, 2023. The School's grants and other receivables consist of two major grantors accounting for approximately 72% at June 30, 2022.

The School's payables consist of three major vendor accounting for approximately 62% at June 30, 2023. The School's payables consist of one major vendor accounting for approximately 36% at June 30, 2022.

### 12. Commitment and Contingencies

On December 10, 2020, the School entered into a Facilities Transition Agreement (the Agreement) with Growing Up Green Charter School (GUG), A New York not-for-profit education corporation having an address at 36-49 11<sup>th</sup> Street, Long Island City, NY 11101. The landlord of the GUG premises is the Church. The Agreement is for GUG to transfer its interest in the GUG premises to the School, so that the GUG premises can become part of the VOICE Charter School premises all under one lease between the School and the Church. The terms of the Agreement state the transfer date of GUG premises to the School is expressly conditioned upon GUG's new facility being completed. The transition occurred as of July 1, 2023.

Per the Agreement, the School is obligated to pay a transition fee in the amount of \$1,000,000 for the improvements GUG made to the GUG premises. On the commencement date of the Agreement, the School paid a down payment of \$200,000 (the down payment) which is included in prepaid expenses and other assets in the accompanying statements of financial position at June 30, 2023 and 2022. The Down Payment is held in an escrow by GUG's counsel. The remaining balance of the transition fee, amounting to \$800,000 is payable, and the Down Payment is to be released upon GUG vacating the GUG premises in accordance with the Agreement. As of June 30, 2023 the School included the \$800,000 in prepaid expenses and other assets in the statements of financial position.

The School is currently in discussion to enter into a new lease with the Church for leasing the GUG premises. The lease is for the school building, the immediately adjoining sidewalk and pavement area, another building and the associated rear play yard and has a duration of twenty years. As part of the lease agreement, the School has paid a security deposit of \$105,700 which is included in prepaid expenses and other assets in the accompanying statements of financial position at June 30, 2023 and 2022. As of July 1, 2023, the terms of the agreement have been finalized and the School has taken possession of the premises.



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

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**13. Subsequent Events**

The School's management has performed subsequent event procedures through October 31, 2023, which is the date the financial statements were available to be issued, and there were no subsequent events requiring adjustment to the financial statements or disclosures as stated herein.

## Supplementary Information

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# VOICE Charter School

## Schedule of Expenditures of Federal Awards

Year ended June 30, 2023

| Federal Grantor/Pass-Through<br>Grantor/Cluster or Program Title  | Federal Assistance<br>Listing Number | Pass-through<br>Entity<br>Identifying<br>Number | Provided to<br>Subrecipients | Total Federal<br>Expenditures |
|---|--------------------------------------|---|------------------------------|-------------------------------|
| <b>United States Department of Education</b>  |                                      |   |                              |                               |
| Pass-through through the New York<br>State Education Department:<br>Title I Grants to Local Education<br>Agencies (Title I Part A of<br>the ESEA)   | 84.010                               | Not Applicable                                  | \$ -                         | \$ 131,406                    |
| Supporting Effective Instruction<br>State Grants  | 84.367                               | Not Applicable                                  | -                            | 18,889                        |
| English Language Acquisition<br>State Grants  | 84.424                               | Not Applicable                                  | -                            | 19,043                        |
| Student Support and Academic<br>Enrichment Program  | 84.424                               | Not Applicable                                  | -                            | 10,000                        |
| Special Education Cluster (IDEA):<br>Special Education - Grants<br>to States (IDEA, Part B)   | 84.027                               | Not Applicable                                  | -                            | 124,244                       |
| Coronavirus Response and Relief<br>Supplemental Appropriations Act,<br>2021 - Emergency Assistance to<br>Non-Public Schools (CRRSA EANS)<br>Program | 84.425R                              | Not Applicable                                  | -                            | 157,409                       |
| American Rescue Plan - Elementary<br>and Secondary School Emergency<br>Relief (ARP ESSER)   | 84.425U                              | Not Applicable                                  | -                            | 353,519                       |
| American Rescue Plan - Elementary<br>and Secondary School Emergency<br>Relief - Homeless Children and<br>Youth                                      | 84.425W                              | Not Applicable                                  | -                            | 37,106                        |
| Emergency Connectivity Fund (ECF)   | 32.009                               | Not Applicable                                  | -                            | 48,896                        |
| <b>Total U.S. Department of Education</b>   |                                      |   | -                            | 900,512                       |
| <b>Total Expenditures of Federal Awards</b>   |                                      |   | \$ -                         | \$ 900,512                    |

The accompanying notes are an integral part of this schedule.

# VOICE Charter School

## Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

---

### 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of VOICE Charter School under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the School.

### 2. Summary of Significant Accounting Policies

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

### 3. Indirect Cost Rate

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



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622 Third Ave, Suite 3100  
New York, NY 10017

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

The Board of Trustees  
VOICE Charter School  
New York, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of VOICE Charter School (the School), which comprise the School's statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2023.

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

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

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

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

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

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

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

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

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

*BDO USA, P.C.*

October 31, 2023



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622 Third Ave, Suite 3100  
New York, NY 10017

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

The Board of Trustees  
VOICE Charter School  
New York, New York

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

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

We have audited VOICE Charter School (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

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

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

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

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

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



## Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

## Report on Internal Control Over Compliance

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





internal control over compliance, yet important enough to merit attention by those charged with governance.

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

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

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

*BDO USA, P.C.*

October 31, 2023

# VOICE Charter School

## Schedule of Findings and Questioned Costs Year Ended June 30, 2023

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

#### Financial Statements

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

Unmodified

Internal control over financial reporting:

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

☐ Yes ☒ No  
☐ Yes ☒ None reported  
☐ Yes ☒ No

Noncompliance material to financial statements noted?

#### Federal Awards

Internal control over major federal programs:

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

☐ Yes ☒ No  
☐ Yes ☒ None reported

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

Unmodified

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

☐ Yes ☒ No

Identification of major federal programs:

| Assistance Listing Number | Name of Federal Program or Cluster  |
|---------------------------|---|
| 84.425R                   | Coronavirus Response and Relief Supplemental Appropriations Act, 2021 - Emergency Assistance to Non-Public Schools (CRRSA EANS) Program |
| 84.425U                   | American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)   |
| 84.425W                   | American Rescue Plan - Elementary and Secondary School Emergency Relief - Homeless Children and Youth                                   |

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

\$750,000

Auditee qualified as low-risk auditee?

☐ Yes ☒ No

### Section 2. Financial Statement Findings

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

### Section 3. Federal Award Findings and Questioned Costs

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

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P.O. Box 6201  
Sioux Falls, SD 57117-6201

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CITIBANK, N. A.

VOICE CHARTER SCHOOL OF NY  
ESCROW FOR  
C/O CHRIS DOYLE

**Control Account:**

**Statement Period**  
**Sep 1 - Sep 30, 2023**

Page 1 of 1

**CitiEscrow CONTROL ACCOUNT DETAIL FROM SEP 1, 2023 THRU SEP 30, 2023**

**CitiEscrow Control Checking**

|                           |             |
|---------------------------|-------------|
| <b>Beginning Balance:</b> | \$70,000.00 |
| <b>Ending Balance:</b>    | \$70,000.00 |

**Average Balance Information**

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

**CUSTOMER SERVICE INFORMATION**

IF YOU HAVE QUESTIONS ON:

Escrow Deposit Account

YOU CAN CALL:

877-528-0990  
For TTY: We accept 711 or  
other Relay Service.

YOU CAN WRITE:

CitiBusiness  
100 Citibank Drive  
San Antonio, TX 78245-9966

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

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REPORT TO THE BOARD OF TRUSTEES

# VOICE CHARTER SCHOOL

AUDIT WRAP UP: YEAR ENDED JUNE 30, 2023



# Contents

QUICK ACCESS TO THE  
FULL REPORT

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[ADDITIONAL REQUIRED COMMUNICATIONS](#)

[APPENDIX](#)

The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Board of Directors and Audit Committee) and, if appropriate, management of the School, and is not intended and should not be used by anyone other than these specified parties.



# Welcome

October 31, 2023

To Those Charged with Governance

VOICE Charter School

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. On October 11, 2023, we presented an overview of our plan for the audit of the financial statements including the schedule of expenditures of federal awards of VOICE Charter School (the "School") as of and for the year ended June 30, 2023, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

This communication is intended to elaborate on the significant findings from our audit, including our views on the qualitative aspects of the School's accounting practices and policies, management's judgments and estimates, financial statement disclosures, and other required matters.

We are pleased to be of service to the School and look forward to meeting with you to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,

*BDO USA, P.C.*

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# Executive Summary



# Status of Our Audit

We have substantially completed our audit of the financial statements as of and for the year ended June 30, 2023. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- ▶ The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements.
- ▶ The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning communications.
- ▶ We expect to issue an unmodified opinion on the financial statements.
- ▶ We expect to issue an unmodified opinion on the School's Single Audit report, including the Schedule of Expenditures of Federal Awards (SEFA).
- ▶ In planning and performing our audit of the SEFA, we considered the School's internal control over compliance with requirements that could have a direct and material effect on its major federal programs to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with GAS and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.
- ▶ Our responsibility for other information in documents containing the School's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we will read the information included by the School and consider whether such information, or the manner of its presentation, is materially inconsistent with its presentation in the financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct.
- ▶ All records and information requested by BDO were freely available for our inspection.
- ▶ Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of the School's personnel throughout the course of our work.



# Results of the Audit

## ACCOUNTING PRACTICES, POLICIES, AND ESTIMATES

The following summarizes the more significant required communications related to our audit concerning the School’s accounting practices, policies, and estimates:

The School’s significant accounting practices and policies are those included in Note 2 to the financial statements. These accounting practices and policies are appropriate, comply with the applicable financial reporting framework and industry practice, were consistently applied, and are adequately described within Note 2 to the financial statements.

- ▶ A summary of recently issued accounting pronouncements is included in Note 2 to the School’s financial statements.
- ▶ The School adopted Accounting Standard Update (ASU) 2016-02, *Accounting for Leases* (Topic 842).
- ▶ There were no other changes in significant accounting policies and practices during the year ended June 30, 2023.

Significant estimates are those that require management’s most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain. The School’s significant accounting estimates, including a description of management’s processes and significant assumptions used in development of the estimates, are disclosed in Note 2 of the financial statements.

### Significant Accounting Estimates

|  |
|--|
| Allowances on grants and other receivables |
| Useful Lives of Fixed Assets               |
| Fair value measurements                    |
| Allocation of functional expenses          |

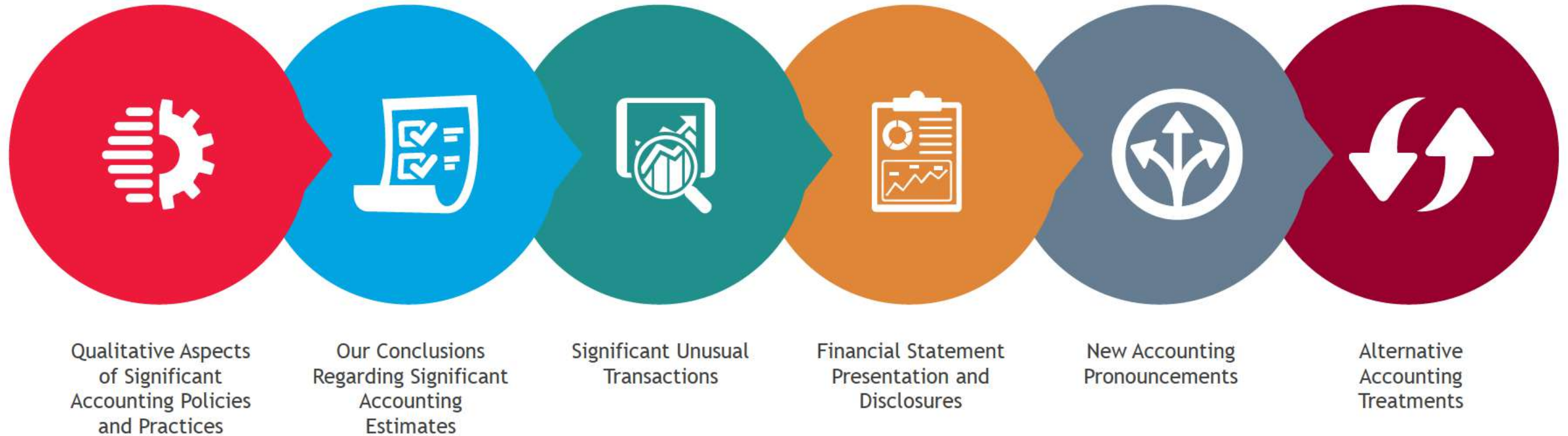
- ▶ Management did not make any significant changes to the processes or significant assumptions used to develop the significant accounting estimates in FY 2023.



# Results of the Audit

## QUALITATIVE ASPECTS OF THE SCHOOL'S FINANCIAL REPORTING

A discussion will be held regarding the quality of the School's financial reporting, which will include:



# Results of the Audit

## CORRECTED AND UNCORRECTED MISSTATEMENTS

There were no corrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we brought to the attention of management.

Please refer to the schedule of Proposed Adjusting Journal Entries (PAJEs) in Appendix A. We concur with management's assessment that the effects of not recording such adjustments are, both individually and in the aggregate, immaterial to the financial statements taken as a whole, considering both qualitative and quantitative factors. None of the proposed adjustments could potentially cause future-period financial statement to be materially misstated.



# Highlights: Results of the Audit - Assets

| ASSETS                               |                      |                     |                     |
|--------------------------------------|----------------------|---------------------|---------------------|
|                                      | 2023                 | 2022                | Change              |
| Cash and cash equivalents            | \$ 1,942,725         | \$ 2,319,495        | \$ (376,770)        |
| Cash - restricted                    | 70,000               | 70,000              | -                   |
| Grants and other receivable          | 889,935              | 1,157,219           | (267,284)           |
| Investments                          | 1,006,250            | 1,374,332           | (368,082)           |
| Prepaid expenses and other assets    | 1,603,127            | 648,844             | 954,283 <b>a</b>    |
| Right-of-Use Asset - Operating Lease | 4,762,100            | -                   | 4,762,100 <b>b</b>  |
| Property, plant, & equipment, net    | 1,873,980            | 2,035,833           | (161,853)           |
| Construction in progress             | 869,204              | 293,786             | 575,418             |
|                                      | <u>\$ 13,017,321</u> | <u>\$ 7,899,509</u> | <u>\$ 5,117,812</u> |

**a)** The increase in prepaid expense is due to an \$800K prepayment in relation to their Facilities agreement with GUG. Per the agreement, a transition fee of \$800K shall be payable and the Down Payment released by Escrow Agent to GUG vacating the Premises. Growing up Green vacated the property as of 07/01/2023.

**b)** During FY23, the School adopted ASC Topic 842 "Leases." As such, a right of use asset and an operating lease liability were recorded for their two Operating Leases at Church of St.

# Highlights: Results of the Audit - Liabilities and Net Assets

| LIABILITIES AND NET ASSETS                          |               |              |               |
|---|---------------|--------------|---------------|
|   | 2023          | 2022         | Change        |
| Accounts payable and accrued expenses               | \$ 312,975    | \$ 347,969   | \$ (34,994)   |
| Accrued salaries and other payroll related expenses | 2,682,546     | 2,482,212    | 200,334       |
| Operating lease liability                           | 5,864,028     | -            | 5,864,028 a   |
| Deferred rent                                       | -             | 1,152,455    | (1,152,455) a |
| Total Liabilities                                   | \$ 8,859,549  | \$ 3,982,636 | \$ 4,876,913  |
| Net assets - without donor restrictions             | \$ 4,157,772  | \$ 3,916,873 | 240,899       |
| Total Liabilities and Net Assets                    | \$ 13,017,321 | \$ 7,899,509 | \$ 5,117,812  |

a) During FY23, the School adopted ASC Topic 842 "Leases." As such, the deferred rent in the amount of \$1.5M was reversed and a right of use asset and an operating lease liability were recorded for their two operating leases at Church of St. Rita.

# Highlights: Results of the Audit - Liabilities and Net Assets

| NET ASSETS  |              |                  |            |
|---|--------------|------------------|------------|
|   | 2023         | 2022             | Change     |
| Net assets without donor restrictions   | \$ 4,157,772 | \$ 3,916,873     | \$ 240,899 |
| Reconciliation of the Change in Net Assets  | 2023         | 2022             |            |
| Change in Net Assets  | 240,899      | (1,244,035)      |            |
| Net decrease  | 1,484,934    |                  |            |
| The following represents significant fluctuations in the change in net assets between the current and prior year: |              |                  |            |
| Increase in revenue and support   | \$ 2,110,791 | Refer to page 12 |            |
| Increase in expenses  | (625,857)    | Refer to page 13 |            |
|   | \$ 1,484,934 |                  |            |

# Highlights: Results of the Audit - Revenue

| REVENUE AND OTHER SUPPORT                   |                      |                      |                           |
|---|----------------------|----------------------|---------------------------|
|   | 2023                 | 2022                 | Change                    |
| State and local per pupil operating revenue | \$ 15,194,767        | \$ 12,806,249        | \$ 2,388,518 <sup>a</sup> |
| Government grants and contracts             | 1,754,307            | 2,235,209            | \$ (480,902)              |
| Contributions, grants, and other income     | 97,052               | 9,354                | 87,698                    |
| Investment return, net                      | 81,294               | (12,280)             | 93,574                    |
| Interest income                             | 23,600               | 1,697                | 21,903                    |
|   | <u>\$ 17,151,020</u> | <u>\$ 15,040,229</u> | <u>\$ 2,110,791</u>       |

<sup>a)</sup> The increase in per-pupil funding is due to an increase in students overall. In FY 2023, the “General Education FTE” category of students increased by approximately 110 students. Refer FTE breakdown below.

| FTE BREAKDOWN                   |            |            |            |
|---------------------------------|------------|------------|------------|
|                                 | 2023       | 2022       | Change     |
| Total General Education FTE     | 765        | 655        | 110        |
| Special Education FTE Breakdown |            |            |            |
| Less than 20%                   | 27         | 26         | 1          |
| Between 20% and 60%             | 17         | 13         | 4          |
| More than 60%                   | 80         | 86         | (6)        |
|                                 | <u>124</u> | <u>125</u> | <u>(1)</u> |



# Highlights: Results of the Audit - Expenses

| EXPENSES                  |               |               |                     |
|---------------------------|---------------|---------------|---------------------|
|                           | 2023          | 2022          | Change              |
| Program services:         |               |               |                     |
| General education         | \$ 13,350,143 | \$ 12,540,395 | \$ 809,748 <b>a</b> |
| Special education         | 1,723,723     | 1,801,488     | (77,765)            |
| Total Program services    | \$ 15,073,866 | \$ 14,341,883 | \$ 731,983          |
| Supporting services:      |               |               |                     |
| Management and general    | \$ 1,836,255  | \$ 1,942,381  | \$ (106,126)        |
| Total Supporting services | \$ 1,836,255  | \$ 1,942,381  | \$ (106,126)        |
| Total Expenses            | \$ 16,910,121 | \$ 16,284,264 | \$ 625,857          |

|  | 2023          | 2022          | Change              |
|--|---------------|---------------|---------------------|
| Program services expense               | \$ 15,073,866 | \$ 14,341,883 | \$ 731,983 <b>a</b> |
| Management and general                 | 1,836,255     | 1,942,381     | (106,126)           |
| Total FTE of Gen Ed Scholars           | 765           | 655           | 110                 |
| Program services expense per Scholar   | 19,704        | 21,896        | (2,192)             |
| General and administrative per Scholar | 2,400         | 2,965         | (565)               |
|  | \$ 22,105     | \$ 24,861     | \$ (2,757)          |

**a)** The increase in general education expenses is mainly due to the increase of the “General Education FTE” students by approximately 110 during the year.

# Highlights: Results of the Audit - Expenses (continued)

| FUNCTIONAL CLASS ANALYSIS (\$) |                   |                   |               |                              |                |
|--------------------------------|-------------------|-------------------|---------------|------------------------------|----------------|
|                                | Program Services  |                   |               | Supporting Services          | Total Expenses |
|                                | Regular Education | Special Education | Total         | Total Management and General |                |
| June 30,2023                   | \$ 13,350,143     | \$ 1,723,723      | \$ 15,073,866 | \$ 1,836,255                 | \$ 16,910,121  |
| June 30,2022                   | 12,540,395        | 1,801,488         | 14,341,883    | 1,942,381                    | 16,284,264     |
| Increase (\$)                  | \$ 809,748        | \$ (77,765)       | \$ 731,983    | \$ (106,126)                 | \$ 625,857     |

| FUNCTIONAL CLASS ANALYSIS (%) |                   |                   |       |                              |                |
|-------------------------------|-------------------|-------------------|-------|------------------------------|----------------|
|                               | Program Services  |                   |       | Supporting Services          | Total Expenses |
|                               | Regular Education | Special Education | Total | Total Management and General |                |
| June 30,2023                  | 79%               | 10%               | 89%   | 11%                          | 100%           |
| June 30,2022                  | 77%               | 11%               | 88%   | 12%                          | 100%           |
| Increase / (Decrease) (%)     | 2%                | -1%               | 1%    | -1%                          |                |

- Refer to Historical Trends section for the School's functional expenses categories relationship for FY 2020 through FY 2023.

# Highlights: Results of the Single Audit

| SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS   |                           |  |                              |                         |
|--|---------------------------|--|------------------------------|-------------------------|
| FEDERAL GRANTOR/PASS-THROUGH<br>GRANTOR/PROGRAM OR CLUSTER TITLE                       | FEDERAL<br>CFDA<br>NUMBER | PASS-THROUGH<br>ENTITY IDENTIFYING<br>NUMBER | PROVIDED TO<br>SUBRECIPIENTS | FEDERAL<br>EXPENDITURES |
| <b><u>U.S. Department of Education:</u></b>  |                           |  |                              |                         |
| Passed through the New York State Education Department:                                |                           |  |                              |                         |
| Title I - Grants to Local Education  |                           |  |                              |                         |
| Agencies (Title I Part A of the ESEA)  | 84.010                    | Not Applicable                               | \$ -                         | \$ 131,406              |
| Title II - Supporting Effective Instruction State Grants                               | 84.367                    | Not Applicable                               | -                            | 18,889                  |
| Title IV - Student Support and Academic<br>Enrichment Program                          | 84.365                    | Not Applicable                               | -                            | 10,000                  |
| Title III - English Language Acquisition Grants  | 84.424                    | Not Applicable                               | -                            | 19,043                  |
| Special Education Cluster (IDEA):  |                           |  |                              |                         |
| Special Education - Grants to States (IDEA, Part B)                                    | 84.027                    | Not Applicable                               | -                            | 124,244                 |
| Elementary and Secondary School Emergency<br>Relief Fund (ESSER)                       | 84.425D                   | Not Applicable                               | -                            | 157,409                 |
| American Rescue Plan - Elementary and Secondary<br>School Emergency Relief (ARP ESSER) | 84.425U                   | Not Applicable                               | -                            | 353,519                 |
| ARP Homeless Grant   | 81.027                    | Not Applicable                               | -                            | 37,106                  |
| Emergency Connectivity Fund (ECF)  | 32.009                    | Not Applicable                               | -                            | 48,896                  |
| <b>Total U.S. Department of Education</b>  |                           |  | -                            | <b>900,512</b>          |
| <b>Total Expenditures of Federal Awards</b>  |                           |  | \$ -                         | <b>\$ 900,512</b>       |

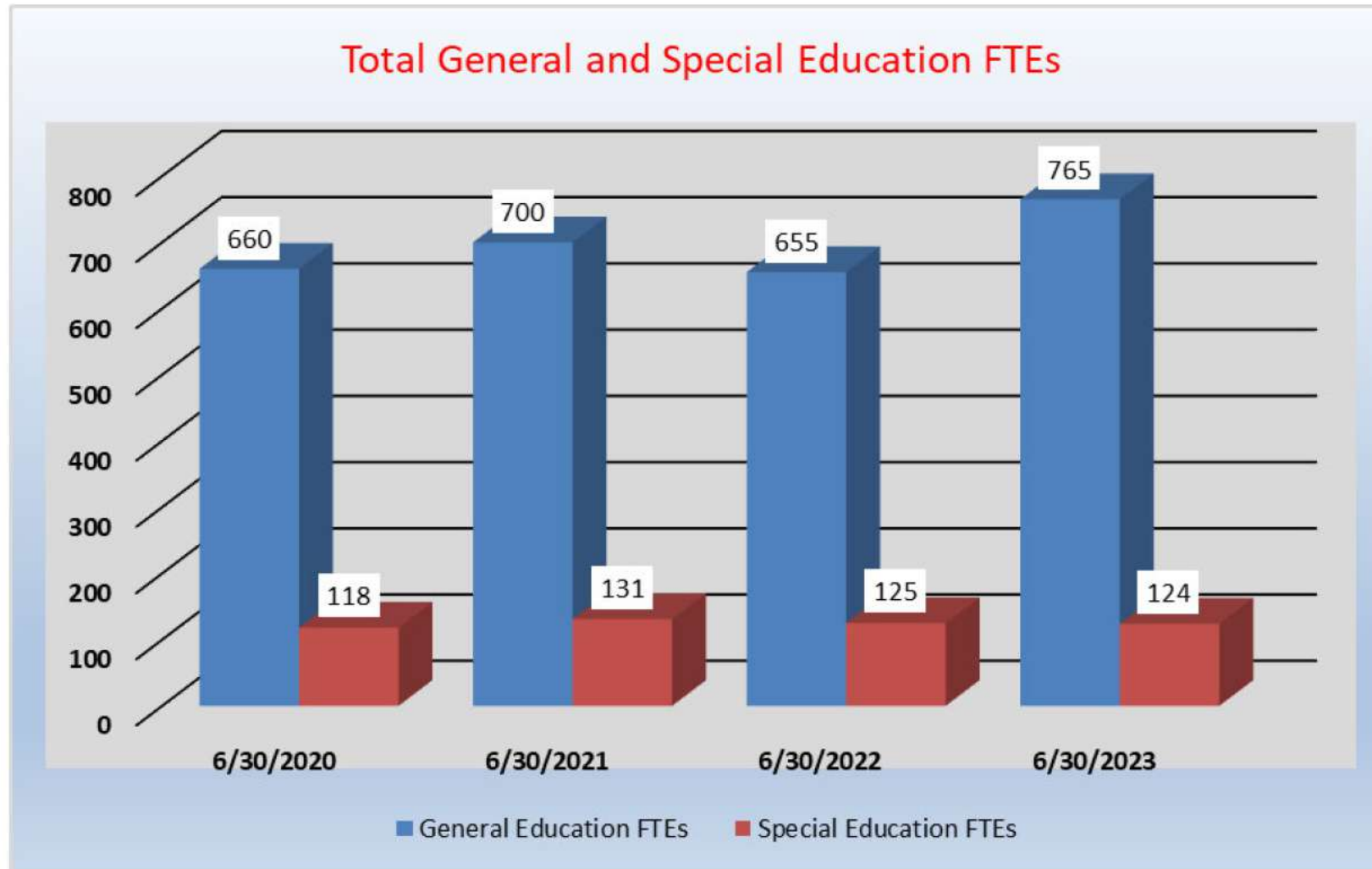
# Highlights: Results of the Single Audit (continued)

| IDENTIFICATION OF MAJOR FEDERAL PROGRAMS |  |  |  |
|--|--|--|--|
| CFDA Number                              | Name of Federal Program or Cluster   |  |  |
| 84.425D                                  | Elementary and Secondary School Emergency Relief Fund (ESSER)  |  |  |
| 84.425R                                  | Coronavirus Response and Relief, Supplemental Appropriations Act, 2021 - Emergency Assistance to Non-Public School (CRRSA EANS) (CRRSA EANS) Program |  |  |
| 84.425U                                  | American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)  |  |  |

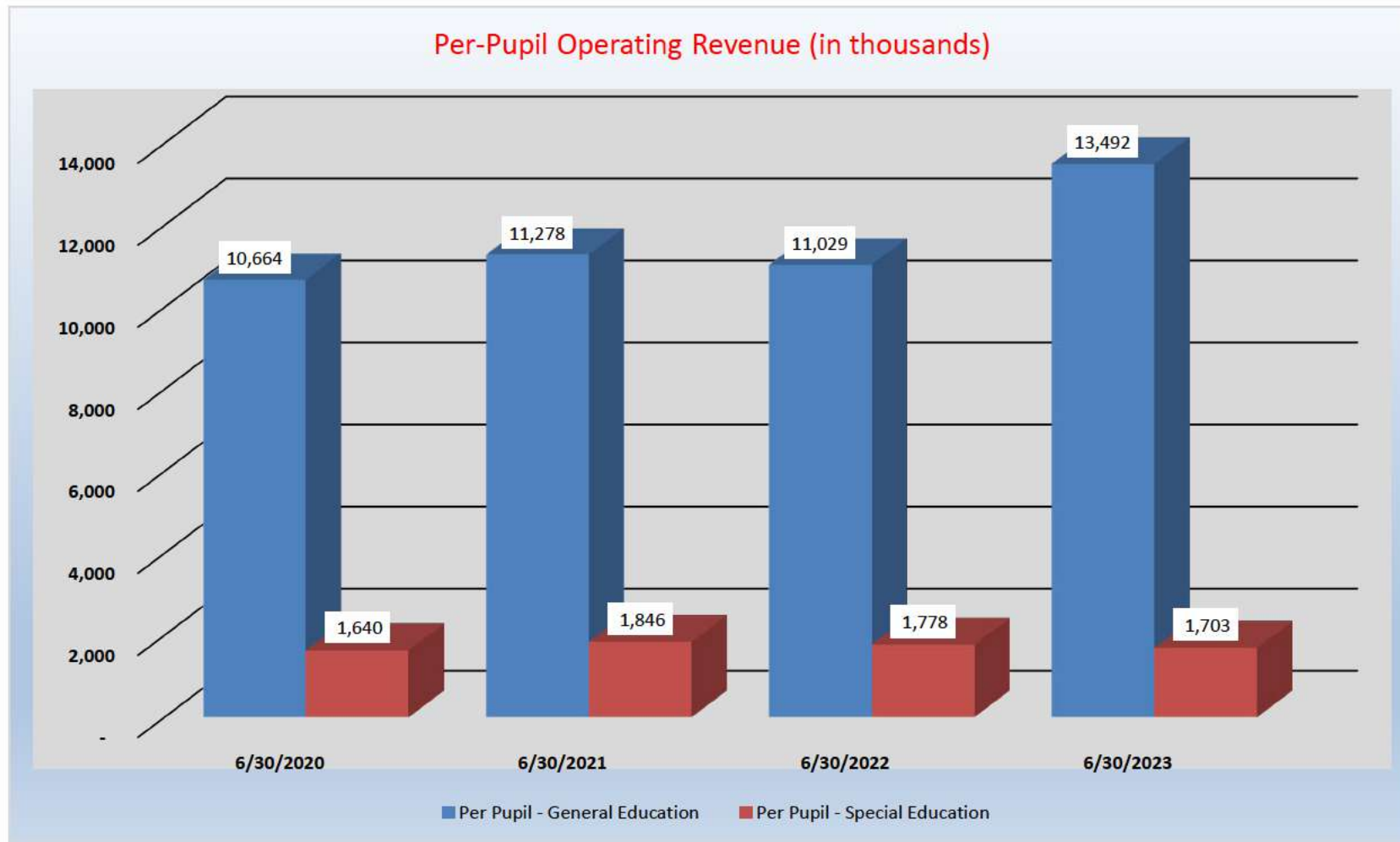
| SUMMARY OF AUDITORS RESULTS ON FEDERAL AWARDS  |                              |   |  |
|--|------------------------------|---|--|
| Control over major programs:   |                              |   |  |
| Material weakness(es) identified?  | <input type="checkbox"/> yes | <input checked="" type="checkbox"/> no            |  |
| Significant deficiency(ies) identified?  | <input type="checkbox"/> yes | <input checked="" type="checkbox"/> none reported |  |
| Type of auditor's report issued on compliance for major federal programs:                          | Unmodified                   |   |  |
| Any audit findings disclosed that are required to be reporting in accordance with 2 CFR 20.516(a)? | <input type="checkbox"/> yes | <input checked="" type="checkbox"/> no            |  |

- ▶ Based on our evaluations of federal programs included in the Schedule of Expenditures of Federal Awards (SEFA), major programs audited in FY 2023 American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER) and Elementary, Secondary School Emergency Relief Fund (CRRSA/ESSER II) and American Rescue Plan - Emergency and Secondary School Emergency Relief II (ARP ESSER)

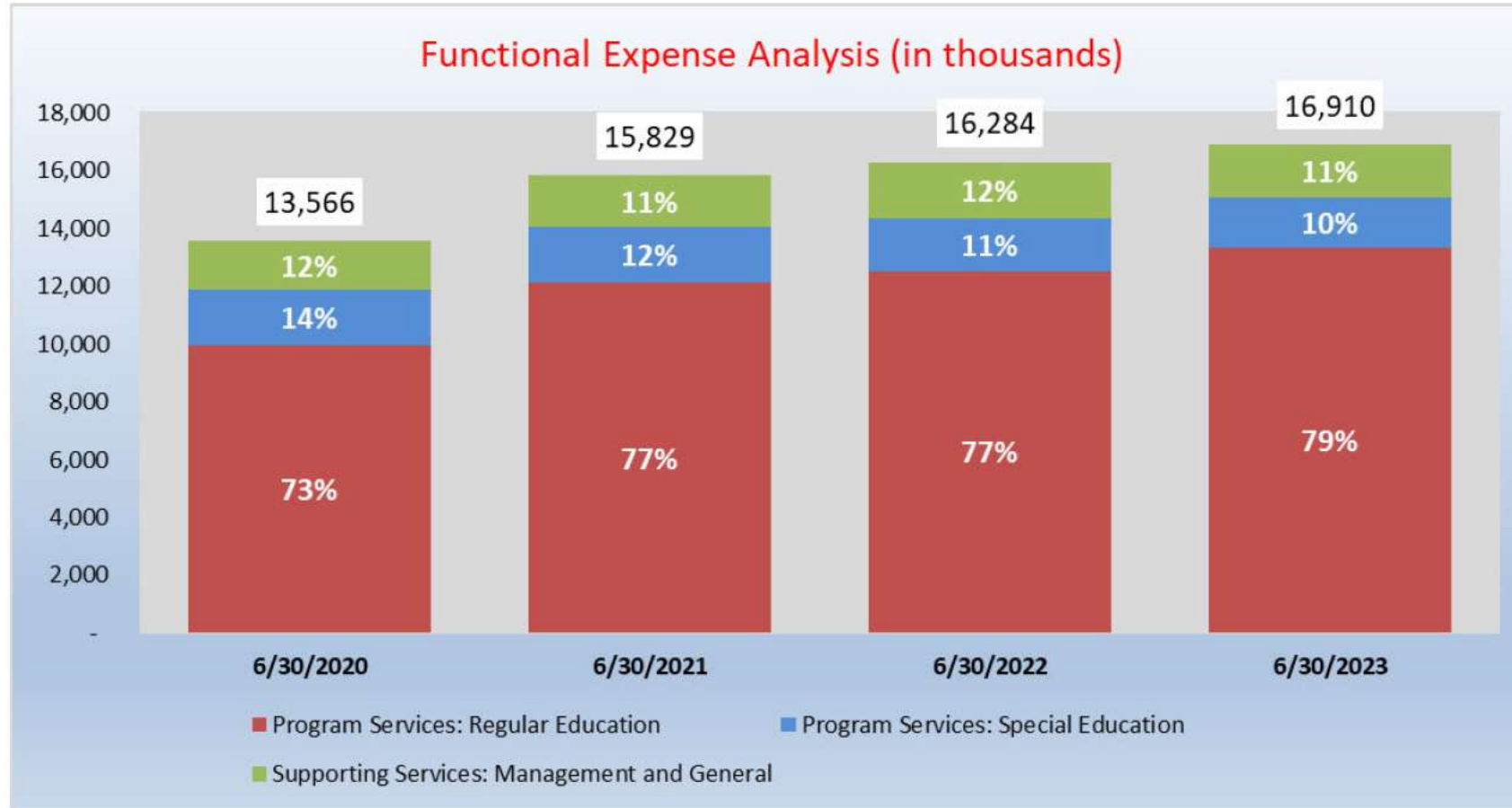
# Historical Trends



# Historical Trends



# Historical Trends





## Internal Control Over Financial Reporting



# Internal Control Over Financial Reporting

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

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are required to communicate, in writing, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the School’s internal control over financial reporting. The definitions of control deficiency, significant deficiency and material weakness follow:

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

In conjunction with our audit of the financial statements, we noted no material weaknesses.



## Additional Required Communications

# Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the School:

| Requirement   | Discussion Point  |
|---|---|
| Significant changes to planned audit strategy or significant risks initially identified   | There were no significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Planning communications.  |
| Obtain information from those charged with governance relevant to the audit   | There were no matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risks of material misstatement, including fraud risks; or tips or complaints regarding the School's financial reporting that we were made aware of as a result of our inquiry of those charged with governance. |
| Nature and extent of specialized skills or knowledge needed related to significant risks  | There were no specialized skills or knowledge needed, outside of the core engagement team, to perform the planned audit procedures or evaluate audit results related to significant risks.  |
| Consultations with other accountants  | We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of requirements of an applicable financial reporting framework.                                    |
| Significant findings and issues arising during the audit in connection with the School's related parties                            | We have evaluated whether the identified related party relationships and transactions have been appropriately identified, accounted for, and disclosed and whether the effects of the related party relationships and transactions, based on the audit evidence obtained, prevent the financial statements from achieving fair presentation.                |
| Significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management | There were no significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management.  |

# Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the School:

| Requirement  | Discussion Point   |
|--|--|
| Disagreements with management  | There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the School's financial statements or to our auditor's report.                           |
| Significant difficulties encountered during the audit  | There were no significant difficulties encountered during the audit.   |
| Matters that are difficult or contentious for which the auditor consulted outside the engagement team  | There were no difficult or contentious matters that we consulted with others outside the engagement team that we reasonably determined to be relevant to those charged with governance regarding their oversight of the financial reporting process. |
| If applicable, other matters significant to the oversight of the School's financial reporting process, including complaints or concerns regarding accounting or auditing matters | There are no other matters that we consider significant to the oversight of the School's financial reporting process that have not been previously communicated.   |
| Representations requested from management  | Please refer to the management representation letter.  |

# Independence

Our engagement letter to you dated May 08, 2023 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the School with respect to independence as agreed to by the School. Please refer to that letter for further information.





# Audit Firm System of Quality Management

An audit firm's system of quality control (aka system of quality management) is essential to how the firm conducts audits and is in place to protect donors, stakeholders and other users of financial statements.

## QUALITY MANAGEMENT STANDARDS

In June 2022, the AICPA Auditing Standards Board (ASB) issued the following interrelated standards on audit quality management (collectively, the QM standards), which are designed to improve a CPA firm's risk assessment and audit quality. The effective date of the QM standards is December 15, 2025.

| <a href="#">Statement on Quality Management Standards (SQMS) No. 1</a> | <a href="#">Statement on Quality Management Standards (SQMS) No. 2</a> | <a href="#">Statement on Auditing Standards (SAS) No. 146</a>  |
|--|--|--|
| <i>A Firm's System of Quality Management</i>                           | <i>Engagement Quality Reviews</i>                                      | <i>Quality Management for an Engagement Conducted in Accordance With Generally Accepted Auditing Standards</i> |

BDO has assessed the requirements of the QM standards and has analyzed our firm's current system of quality management to identify changes and improvements necessary for compliance. This includes the identification of quality objectives, quality risks and the assessment of those quality risks, and responses to address those risks. We are further working with BDO Global to appropriately integrate processes deployed at a global level into our firm's system of quality management.

2020 BDO AUDIT QUALITY REPORT

## CONTINUING TO BUILD TRUST



We will continue to provide you with updates on our progress. Currently, you may find discussion of BDO's system of quality control within our annual [Audit Quality Reports](#), the most recent of which is accessible [here](#).

# Peer Review Report

## PEER REVIEWS

As a member of the AICPA, we are subject to triennial external peer reviews of the portion of our auditing practice applicable to non-SEC issuers.

Our 2021 peer review concluded that the system of quality for the firm's accounting and auditing practice applicable to non-SEC issuers was suitably designed, and the firm had complied with its own quality guidelines.

The peer review also concluded the system provided the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail.

Our firm received a rating of pass.



### Report on the Firm's System of Quality Control

November 22, 2021

To the Partners of BDO USA, LLP and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of BDO USA, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (the Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/summary](http://www.aicpa.org/summary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; an audit performed under FDICIA; an audit of a broker-dealer; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BDO USA, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BDO USA, LLP has received a peer review rating of *pass*.

*Baker Tilly US, LLP*

Baker Tilly US, LLP, trading as Baker Tilly, is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.



National Peer  
Review Committee

December 09, 2021

Wayne Berson  
BDO USA, LLP  
12505 Park Potomac Ave Ste 700  
Potomac, MD 20854-0801

Dear Wayne Berson:

It is my pleasure to notify you that on December 09, 2021, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2024. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Michael Wagner  
Chair, National PRC

+1.919.402.4502

cc: Jeffrey Gendreau, Michael Fawley

Firm Number: 900010063586

Review Number: 584260

220 Leigh Farm Road, Durham, NC 27707-8110  
T: +1.919.402.4502 F: +1.919.419.4713  
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# Appendix



# Appendix A - Schedule of Proposed Adjusting Journal Entries Report

## PROPOSED ADJUSTED JOURNAL ENTRIES REPORT

| <u>Item #</u> | <u>Account Name and Adjustment Description</u>                                | <u>Debit</u> | <u>Credit</u> |
|---------------|---|--------------|---------------|
| 1             | PAJE for fair value of donated space received by the School from the NYC DOE. |              |               |
|               | In-Kind Rent - Donated Space from NYC DOE                                     | \$ 206,657   |               |
|               | In-Kind Revenue - Donated Space from NYC DOE                                  |              | \$ 206,657    |

*At BDO, our purpose is helping people thrive, every day. Together, we are focused on delivering exceptional and sustainable outcomes — for our people, our clients and our communities. Across the U.S., and in over 160 countries through our global organization, BDO professionals provide assurance, tax and advisory services for a diverse range of clients.*

*BDO is the brand name for the BDO network and for each of the BDO Member Firms.*

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*Material discussed in this publication is meant to provide general information and should not be acted on without professional advice tailored to your needs.*

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|  |
|--|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|--|

**Trustee Name:**

Marc Cohen

---

**Name of Charter School Education Corporation:**

VOICE Charter School of New York

---

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

Treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

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

☒ **None**

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

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

**Business Telephone:**

[REDACTED] \_\_\_\_\_

**Business Address:**

[REDACTED] \_\_\_\_\_

**E-mail Address:**

[REDACTED] \_\_\_\_\_

**Home Telephone:**

[REDACTED] \_\_\_\_\_

**Home Address:**

[REDACTED] \_\_\_\_\_

Marc Cohen

Marc Cohen (Jul 25, 2023 07:43 EDT)

07/25/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

|  |
|--|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|--|

**Trustee Name:**

Casey Lamb

---

**Name of Charter School Education Corporation:**

Casey Pierce Lamb

---

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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



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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

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

☒ **None**

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

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

**Business Telephone:**

[REDACTED] \_\_\_\_\_

**Business Address:**

[REDACTED] \_\_\_\_\_

**E-mail Address:**


[REDACTED] \_\_\_\_\_

**Home Telephone:**

[REDACTED] \_\_\_\_\_

**Home Address:**

[REDACTED] \_\_\_\_\_

  
Casey Lamb (Jul 28, 2023 08:41 EDT)

07/28/2023

---

**Signature****Date**

Acceptable signature formats include:

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

*last revised 04/2022*

|  |
|--|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|--|

**Trustee Name:**

Robert de Luna

---

**Name of Charter School Education Corporation:**

VOICE Charter School of New York

---

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

Secretary

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

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



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**Business Telephone:**

N/A

**Business Address:**

N/A

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

1 [REDACTED]

Robert D. de Luna

Robert D. de Luna (Jul 25, 2023 17:12 EDT)

07/25/2023

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

|  |
|--|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|--|

**Trustee Name:**

Michael Guarini

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**Name of Charter School Education Corporation:**

VOICE Charter School of New York

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

| <b>Date(s)</b> | <b>Nature of financial interest / transaction</b> | <b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b> | <b>Name of person holding interest or engaging in transaction and relationship to you</b> |
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7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

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

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

*michael guarini*  
michael guarini (Jul 25, 2023 09:50 EDT)

07/25/2023

**Signature**

**Date**

Acceptable signature formats include:

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*last revised 04/2022*

|  |
|--|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|--|

**Trustee Name:**

Richard R. Grassey, Jr.

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**Name of Charter School Education Corporation:**

Richard R Grassey Jr

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

Treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

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

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

Richard R. Grassey Jr.

Richard R. Grassey Jr. (Jul 25, 2023 10:00 EDT)

07/25/2023

**Signature**

**Date**

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*last revised 04/2022*

|  |
|--|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
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**Trustee Name:**

Sari Biddelman

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**Name of Charter School Education Corporation:**

Sari Biddelman

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
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7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

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

[REDACTED]

**Business Address:**

NA

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

*Sari Biddelman*

Sari Biddelman (Jul 28, 2023 11:34 EDT)

07/28/2023

**Signature**

**Date**

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*last revised 04/2022*



|  |
|--|
| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
|--|

**Trustee Name:**

Sheila Durant

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**Name of Charter School Education Corporation:**

VOICE Charter School of New York

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

Vice-Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

| <b>Date(s)</b> | <b>Nature of financial interest / transaction</b> | <b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b> | <b>Name of person holding interest or engaging in transaction and relationship to you</b> |
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7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

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

N/A

**Business Address:**

N/A

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

*Sheila Durant*

Sheila Durant (Jul 26, 2023 18:44 EDT)

**Signature**

**Date**

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

*last revised 04/2022*

|  |
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| <b>Disclosure of Financial Interest by a Current<br/>or Former Trustee</b> |
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**Trustee Name:**

Michael KarpCom

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**Name of Charter School Education Corporation:**

VOICE Charter School of New York

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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



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

☒ **None**

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

[Redacted]

**Business Address:**

N/A

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

Michael Karp

Michael Karp (Jul 27, 2023 13:48 EDT)

07/27/2013

**Signature**

**Date**

Acceptable signature formats include:

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*last revised 04/2022*



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of July 20, 2022, Board Meeting**

**Trustees in Attendance:** Casey Lamb, Sari Biddelman, Robert de Luna, Chris Doyle, Sheila Durant, Rick Grassey, Michael Guarini, Susheel Kurien, Karen Valbrun.

**Absent Trustees:** Marc Cohen, Michael Karp, Christine Papania.

**Other Attendees:** Nora Clancy, Jacob Claveloux, Diana DiCocco, Isabella Spurduto.

**Date and Time:** July 20, 2022, 4:37 pm to 6:41 pm

**Location:** Zoom virtual meeting

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**


1. Ms. Lamb called the board meeting to order at 4:37 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb shared meeting norms and reminded board members of the school's mission and values.
3. Ms. Lamb reported that Loraine Enlow has decided to resign from the board due to changes in her schedule that make her availability to VOICE inconsistent. Board members echoed Ms. Lamb's expressions of gratitude for Ms. Enlow's active engagement during her service, especially for her work on the Music Committee.
4. Ms. Lamb introduced Isabella Spurduto, of Apple Tree Institute for Education Innovation, a Washington, DC-based research organization focused on early childhood education programs, to provide an overview and answer questions as VOICE begins to explore the possibility of starting a prekindergarten. Noting that 10 percent of charter schools currently



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offer prekindergarten, Ms. Spurduto addressed a range of topics, including the application process, expectations following an approval, governmental oversight, program assessment, internal governance, funding challenges, and commonalities and differences among existing preK programs. In summary, Ms. Lamb identified a few of the questions that VOICE would need to explore further, including budget challenges and the timing of possible implementation, and she proposed the board establish a task force to take on these considerations.

5. Ms. Lamb provided an update on the TNTP engagement, reporting that a culminating day will take place in August with the VOICE staff, followed by the delivery of TNTP's final report at the end of August. Ms. Lamb proposed that the board might consider dedicating half of the September board meeting or perhaps a standalone retreat (in September) to review and follow up on the final report.
6. Reflecting on Ms. Enlow's departure from the board, Ms. Lamb suggested the board place new focus on board member recruitment and possibly growing the board. She proposed that a discussion with Scott Crowley might be a good next step.
7. After a motion duly made and seconded, the minutes of the June 22 board meeting were approved.
8. Ms. Lamb welcomed Ms. Clancy, of Pasek Consulting, and Mr. Claveloux, who provides legal support to VOICE, for a discussion about their respective reviews of and suggested edits to VOICE's bylaws. Most of the existing bylaws are still appropriate, and the discussion focused on nuanced points and updates, including the language about the number of board members.
9. Ms. Lamb adjourned the meeting at 6:41 pm.



Robert de Luna, Secretary





All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of August 24, 2022, Board Meeting**

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

**Absent Trustees:** Chris Doyle, Rick Grassey, Christine Papania.

**Other Attendees:** Diana DiCocco, Anjelica Hall, Franklin Headley, Ray McGarrigle.

**Date and Time:** August 24, 2022, 4:33 pm to 6:18 pm

**Location:** Zoom virtual meeting

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:33 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb reviewed meeting norms and the school's mission and values.
3. After a motion duly made and seconded, the minutes of the July 20 board meeting were approved.
4. In his Principal's report, Mr. Headley reported that all teachers had returned after the summer break to attend professional development and review data on grade-level student performance. The school is well staffed, with most openings filled, and there is already a sense of positive energy among the staff. He noted the uptick in student registration, including more than a dozen expected English Language Learners from families who were recently bussed to New York City by the Governor of Texas. Among the additions to the school this year are new space to be used by third graders and two new school directors,



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one of whom is returning to VOICE. On Friday of this week, VOICE will host a community event—a carnival for new and prospective families.

5. Ms. Lamb provided an update on an event focused on improving the school's leadership structure and curricular alignment. The event was led by the school's consultant TNTP, with participants including VOICE's strategy team and three board members. Ms. Durant reported that the event was very exciting, it was a great opportunity to meet staff members, and she would be happy to work with TNTP again. Ms. Valbrun reported that the meeting was well led, participants were made to feel comfortable, and all were left with great information and lots to think about. While the TNTP engagement was scheduled to end later this month, the work will take a little longer to complete. Discussion ensued about metrics, the engagement's goals, and the board's preparedness to hear a planned TNTP presentation. It was agreed that the presentation would proceed since no action was expected, and additional discussion would continue at the board's planned retreat next month.
6. Ms. Hall from TNTP presented a high-level summary on the engagement, recapping the key focal areas of the event they'd led and the recommendations that came out of it. She echoed the thoughts of board members that the board will need to flesh out clear goals and objectives with the strategy team and confirm the key performance indicators that will be consistently shared. Board members expressed an interest in sharing input on the timeline, process, and approach. Mr. Headley added that these priorities will be informed by VOICE's core value of "care" and noted that the strategic team will regroup on the priorities, goals, metrics, and cycles in the planning process. Ms. Lamb suggested that the TNTP overview should inform the agenda for the board's September retreat.
7. Ms. Lamb presented two date options for the September retreat: Wednesday, September 21 or Thursday, September 22, from 4 pm to 8 pm. The plan is for an abbreviated monthly board meeting to precede a larger discussion.
8. Ms. Lamb led a discussion of the charter renewal documents that had previously been shared with board members, including the narrative and the charter. The discussion touched on proposed changes to the charter, as well as updates to the bylaws. Following a motion duly made and seconded, the board approved the documents that make up the charter renewal packet, with an understanding that minor revisions and corrections could still be made without additional board review.
9. Among the changes to the bylaws was the establishment of an expectation that the number of board members would be set. Following discussion, and after a motion was duly made and seconded, the board approved an amendment to the bylaws to set the number of board members at 12.





All students will learn. All students will sing.

10. Ms. Lamb noted that, in terms of board committees, the law requires only that the board have a Finance Committee, an Education Accountability Committee, and an Executive Committee. She proposed that VOICE could consider creating ad hoc task forces and consolidating the committees. This can also be discussed during the September retreat.
11. Ms. Lamb shared some upcoming dates related to the charter renewal process, including September 1 for the charter renewal submission, October 3 (tentatively) for the related public hearing, and October 4 for the site visit and board interview,
12. Ms. Lamb reported that Mr. Cohen and Mr. de Luna had volunteered to work on a Pre K Task Force.
13. On behalf of the Admission and Planning Committee, Mr. de Luna provided an update on enrollment, noting that 45 new students have registered in the last two weeks resulting from marketing and other outreach efforts. He cautioned that dramatic swings have happened in recent years during the first two weeks of classes, so follow-up will continue to be needed.
14. On behalf of the Finance Committee, Mr. McGarrigle provided a closing look at the fiscal year that ended on June 30, with a loss of \$1.25 million, as expected, due to the school's under-enrollment throughout the school year.
15. Ms. Lamb adjourned the meeting at 6:18 pm.

  
Robert de Luna, Secretary



All students will learn. All students will sing.

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

**Trustees in Attendance:** Casey Lamb, Sari Biddelman, Marc Cohen, Robert de Luna (via Zoom), Chris Doyle, Sheila Durant, Rick Grassey (via Zoom), Michael Karp.

**Absent Trustees:** Michael Guarini, Susheel Kurien, Karen Valbrun.

**Other Attendees:** None.

**Date and Time:** September 22, 2022, 7:49 pm to 8:10 pm

**Location:** Zoom virtual meeting

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 7:49 pm. Mr. de Luna served as meeting secretary.
2. Ms. Lamb reported that Christine Papania has decided to step down from the board because she is starting a new job that will limit her ability to volunteer her time. Ms. Lamb thanked Ms. Papania for her service to the board and her rich knowledge of music.
3. After a motion duly made and seconded, the board approved an amendment to the bylaws to set the number of board members at 11.
4. After a motion duly made and seconded, the minutes of the August 24 board meeting were approved.

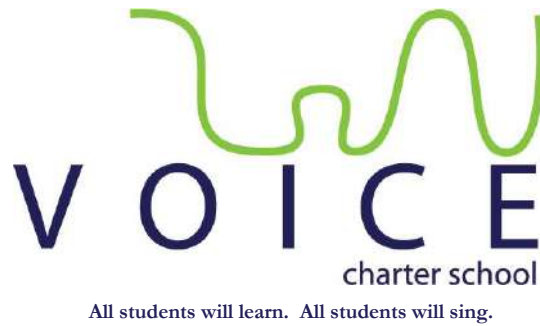




All students will learn. All students will sing.

5. On behalf of the Finance Committee, Mr. Cohen reported that the new fiscal year started as expected, with no income in August. Spending on temporary help was a little higher than budgeted, reflecting a few full-time positions that had not yet been filled.
6. Ms. Lamb shared that she and Ms. Durant are interested in participating in the work of the Pre K Task Force, joining Ms. Biddelman, Mr. Cohen, and Mr. de Luna.
7. On behalf of the Admissions and Planning Committee, Mr. de Luna reported that total enrollment for the new school year stands at 752 students, in line with the 751 budgeted for the full year. He added that in recent weeks the school has enrolled 65 children from migrant families who were bussed from Texas and are currently housed in neighborhood shelters. He added that the school's first effort to enroll an entire new class of sixth graders was successful.
8. Related to the school's charter renewal, Ms. Lamb reported that all the required documents were submitted on time, the public hearing has been scheduled, and the interview of board members has been rescheduled. We can expect to get some official response in December or January.
9. Ms. Lamb adjourned the meeting at 8:10 pm.

  
Robert de Luna, Secretary



## **VOICE Charter School of New York Minutes of October 26, 2022, Board Meeting**

**Trustees in Attendance:** Casey Lamb, Sari Biddelman, Marc Cohen, Sheila Durant, Michael Guarini (via Zoom), Rick Grassey (via Zoom), Michael Karp (via Zoom), Susheel Kurien, Karen Valbrun (via Zoom).

**Absent Trustees:** Chris Doyle.

**Other Attendees:** Franklin Headley, Diana DiCocco, Patricia Davis.

**Date and Time:** October 26, 2022, 4:34 pm to 6:03 pm

**Location:** VOICE Charter School and Zoom

### **AGENDA ITEMS**

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

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:34 pm.
2. Ms. Lamb reviewed the slightly updated norms, highlighting a new norm focusing on seeking and valuing different perspectives.
3. There was an edit made to the attendance of September's minutes. After a motion duly made and seconded, the minutes of the September 22 board meeting were approved.
4. Ms. Lamb shared the news that Robert de Luna has resigned from the board. She and other Trustees expressed gratitude for his service, recognizing he was one of the longest serving members, and also appreciated his contributions to enrollment specifically.
5. There was discussion about potential reasoning behind recent resignations, including the shift of coming back in person since the pandemic, as well as family engagements and other commitments. The Nominating/Governance committee will explore this. There was



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also discussion on the high time commitments required of board members. Ms. Biddleman noted that this relates to the topic of restructuring the committees, which will be addressed in a future meeting.

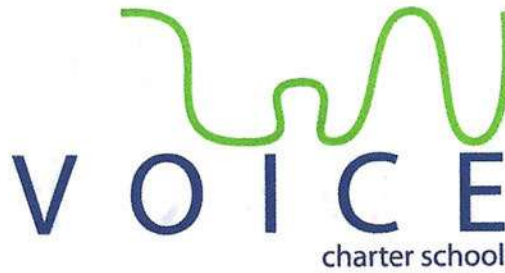
6. After a motion duly made and seconded, the board approved a resolution to set the exact number of board members to 10.
7. Ms. Lamb reminded the board to fill out the post retreat survey, which includes preferences on time and locations of future board meetings. She also reminded the Board that the time of the meetings was changed to start earlier so board members could have the ability to spend time within the community at the school.
8. During the Principal Report, Mr. Headley spoke about a visit from Mr. Cahn, who started Cahn Fellows. He spent a lot of time in classrooms speaking to the students about their experience, and the visit went well. Mr. Headley gave an update on the renewal process – the hearing has been completed and we received positive support from alumni and the principal of PS111. The next steps are for the city to make a recommendation, which is likely to happen in February or March. Mr. Headley also spoke about the newly reorganized Strategy team (Directors) and Leadership team, which consists of all supervisors at VOICE. He mentioned the team is functioning at a high level, completing weekly walkthroughs of the school. An area of growth for the team is alignment across the divisions. There was discussion about the need for a strong communication strategy that's consistent across the divisions.
9. Mr. Headley gave an update on the school's work with newcomers and asylum-seeking families. VOICE will be hosting a coat drive event for these families on November 4<sup>th</sup>, staffed by VOICE's social workers and Spanish speaking staff. PA officers will also attend to assist with a parent buddies' program and further support. The event will include coat distribution, government ID signups, and laundromat services. VOICE is also working with Jacob Riis to provide adult English language classes and with the charter center to have a visitor observe the ENL program and see the experiences of the students. There was discussion about whether to try to publicize this event or related efforts to highlight the good work that VOICE is doing in the community.
10. Patricia Davis shared a PA report. She mentioned that the PA has been able to connect families with Hour Children, located across the street from the school, for donations. She reflected that the start of the year has been going well, highlighting the sports teams and the introduction of PowerSchool for parents. PowerSchool has provided more transparency, showing real time data on their child. PowerSchool training has also been provided to parents. There has been great enthusiasm from newcomers for the soccer team - overall,



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they're looking to have more opportunities for newcomers and as a whole community together in music and sports.

11. Mr. Headley shared about a visit from Schola, a vendor VOICE works with for enrollment, to film classrooms for a promotional video.
12. An update on the conclusion of the TNTP engagement was shared. The task force hasn't met to review the final deliverables, which consist of recommendations, and an implementation plan on the school and board level. The next steps are to review a revised job description for Mr. Headley and begin strategic planning.
13. Ms. Lamb gave a recap of last month's productive board retreat. During the retreat, committee restructuring was proposed and the need for a multi-year strategic plan was discussed. The board is hoping to have a 3-5 year plan put in place by June 2023. The board is considering bringing in Pasek Consulting to assist with the strategic plan – they also worked with VOICE during the renewal process. They would like to focus on the branding of VOICE during this planning, as well, which presents a unique challenge for charter schools when trying to recruit teachers and students. There are hopes to launch this planning by December or January – it is still to be determined the amount of board and Strategy team engagement needed for this process. The Strategy team expressed the hope for board members to visit the building during school hours and work together to make this a collaborative process.
14. On behalf of the Admissions & Planning Committee, Mr. Cohen reported that enrollment is ahead of the goal for this year, largely due to the influx of newcomers that have enrolled in VOICE this Fall. When reviewing the enrollment dashboard, the board discussed the amount of students who did not return from the last year's last day of school, resulting in 12% not returning. This is a typical percentage year to year. Mr. Cohen also shared that he has been accumulating information on the PreK process. Mr. Cohen spoke to a school in Washington Heights that was just approved for PreK – they shared insights on the quantity of students in their program and the amount of space needed..
15. Mr. Headley gave an update on facilities. As of now, grades 3-5 will most likely move to the DiMarco building, with grades 6-8 staying in Lena Horne campus. The architects and engineers are currently working on a plan to connect the two buildings with a secure egress. The anticipated timeline has VOICE formally occupying the new space by summer 2023.
16. On behalf of the Finance Committee, Mr. Grassey & Mr. Cohen noted positive trends in the September financials thanks to meeting enrollment targets. SPED numbers are lower



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than budgeted, but often over the course of the year. Personnel costs are under budget while temp costs are slightly over. There was a discussion about the challenge of translating temps to entry level positions, partly due to the compensation strategy for the overall school. VOICE has been able to convert two temp employees to staff in the HR and Finance department.

17. Ms. Lamb noted that there will be an audit meeting tomorrow, as the the annual audit is due to the state by November 1<sup>st</sup>. Once approved, documents will be sent to the board.
18. Ms. Lamb and Mr. Headley provided an academic update. The EAC committee hasn't met yet - iReady is being administered, but no results yet. Ms. Lamb has been working on how to track data and have results available on a board level – once the metrics are defined by the end of October, EAC will meet to discuss and review data.
19. Though the Governance committee has not formally been established, Ms. Lamb encouraged members to review the proposed charter and email her if interested in joining.
20. Mr. Headley notified the board that "Frank Headley Presents" is back, which consist of announcements to staff about tickets to Broadway shows and other events around the city.
21. Ms. Lamb adjourned the meeting at 6:03 pm.



Casey Lamb, President





All students will learn. All students will sing.

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

**Trustees in Attendance:** Casey Lamb, Sari Biddelman (via Zoom), Marc Cohen, Chris Doyle, Rick Grassey (via Zoom), Michael Karp (via Zoom).

**Absent Trustees:** Sheila Durant, Susheel Kurien, Karen Valbrun, Michael Guarini

**Other Attendees:** Franklin Headley, Diana DiCocco, Patricia Davis, Braceson Pennyfeather.

**Date and Time:** November 16, 2022, 4:40 pm to 5:36 pm

**Location:** VOICE Charter School and Zoom

### **AGENDA ITEMS**

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

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:40 pm.
2. Ms. Lamb started the meeting by reviewing the norms and reading the mission aloud.
3. After a motion duly made and seconded, the minutes of the October 26 board meeting were approved.
4. PA co-chair, Patricia Davis, shared a Parent Report. The PA officers had a meeting with parents on Monday, where they gave feedback on the involvement of the PA. They also would like to have an in-person meeting at the school once a month. They are figuring out how to further connect with newcomer families at VOICE. One of the biggest challenges newcomer families are facing are applying for jobs – the PA officers brainstormed how to support families with this during their officers meeting with Mr. Headley. One idea they are exploring is a buddy program for new families. Ms. Davis' son, Braceson Pennyfeather, was also present. Mr. Pennyfeather told us about his experience in the 6<sup>th</sup> grade so far this



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year, discussing his likes and hobbies, his most recent track meet, and what he is learning in his Social Studies class.

5. During the Principal Report, Mr. Headley spoke about how the school is navigating enrollment volatility, highlighting some of the proactive steps the staff is taking to forge partnerships in the community, and to identify and retain new families. Some partnerships discussed were with a food bank and a local soccer program.
6. Mr. Headley also previewed the upcoming December concerts and Parade of Nations event, potentially occurring in January. VOICE also hosted their first night of adult English language classes for newcomer families – 12 people were in attendance for the first class. Jacob Riis provided the instructor and classes take place after school 3 days a week, with childcare provided in the office. Mr. Headley gave an update on the support fair VOICE hosted for the newcomer families. The families enjoyed the event and it was great to see the school come together. The event included a coat and clothing drive, voucher distribution for laundromat services, Kids Rise sign-ups, and discussions with the Social Work team for further needs assessments.
7. Mr. Headley shared a summary from a visit from The Charter Center's Collaborative to observe the English for Non-native Learners program and give feedback. One key takeaway from the visit was a lot of engagement and love and joy in the classrooms. The areas of growth were around planning with every students' needs in mind. The next steps will be to explore tailored PD sessions with The Collaborative. When VOICE welcomed 70 families who had recently arrived in the U.S., at first it seemed none of the children spoke English. However, in a few months that has shifted as some students have become more comfortable to demonstrate pre-existing English skills and others have shown increased proficiency in English.
8. Mr. Kurien joined Mr. Headley and the architect during a walkthrough of the new building VOICE will be occupying next school year. During the walkthrough, they identified an egress they would like to build between the two buildings and the architect provided options. They will be creating a list of things that are needed before we occupy the space next fall.
9. Mr. Headley previewed that the Student Discipline Code has been updated in response to new State laws related to due process and rules about who can conduct suspension hearings. The new Code will be shared with the EAC committee before being presented to the Board. There was discussion around if students can understand the discipline code and if there's language around bullying on social media or student disputes that occur outside of school grounds.



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10. Ms. Lamb gave updates from the retreat feedback survey. The board will move forward with consolidating and updating committees. The revised Finance, Governance, and EAC committees will meet before the December board meeting to look at their charters. Additionally, she shared that KPIs are also almost finalized and will be reviewed by the new committees.
11. The TNTP task force met on Monday to review final reports. They updated a job description for Mr. Headley and will be meeting with the HR Manager and Mr. Headley to align on the evaluation process and final tweaks to the job description. This will be brought to the board in December. The remaining action items on TNTP's implementation plan included finalizing KPIs, translating the data dashboard on a board level, and using information to update and norm the teacher evaluation process across the three divisions.
12. Mr. Headley reported on VOICE's Strategy team retreat that occurred last Friday. They spent time looking at the current state and progress towards goals. For strategic planning recommendations, Ms. Lamb and Mr. Karp have been talking to consultants and recommendations sent by the Charter Center, with a goal of launching a process in early 2023. The school-based Strategy team will drive this process, working closely with a small board task force who will provide guidance.
13. On behalf of the Admissions & Planning Committee, Mr. Cohen reported that there has only been a small change in students from last month to this month. There was a projection of losing 13-14 students this month, but that hasn't happened yet. The students that have been leaving are a mix of newcomer families that have relocated and families enrolling in district schools. VOICE has seen students return to the school after leaving for district schools, as well.
14. On behalf of the Finance Committee, Mr. Grassey reviewed the finances and noted budget items that drive financial success. The influx of new students has been helpful when looking at finances and we're hopeful we can maintain a good number. It will be an ongoing discussion on balancing the budget if we lose students. Overall, we were in a good financial position last month, but it dropped this month, which is being closely monitored. Director of Finance, Thomas Ficeto, will create a report for the committee on the seasonality spend on some of the items causing the drop.
15. Ms. Lamb previewed agenda items for the December board meeting, including the new ED JD, KPIs, committee charters, PreK discussions, and strategic planning.
16. Ms. Lamb adjourned the meeting and went into executive session at 5:36 pm.

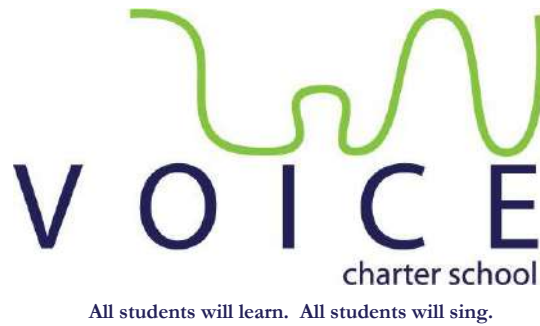




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A handwritten signature in black ink, appearing to read "Casey Lamb", written over a horizontal line.

Casey Lamb, President



**VOICE Charter School of New York  
Minutes of December 21, 2022, Board Meeting**

**Trustees in Attendance:** Casey Lamb (Zoom), Sari Biddelman (Zoom), Sheila Durant (Zoom), Michael Guarini (Zoom), Rick Grassey (Zoom), Susheel Kurien (Zoom), Karen Valbrun (Zoom).

**Absent Trustees:** Marc Cohen, Chris Doyle, Michael Karp.

**Other Attendees:** Franklin Headley, Diana DiCocco, Juan Vasquez.

**Date and Time:** December 21, 2022, 4:40 pm to 5:28 pm

**Location:** Zoom

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:40 pm.
2. Ms. Lamb started the meeting by reviewing the norms and reading the mission aloud.
3. After a motion duly made and seconded, the minutes of the November 16 board meeting were approved.
4. PA co-chair, Juan Vasquez, shared a Parent Report. The PA officers continue to be in communication with VOICE about programs and events. The PA wasn't able to have a meeting with the parents this month, but they have been making sure students are participating in the winter concert events. Overall, they would like to continue growing and getting parents involved. They are also continuing their efforts to schedule more in-person meetings with parents and pushing for more in-person events involving parents.



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5. During the Principal Report, Mr. Headley gave an update on enrollment, which have hovering around the same numbers. We are expecting some newcomer families to move while also expecting more families to arrive on buses coming to NY. Mr. Headley shared his latest thinking about a Pre-K feeder, and is exploring hosting a partner program at VOICE. The PreK task force will meet to discuss in January. Mr. Headley expressed excitement about VOICE's Leadership team, made up of all the school's supervisors. The team has been norming on teacher observation expectations and conducting formal observations. The midyear evaluations for teachers will begin in January.
6. Mr. Headley notified the board that the first winter concerts went very well. Mr. Kurien attended one concert and said it was a great evening and was wonderful to hear the children sing and return to the stage after three years. He congratulated the music department and complimented them on the choice of repertoire.
7. During the President Report, Ms. Lamb gave updates about the new committee structures. They will be moving forward with the updated committees of Finance, Governance, and EAC. Each committee will review their committee's charter. The Governance committee charter has already been circulated, outlining their goals for a succession plan, building a pipeline for board candidates, and evaluating trustees up for renewal. Finance and EAC committees are still in the process of meeting and reviewing their charters. The charters will give the board a better understanding of purpose and how they will work together.
8. The KPIs have been circulated to the board and shared with each of the committees. The board is looking to add a KPI for music and hoping to have any update in January. We will be using iReady for achievement and growth targets, which are computer-based assessments from the last few years developed by an external organization. Among other things, iReady is intended to be a predictor for performance in NYS exams. EAC committee will be looking at this data. The goal for student satisfaction will be measured with a survey question, with a goal of receiving 80% response from students saying they feel they belong in the VOICE community. Finance's goal is to end the year with a surplus of 1% and to meet targets for enrollment and application numbers.
9. The board is looking to engage with a consultant to develop a strategic plan for VOICE. Mr. Karp has been having initial conversations with strategy consultants and has narrowed down the search to two firms. Ms. Lamb will make connections to Mr. Headley and work on getting full proposals from each firm to help make a final decision.
10. Ms. Lamb gave an update on the conclusion of the TNTP engagement. Following the engagement, an updated job description for Mr. Headley has been developed. The board looked at different examples from other schools with similar structures. After a motion duly made and seconded, the updated job description was approved. The board is also



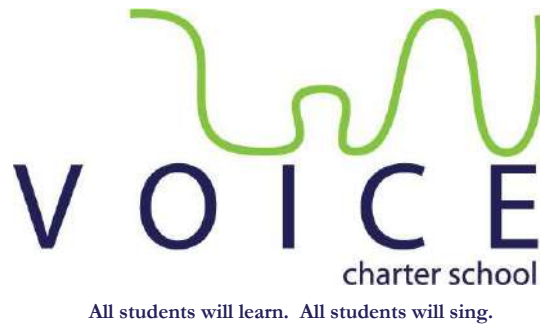
All students will learn. All students will sing.

looking to streamline and improve Mr. Headley's evaluation process and align with the directors' evaluation process.

11. On behalf of the Finance Committee, Mr. Grassey went through the month's finances and reported no significant changes. Enrollment hasn't significantly changed since last month. Attrition is anticipated after the winter break, in alignment with past years, but as Mr. Headley mentioned, they are expecting new buses with migrant families to bring new students.
12. Academically, VOICE is seeing positive increases in Middle School Math scores. Before the pandemic, students usually scored better in Math. The pandemic negatively influenced this trend, but there is evidence that we are beginning to reverse that.
13. The board asked about the food service in the cafeteria since the DOE has been prioritizing food quality/nutrition. Mr. Headley explained NYC offices provide food to all schools in the district and we have seen the food get better with options. There has also been more of an effort for plant-based foods. VOICE has a good relationship with the food service city office.
14. Ms. Lamb adjourned the meeting and went into executive session at 5:28 pm.

A handwritten signature in black ink, appearing to read "Casey Lamb", with a stylized flourish at the end.

Casey Lamb, President



## **VOICE Charter School of New York Minutes of January 25, 2023, Board Meeting**

**Trustees in Attendance:** Casey Lamb (via Zoom), Sari Biddelman, Marc Cohen, Sheila Durant (via Zoom), Michael Guarini (via Zoom), Michael Karp (via Zoom), Susheel Kurien, Karen Valbrun (via Zoom).

**Absent Trustees:** Chris Doyle, Rick Grassey.

**Other Attendees:** Franklin Headley, Diana DiCocco.

**Date and Time:** January 25, 2023, 4:32 pm to 6:07 pm

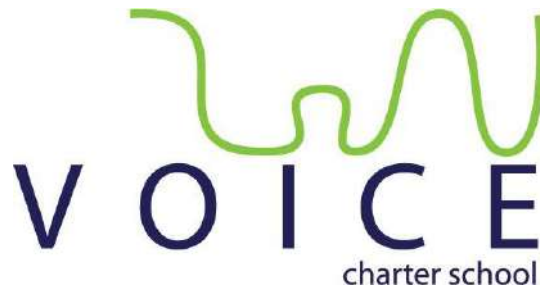
**Location:** VOICE Charter School & Zoom

### **AGENDA ITEMS**

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

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:32 pm.
2. Ms. Lamb started the meeting by reviewing the norms and reading the mission aloud.
3. After a motion duly made and seconded, the minutes of the December 21 board meeting were approved.
4. During the Principal Report, Mr. Headley gave an update on the PA and their desire to be more involved with events. He mentioned he will be holding a meeting with all parents in the coming weeks. Mr. Headley shared an article featuring VOICE in NY1. A reporter was outside the building interviewing parents about the mayor's announcement to provide incentives to schools for accepting newcomer families. Mr. Headley invited the reporter inside and gave an interview, discussing that the children are gifts to the school, and they need resources.



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Mr. Headley gave an update on enrollment, stating there were expected turnovers due to families moving out of state. In the first few days back from holiday break, more than 60 new students registered to VOICE, mostly families coming from Ecuador. A majority of these students are in Grades 3-5 and most are living in the surrounding hotels.

5. During the facilities update, Mr. Headley notified the board that the architect working on the DiMarco building is coming back next week for a series of meetings. One of the projects they are working on is creating a larger music room for choir classes.
6. Mr. Headley also gave an update on the Music team's assessment tool they will be using for student metrics – the Music team will be meeting to finalize this tool. Mr. Kurien met with a few members of the Music team and discussed current staffing and their reflections on the winter concerts. The Music team announced the spring musical this year will be Shrek.
7. Mid-year evaluations have started for teachers and the Leadership team, consisting of VOICE deans and directors, has normed on teacher observations to include in the evaluation process, which includes observations, self-reflections, and supervisor's evaluations all using common tools. After the mid-year evaluations are complete, offer letters will be distributed in March.
8. During the President Report, Ms. Lamb gave an update on the data dashboard that has now been developed. We are making progress and getting close to a useful tool for the board to review monthly. Ms. Lamb also gave an update on the call with a Pre-k consultant. During this call, they discussed a few different options, including applying for our own Pre-k program or partnering with an existing Pre-k. They explored the pros and cons of each option and discussed doing research into the community needs for a Pre-k.
9. The board is looking to engage with a consultant to develop a strategic plan for VOICE. Mr. Headley has met two firms that board members vetted and who submitted proposals, and the school will move forward with Ford Research & Solutions. Jim Ford was recommended by the CEO of NYC Charter Center and has experience doing strategic planning with charter schools. He is ready to kick-off the project and is aiming to have an end product by June. The hope for the engagement is to receive an action plan from the needs assessments that have already been conducted through previous engagements. This engagement will focus on operationalizing a 3-5 year strategic plan. Ms. Lamb agreed to circulate the proposal following the meeting. Ms. Lamb and Mr. Karp will be involved to represent the board during this process.



All students will learn. All students will sing.

10. On behalf of the Finance Committee, Ms. Lamb went through the month's finances and reported no significant changes. Enrollment is closer to the target than last year, and we are more on track with the budget due to the increase in enrollment. The updated Finance Committee charter has also been circulated to the board. Mr. Cohen also highlighted a recommendation from the committee to analyze our banking patterns more closely to ensure returns on investment.
11. The EAC Committee charter has been circulated to the board. Ms. Biddelman discussed the updated committee charter and explained they wanted to be clear with their language that the committee is here to support the school, students, teachers, and directors in meeting the goals. The EAC committee will finalize monthly meeting times and have more of an update during next month's meeting.
12. On behalf of the Governance committee, Ms. Lamb reviewed the set of trustee agreements, outlining the board members' set of commitments. These agreements were introduced at the Fall retreat and have been reviewed by the committee. Ms. Lamb indicated that board members will be expected to sign the commitments annually, along with financial disclosures; for this year, they will be circulated separately. The goal of having a written agreement is to be more thoughtful, structured, and reflective. The Governance committee will also start having one on one conversations with each member to think about how they can tap into their network for potential board member recruitment. During the next board meeting, there will be a group brainstorm on recommendations for nominating processes and outreach strategies.
13. Dr. Valbrun reminded the board to be mindful of how we approach one another as we talk about the work and communicate, in alignment with our board norms.
14. Ms. Lamb adjourned the meeting at 6:07 pm.

A handwritten signature in black ink, appearing to read "Casey Lamb".

Casey Lamb, President





**VOICE Charter School of New York  
Minutes of February 15, 2023, Board Meeting**

**Trustees in Attendance:** Casey Lamb, Chris Doyle (via Zoom), Sheila Durant, Michael Guarini (via Zoom), Rick Grassey (via Zoom), Karen Valbrun (via Zoom).

**Absent Trustees:** Sari Biddelman, Marc Cohen, Michael Karp, Susheel Kurien.

**Other Attendees:** Franklin Headley, Diana DiCocco.

**Date and Time:** February 15, 2023, 4:38 pm to 5:42 pm

**Location:** VOICE Charter School & Zoom

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

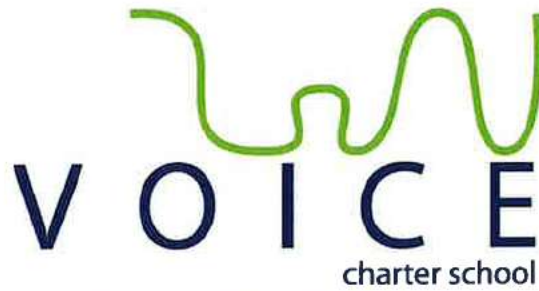
1. Ms. Lamb called the board meeting to order at 4:38 pm.
2. Ms. Lamb started the meeting by reviewing the norms and reading the mission aloud.
3. After a motion duly made and seconded, the minutes of the January 25 board meeting were approved.
4. During the Principal Report, Mr. Headley gave an update on the PA meeting held with all parents. The meeting allowed for new parents to feel connected and for parents to express their concerns, mostly revolving around recent bus incidents related to overcrowding, and hoping for more PA leadership. These meetings have been held virtually, which supports translation services readily. He also mentioned plans to organize trainings for parents about how to identify and respond to bullying.





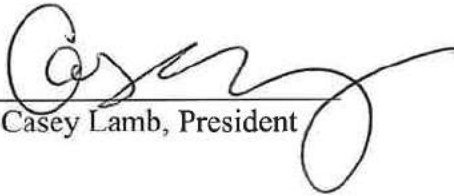
All students will learn. All students will sing.

5. Mr. Headley gave an update on VOICE's Pre-k considerations. The city announced they are not offering RFPs for new Pre-k programs next year, so VOICE is unable to apply. We have contacted existing Pre-ks to explore what a potential partnership might look like and will continue to research.
6. Mr. Headley gave an update on enrollment, stating we have met our FTE target this month, despite volatility and transience with newcomer families.
7. During the facilities update, Mr. Headley reported about a site visit from an architect working on the DiMarco building. They are making progress on the plans, which include working on a larger choir room and determining summer work needs.
8. During the academic update, Mr. Headley stated that as of the 2<sup>nd</sup> interim assessments, Middle School has made strong progress in math with positive developments across other grades, as well. Mid-year evaluations have also been in progress for teachers, which include observations, self-reflections, and supervisor evaluations using common tools on which the three school Directors have been norming.
9. During the President Report, Ms. Lamb gave an update on the strategic plan work. VOICE officially signed a contract with Jim Ford Research Co. Mr. Ford has been reviewing existing documents and previous reports in order to map out a workplan for the coming months. Mr. Ford will visit the school in March and attend the next board meeting. Mr. Ford also had a session with Mr. Ficeto, VOICE's Director of Finance, to discuss the financial aspects of the strategic plan.
10. On behalf of the Finance Committee, Mr. Grassey went through the month's finances, and shared updates on the committee's exploration of how to best leverage our banking relationship. Financials are looking more positive than last month due to a positive upswing in enrollment patterns. Applications for next year have also opened up and we discussed the incoming applications from various sources, as well as marketing efforts. Common applications are down, though an updated database of families will allow us to send applications to more relevant families.
11. Ms. Durant shared an update from the EAC, which met to review the role of the committee with the School Directors. They finalized a monthly meeting time with the Directors. Next month, there will be discussion on mid-year evaluations and the staff survey results. The committee will also be supporting as thought partners on any curriculum adjustments, as Directors are considering a more scripted approach.



All students will learn. All students will sing.

12. On behalf of the Governance committee, Ms. Lamb shared about efforts to explicitly define the role of a Board Member and the Board President. They discussed a desire for more connection in the community, and highlighted expectations from the bylaws.
13. Ms. Lamb facilitated a group brainstorm activity on board outreach, which resulted in a list of organizations and individuals in the community to target. Governance committee members are meeting individually with all board members to support follow-up, too. Ms. Lamb also discussed using a board match organization to help source candidates.
14. Ms. Lamb adjourned the meeting at 5:42 pm and went into executive session.



Casey Lamb, President



All students will learn. All students will sing.

## **VOICE Charter School of New York Minutes of March 22, 2023, Board Meeting**

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

**Absent Trustees:** Rick Grassey

**Other Attendees:** Franklin Headley, Matthew Delforte (via Zoom), Diana DiCocco, Jim Ford, Sachin Gujral.

**Date and Time:** March 22, 2023, 4:33 pm to 5:32 pm

**Location:** VOICE Charter School & Zoom

### **AGENDA ITEMS**

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

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:33 pm.
2. Ms. Lamb started the meeting by reviewing the norms and reading the mission aloud. Ms. Lamb also introduced Sachin Gujral, a potential candidate interested in joining the VOICE board, and Jim Ford, the strategic consultant who was conducting an onsite visit.
3. The minutes of the February 15 board meeting were not circulated yet – they will be approved during April's meeting.
4. During the Principal Report, Mr. Headley gave an update on the first same-day decision hiring day VOICE hosted for teacher candidates. Mr. Headley reported that there were a couple of strong interviews came out of it and the event showed a different way of getting candidates into the building in a challenging talent market.





All students will learn. All students will sing.

5. Mr. Headley notified the board that the midyear evaluation process for teachers is nearly completed. During the process this year, teachers experienced more consistency in how their evaluations were conducted and documented, with themes that have been aligned across the divisions.
6. The annual Parade of Nations event occurred on Friday, March 24th. Mr. Headley encouraged the board to attend, as it is a joyful signature event for the school.
7. Mr. Headley shared that the Middle School is seeing good results with their high school placement – VOICE is getting back to pre-pandemic success in terms of students getting into their preferred choices, as well as competitive schools. The Middle School also held their Pi Day event on March 14<sup>th</sup> – the students showed a great amount of excitement during the event revolving around numbers and ending in select staff members getting pied.
8. During the President Report, Ms. Lamb gave an update on the data dashboard, which she will distribute to committees to review for final feedback.
9. On behalf of the Finance Committee, Mr. Cohen went through the month's finances and concluded it is looking stable. He also summarized the enrollment dashboard; VOICE currently has 772 students enrolled. This number fluctuates each month due to families leaving the state, and students applying for next year who are offered immediate placement. We are in good shape to meet our enrollment target. In terms of applications for next year, we are tracking a bit below. Mr. Headley gave a breakdown on the decision behind the grades that will be accepting all applicants. The Finance Committee will also be reviewing the timing of the budget process this spring in hopes to present a draft during the May board meeting.
10. The board posed a question about enrolling over our approved enrollment numbers. Mr. Delforte advised that we may need to get approval from the charter office.
11. Ms. Biddelman shared an update from the EAC, which met with the School Directors to discuss renewal, hiring, and evaluations. VOICE offered a referral incentive for faculty as a recruitment effort, as the turnover in the teaching profession has become a global conversation. Some topics for upcoming meetings are staff morale, surveys, the music program, and end of year.
12. The Discipline Code was circulated in the materials for approval, which includes minor revisions to comply with new laws. After a motion duly made and seconded, the Discipline Code was approved.

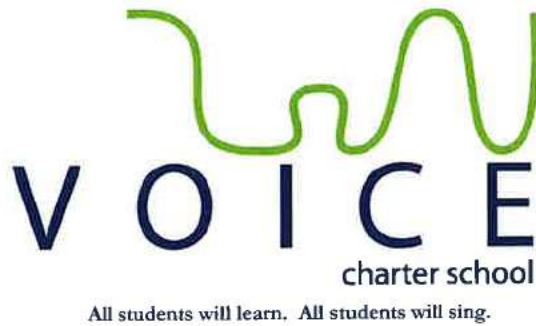


All students will learn. All students will sing.

13. On behalf of the Governance committee, Ms. Lamb shared about continued outreach efforts. Mr. Gujral attended the meeting at the school as a potential board candidate. Next month, the Governance committee will also be looking at the renewal process for board members. Ms. Lamb reminded the board that the Board Secretary position is vacant. Next year, the full slate of the Officers will need to be elected.
14. Mr. Ford conducted an onsite school visit and gave an update on his observations, as well as the strategic planning process. Mr. Ford introduced the process and discussed the different components of the strategic plan. Once a template has been populated, the next steps will be to identify aspects of the plan for key planning topics, key challenges, and needs. The goal is to develop detailed action plans designed to address these needs. Mr. Ford has also been working on creating an impact statement/elevator pitch for the school with VOICE's Strategy team and a few board members engaging in the process.
15. Ms. Lamb adjourned the meeting at 5:32 pm and went into executive session to discuss a matter related to personnel.



Casey Lamb, President



**VOICE Charter School of New York  
Minutes of April 25, 2023, Board Meeting**

**Trustees in Attendance:** Casey Lamb, Sari Biddelman (via Zoom), Marc Cohen, Chris Doyle, Michael Guarini, Michael Karp, Susheel Kurien, Rick Grassey (via Zoom).

**Absent Trustees:** Sheila Durant, Karen Valbrun.

**Other Attendees:** Franklin Headley, Diana DiCocco, Jim Ford (via Zoom), Sachin Gujral.

**Date and Time:** April 25, 2023, 4:38 pm to 6:42 pm

**Location:** VOICE Charter School & Zoom

**AGENDA ITEMS**

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

**BOARD DELIBERATIONS**

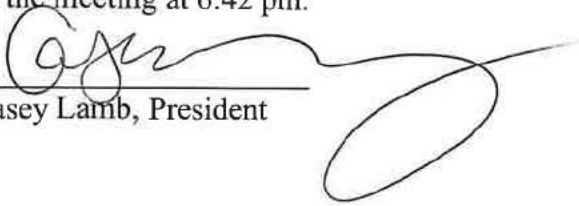
1. Ms. Lamb called the board meeting to order at 4:38 pm.
2. Ms. Lamb started the meeting by reviewing the norms and reading the mission aloud.
3. After a motion duly made and seconded, the minutes of the February 15 and March 22 board meetings were approved.
4. The board went into executive session at 4:45 pm to discuss matters related to personnel and facilities. The executive session ended at 6:15pm.
5. Jim Ford gave an update on the strategic planning process, including reviewing key planning issues and developing action plans around them. Ms. Lamb also stated they will be coordinating a board retreat in May to continue this collaborative process with Mr. Ford and the school's strategy team.





All students will learn. All students will sing.

6. On behalf of the Finance Committee, Mr. Cohen went through the month's finances, which continued trends from the previous month. The committee is engaging with our partners to negotiate insurance increases for next year.
7. Mr. Cohen also summarized enrollment updates, highlighting that we have more students than our target anticipated, despite continued high levels of turnover with new students coming in and leaving at similar rates. VOICE has been a welcome center for newcomer families, with some students only staying a few weeks. Mr. Cohen reviewed the number of applications for next year, which represents a 30% decrease from last year. Ms. Lamb informed the board that there was no need to vote on a preference level for free/reduced price eligibility because we accepted all kindergarteners who applied.
8. The audit committee is again engaging BDO for the audit process for this year, though anticipates putting out a bid for new auditors the following year in alignment with best practices.
9. On behalf of the Governance committee, Ms. Lamb shared that she and Mr. Headley met with BoardLead to discuss their application. Through BoardLead, VOICE can source board member candidates with a variety of skills us. We will find out shortly if our application is accepted. The committee also drafted a proposal for the renewal process for board members, which will be more rigorous than the past process. It was shared for feedback.
10. The Education Accountability Committee did not report as they are meeting the week after the board meeting.
11. Sachin Gujral formally introduced himself to the board. He visited the school and spoke with Mr. Headley prior to last month's board meeting. Mr. Gujral gave some background about himself and explained why he is interested in joining the board. After a motion duly made and seconded, Mr. Gujral was elected to the board pending the school's authorizer's approval or deemed approval.
12. Ms. Lamb adjourned the meeting at 6:42 pm.

  
Casey Lamb, President



All students will learn. All students will sing.

## **VOICE Charter School of New York Minutes of May 24, 2023, Board Meeting**

**Trustees in Attendance:** Casey Lamb (via Zoom), Marc Cohen (via Zoom), Chris Doyle (via Zoom), Michael Guarini (via Zoom), Michael Karp (via Zoom), Susheel Kurien (via Zoom), Rick Grassey (via Zoom).

**Absent Trustees:** Sari Biddelman, Sheila Durant, Sachin Gujral, Karen Valbrun.

**Other Attendees:** Franklin Headley (via Zoom), Diana DiCocco (via Zoom)

**Date and Time:** May 24, 2023, 4:40 pm to 5:44 pm

**Location:** Zoom

### **AGENDA ITEMS**

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

### **BOARD DELIBERATIONS**

1. Ms. Lamb called the board meeting to order at 4:40 pm.
2. Ms. Lamb started the meeting by reviewing the norms and reading the mission aloud.
3. After a motion duly made and seconded, the minutes of the April 25 board meeting were approved.
4. Mr. Headley gave an update from his latest parent meeting with the PA officers. They discussed elections for the upcoming school year and there is excitement around finding new parents to run for office. These parent meetings have been helpful to get feedback about parents' questions and concerns following incidents. During the meeting, they also discussed organizing a talent showcase for the students and getting parents more involved with the event.





All students will learn. All students will sing.

5. During the Principal's report, Mr. Headley discussed the school's latest visit to the DiMarco building while Growing Up Green's students weren't in attendance. This was the first time the staff had been given a tour of the building and the teachers showed enthusiasm for the new space. There will be extensive surveys given out to the staff to receive their feedback.
6. Regarding academics, Mr. Headley and the school directors will be presenting a proposal for a new published curriculum, MyView, to the EAC committee in the coming days. Once the EAC committee has reviewed, the curriculum will be presented to the board for review. If approved, the curriculum will go into a pilot year. School leadership expressed excitement about the plan to work with consultants as part of the academic improvement plan and showed appreciation for the board's support for this, which was discussed during the retreat.
7. Mr. Headley gave an update on how state testing went. He explained that the ELA tests have changed, and a new baseline is being established. The school will receive the item skills analysis in June, which provides a breakdown of individual skills. The Science test is also occurring this week and the Regents will occur in June.
8. There are many school events upcoming in June, including spring concerts, 8<sup>th</sup> grade graduation, and hiring days. The hiring days and incentive referral program are yielding some positive results.
9. In terms of enrollment, VOICE has registered a good number of children over the last several days. This wave of enrollment has mostly been in grades K-2, which differs from previous trends. VOICE currently enrolled at 793.
10. During the President's report, Ms. Lamb thanked everyone for joining the May retreat. The board retreat allowed for productive conversations. She also highlighted work from the beginning of the strategic planning process with Jim Ford to develop an impact statement. This statement will be circulated to the board for feedback.
11. Ms. Lamb also gave an update on Mr. Headley's mid-year evaluation. Ms. Lamb and Mr. Doyle will be conducting his evaluation conversation at the end of the week. Ms. Lamb and Mr. Doyle also had a conversation with a potential literacy consultant, Dr. Gravity Goldberg.
12. Ms. Lamb notified the board that the NY Board of Regents will approve VOICE's renewal agreement at the June 12<sup>th</sup> meeting, just before the next board meeting.



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13. On behalf of the Finance Committee, Mr. Cohen went through the month's finances, which followed recent trends. He noted a change in the retirement plan for teachers and changes in the money market.
14. The committee also highlighted elements of the draft budget for FY24, which includes a proposed deficit. This recommendation is being made to enable aggressive efforts to improve academic outcomes, particularly in literacy. The additional spending will support coaching, consultants, training, and a new curriculum. The Finance Committee indicated that they will be monitoring both academic improvement and facilities spending over the next year. This will also be previewed at the next committee meeting. The budget will be presented for approval at the next board meeting in June. Board members were encouraged to attend the next Finance committee meeting to discuss the budget in detail.
15. Mr. Cohen also summarized enrollment updates, including projections for next year, which may exceed 810 students. Mr. Cohen also highlighted that despite low enrollment in kindergarten, more students are enrolling in 1<sup>st</sup> grade. The committee discussed reasons why this might be happening.
16. On behalf of the Governance committee, Ms. Lamb shared that Mr. Gujral's application to VOICE's authorizer has been approved, and he is now a full board member. VOICE was also approved to be part of BoardLead's new cohort, which may yield new candidates in the coming months. Members will join a kick-off call in early June and Mr. Doyle will coordinate interviews with candidates. The board is also continuing to recommend potential candidates and reach out to those who are interested. Ms. Lamb reminded the board of the brainstorming activity from March and encouraged members to continue to engage their networks and affiliations in an effort to expand and diversify the board.
17. The Education Accountability Committee did not meet, but will soon be discussing proposed curriculum changes.
18. Ms. Lamb reminded everyone that the next meeting, on June 14, is the annual meeting, and will include a number of voting matters, including the budget, school calendar, handbook changes, and officer elections. Board members interested in officer roles, particularly the secretary role, were encouraged to reach out to the Governance Committee.
19. Ms. Lamb adjourned the meeting at 5:44 pm.

Susheel Kurien, Secretary



All students will learn. All students will sing.

**VOICE Charter School of New York  
Minutes of June 14, 2023, Board Meeting**

**Trustees in Attendance:** Marc Cohen, Chris Doyle, Sheila Durant, Michael Guarini, Sachin Gujral, Michael Karp (via Zoom), Susheel Kurien (via Zoom), Rick Grassey (via Zoom).

**Absent Trustees:** Sari Biddelman, Casey Lamb, Karen Valbrun.

**Other Attendees:** Franklin Headley, Diana DiCocco, Jim Ford

**Date and Time:** June 14, 2023, 4:45 pm to 7:14 pm

**Location:** VOICE Charter School & 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. Doyle called the board meeting to order at 4:45 pm.
2. Mr. Doyle started the meeting by reviewing the norms and reading the mission aloud.
3. After a motion duly made and seconded, the minutes of the May 24 board meeting were approved.
4. During the Principal's report, Mr. Headley gave an update on the facilities timeline for the DiMarco building. He also gave an academic update, stating the state continues to change expectations for Reading and Math, which causes the published curriculum to change continuously. Charter schools are able to operate more independently than city schools when it comes to choosing published curriculum. The VOICE staff have also expressed an interest in changing the published curriculum. The next step would be for the board to vote on a pilot year. VOICE also received input from the literacy consultant, Gravity Goldberg.



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5. After a motion duly made and seconded, the pilot program of the new published curriculum for school year 23-24 was approved. After a motion duly made and seconded, the decision to submit the decision to the DOE of an official new published curriculum in school year 24-25 was approved.
6. Regarding the literacy consultant, Gravity Goldberg and her team have been hired to train and coach teachers on implementing the new materials. The core of their work will be coaching by observing teachers, debriefing with them, showing them new skills, and providing hands-on training into their practice. The scope of their services is pretty broad and will include assistance with the new curriculum. A more detailed scope will be part of the deep planning work done in July.
7. In order to move scores in year, VOICE will also be implementing test prep, something they haven't done in previous years. Since testing will be moving to a computer-based format, VOICE will also have more focus on supporting familiarity of Chromebooks.
8. Mr. Headley gave an update on the school's decision to move to remote days last week due to the city air quality warnings. The city had scheduled PD days but switched to remote PD days for the staff. VOICE followed the city's league, as they would do for snow days. Due to this, VOICE postponed the Middle School spring concert – this is the first time VOICE has scheduled two concerts (Grades 3-5 and Middle School) on one night. The remainder of the school year is busy, with an event happening almost every evening. There will also be a staff appreciation event on the last end of year PD day.
9. In terms of enrollment, the report remains robust. VOICE currently has 805 students in the building, with our ceiling being 810 students. VOICE had 150 newcomers students coming through the school, becoming a welcome center for the families. Mr. Headley shared that proceeding the regents meeting, Regents Chin called and asked to share highlights of VOICE's work with newcomer families. During the regents meeting, Regent Chin spoke on behalf of VOICE, laying groundwork for the next renewal.
10. Mr. Headley shared a summary of the June regents meeting where VOICE's renewal was discussed. The renewal recommendation of 3-years from the DOE was approved – data showed test scores went down, which VOICE is responding to with their academic improvement plans.
11. A bill on class size was approved, which could affect VOICE directly due to financing smaller class sizes.

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12. Jim Ford gave an update on the strategic planning process, stating there is an established target date to complete the strategic plan by June 30<sup>th</sup>. There are five action plans that have been developed – academic, organization effectiveness, accountability, communication, and leadership and governance succession. The strategic plan and action plans will be sent to board members to review during July’s board meeting. During the July meeting, each action plan will be assigned an overall goal, annual benchmarks, execution strategies, timelines for completion, measures of progress, and status updates. There is also a plan to create a more robust data dashboard system.
13. On behalf of the Finance Committee, Mr. Cohen went through the month’s finances and reported no changes from last month. We are on pace to meet the projected surplus next month. Mr. Cohen also gave an update on the TRS budget for the retirement plan, as well as our cash position, bond profile, and the money market.
14. The committee also highlighted elements of the projected budget for FY24, which includes allocations to academic improvement. The budget is larger, and it was an impressive endeavor to balance it. There has also been an increase in medical premiums and TRS continues to be a variable. The healthcare rates are shifting to people’s behaviors and with Cigna, there is not much cost to go out of network. There was discussion about the new UFT contract for union teachers and how that might affect the city’s teacher pay, as well as our funding model used for teacher salaries.
15. The capital plan for the DiMarco building was circulated to the board for review. Patrick Ford has been project managing the construction, including the creation of detailed floor plans using the teachers and the school director’s input. The one-pager details the phases of construction, including the creation of a laundry room for parents. There’s work being done to make the kitchen space usable, with input from SchoolsFood. The covered connector for the two buildings is also in the works but is not expected to be done until phase 2. After discussion, the Board recommended that the school engage a qualified professional General Contractor with experience in such projects to oversee and project manage phase 3 of the project. After a motion duly made and seconded, the plan and costs of phases 1 and 2 of the capital project plan were approved.
16. Regarding the data dashboard, it was confirmed the school has been using an internal dashboard, but the board hasn’t had a dashboard for years. The school has developed an internal dashboard for the board level, but is now looking for an external person to help with the process. Mr. Ford said he has a recommendation and Mr. Headley mentioned he spoke to a consultant, Dillon Prime, about these potential services. This dashboard work would be integrated with a scope of work to help bridge the communication between board

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and management. A consultant in this area would help strengthen the relationship between the board and management by assisting with reporting, managing up to the board, and building capacity for a natural flow of information.

17. The 23-24 school calendar was circulated to board members for review. The calendar roughly follows the DOE calendar and has the same requirement as city and state schools to have 180 school days. The first day of instruction is the Tuesday after Labor Day and more half days have been included than in previous years to provide more PD training to staff during the year. It was also noted that our calendar doesn't honor all the religious holidays – while children and staff are excused on those days, it becomes disruptive for children with high needs when the school is closed. It also allows us to have two weeks off around the New Year so families can travel to their home countries for an extended period of time. Remote learning was also mentioned since this has taken over the snow days, one of the great pleasures of youth. During the pandemic, VOICE modified live instruction during snow days so children could go out and play in the snow. After a motion duly made and seconded, the 23-24 school calendar was approved.
18. The 23-24 board meeting calendar was circulated to the board members. The meeting dates are scheduled around when financial data for the board will be ready, as well as around school vacations. The board meeting dates can be modified as needed. There were questions about the location requirement of the board meetings and the reasoning for making the board meetings earlier at 4:30 pm. The board meetings mostly met at the school in recent years at an early start time to encourage board members to visit the school while class was in session, as well as make it more convenient for parents to attend. The board meeting calendar was approved.
19. A summary of employee handbook changes was circulated to the board members. The PTO policy has changed to being earned along the way, instead of frontloading sick days. The frontloaded sick days worked well during the pandemic, but a change in employee behavior has shifted the change back to earning. Employees will be allowed to borrow days if needed. This policy is also consistent with the DOE. Another change includes how the days are rounded for accounting purposes. This will help resolve chronic lateness that wasn't having any financial impact and make the system more equitable. There are two parts of the COVID policy that will remain, including the requirement of vaccination and the booster requirement. After a motion duly made and seconded, the handbook changes were approved.
20. On behalf of the Governance committee, Mr. Doyle mentioned an onboarding packet has been created and a kick-off for BoardLead occurred. BoardLead can match VOICE with potential board members and source people for us to interview. The board is also

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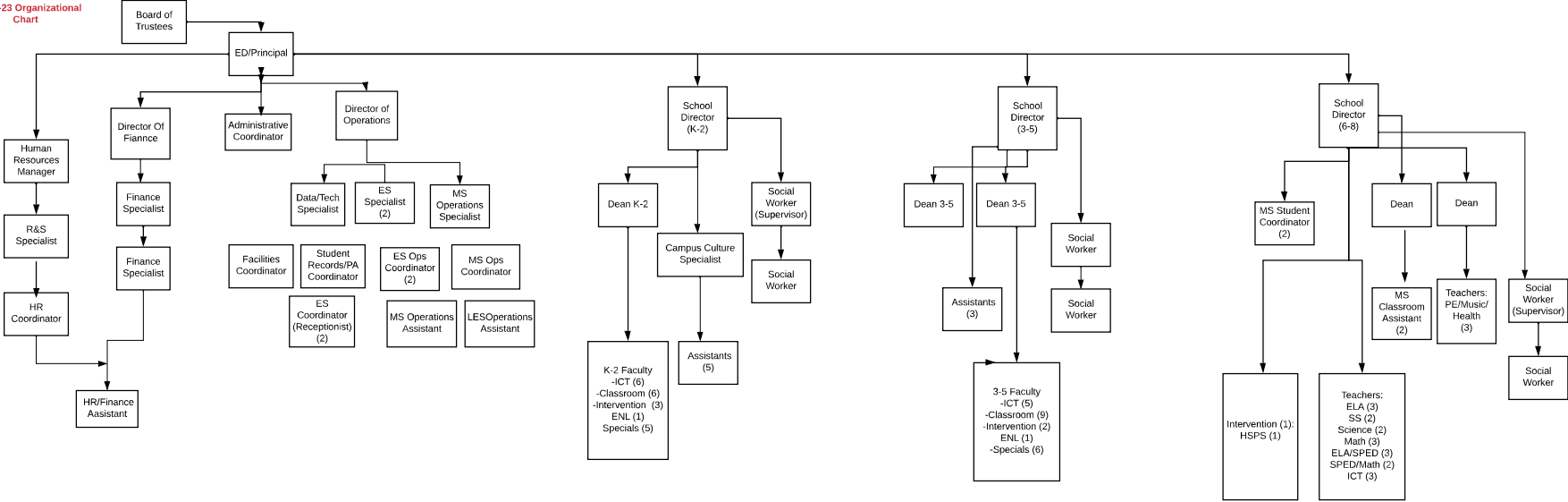
continuing the push to reach out to their networks and recommend potential candidates. Mr. Headley also mentioned their search for a new lobbyist who can help us engrain in the community.

21. The following trustees were up for renewal – Mr. Doyle, Ms. Durant, and Mr. Kurien. Ms. Lamb conducted interviews and recommended voting for a three-year term. After a motion duly made and seconded, the term reelection of these three trustees was approved.
22. The board voted on the slate of officers, which included Mr. Doyle as Chairman, Ms. Durant as Vice Chair, Mr. Grassey as Treasurer, and Mr. Kurien as Secretary. After a motion duly made and seconded, the officer slate was approved.
23. Mr. Doyle adjourned the meeting at 7:14 pm.

Susheel Kurien, Secretary



SY 22-23 Organizational Chart





## 2023-2024 School Calendar

|                                     | Mon                       | Tue                       | Wed                       | Thu                      | Fri                       |
|-------------------------------------|---------------------------|---------------------------|---------------------------|--------------------------|---------------------------|
| <b>Aug 2023</b>                     | 7<br>14<br>21             | 8<br>15<br>22             | 9<br>16<br>23             | 10<br>17<br>24           | 11<br>18<br>25            |
| <b>Sep 2023</b>                     | 28<br>4                   | 29<br>5                   | 30<br>6                   | 31<br>7                  | 1<br>8                    |
| <i>Latin American Heritage</i>      | 11<br>18<br>25            | 12<br>19<br>26            | 13<br>20<br>27            | 14<br>21<br>28           | 15<br>22<br>29            |
| <b>Oct 2023</b>                     | 2<br>9<br>16<br>23<br>30  | 3<br>10<br>17<br>24<br>31 | 4<br>11<br>18<br>25<br>1  | 5<br>12<br>19<br>26<br>2 | 6<br>13<br>20<br>27<br>3  |
| <b>Nov 2023</b>                     | 6<br>13<br>20<br>27       | 7<br>14<br>21<br>28       | 8<br>15<br>22<br>29       | 9<br>16<br>23<br>30      | 10<br>17<br>24<br>1       |
| <i>Native Am. Heritage</i>          | 4<br>11<br>18<br>25       | 5<br>12<br>19<br>26       | 6<br>13<br>20<br>27       | 7<br>14<br>21<br>28      | 8<br>15<br>22<br>29       |
| <b>Dec 2023</b>                     | 4<br>11<br>18<br>25       | 5<br>12<br>19<br>26       | 6<br>13<br>20<br>27       | 7<br>14<br>21<br>28      | 8<br>15<br>22<br>29       |
| <b>Jan 2024</b>                     | 1<br>8<br>15<br>22<br>29  | 2<br>9<br>16<br>23<br>30  | 3<br>10<br>17<br>24<br>31 | 4<br>11<br>18<br>25<br>1 | 5<br>12<br>19<br>26<br>2  |
| <b>Feb 2024</b>                     | 5<br>12<br>19<br>26       | 6<br>13<br>20<br>27       | 7<br>14<br>21<br>28       | 8<br>15<br>22<br>29      | 9<br>16<br>23<br>30       |
| <i>Black History</i>                | 4<br>11<br>18<br>25       | 5<br>12<br>19<br>26       | 6<br>13<br>20<br>27       | 7<br>14<br>21<br>28      | 8<br>15<br>22<br>29       |
| <b>Mar 2024</b>                     | 1<br>8<br>15<br>22        | 2<br>9<br>16<br>23        | 3<br>10<br>17<br>24       | 4<br>11<br>18<br>25      | 5<br>12<br>19<br>26       |
| <i>Women's History</i>              | 1<br>8<br>15<br>22        | 2<br>9<br>16<br>23        | 3<br>10<br>17<br>24       | 4<br>11<br>18<br>25      | 5<br>12<br>19<br>26       |
| <b>Apr 2024</b>                     | 1<br>8<br>15<br>22        | 2<br>9<br>16<br>23        | 3<br>10<br>17<br>24       | 4<br>11<br>18<br>25      | 5<br>12<br>19<br>26       |
| <b>May 2024</b>                     | 29<br>6<br>13<br>20<br>27 | 30<br>7<br>14<br>21<br>28 | 1<br>8<br>15<br>22<br>29  | 2<br>9<br>16<br>23<br>30 | 3<br>10<br>17<br>24<br>31 |
| <i>Asian / Pacific Is. Heritage</i> | 3<br>10<br>17<br>24       | 4<br>11<br>18<br>25       | 5<br>12<br>19<br>26       | 6<br>13<br>20<br>27      | 7<br>14<br>21<br>28       |
| <b>Jun 2024</b>                     | 10<br>17<br>24            | 11<br>18<br>25            | 12<br>19<br>26            | 13<br>20<br>27           | 14<br>21<br>28            |
| <i>LGBTQ Awareness</i>              | 10<br>17<br>24            | 11<br>18<br>25            | 12<br>19<br>26            | 13<br>20<br>27           | 14<br>21<br>28            |

|     |                                |
|-----|--------------------------------|
| 171 | Regular Instruction Day        |
| 6   | Half Days (counted)            |
|     | Complete Closure               |
| 5   | Full Day PD/Remote Instruction |
|     | Office staff only              |

## VOICE Charter School

| Holidays & Notes   |                    |
|--|--------------------|
| <i>Deans return</i>                                      | Aug 7, 2023        |
| <i>New teacher/assistant start date</i>                  | Aug 17, 2023       |
| <i>Existing teacher/assistant start date</i>             | Aug 22, 2023       |
| <b>Labor Day - No Instruction</b>                        | Sep 4, 2023        |
| <i>First Day of Instruction</i>                          | Sep 5, 2023        |
| <i>First Day of bus service (earliest possible date)</i> | Sep 11, 2023       |
| <b>Indigenous People Day - No Instruction</b>            | Oct 9, 2023        |
| <i>Half day PD w/bus</i>                                 | Oct 12, 2023       |
| <i>Full day PD (Remote Instruction)</i>                  | Oct 18, 2023       |
| <b>ELA IA #1</b>   | Nov 1-2, 2023      |
| <i>Half day PD w/bus</i>                                 | Nov 8, 2023        |
| <i>Fall Conference Day (Remote instruction)</i>          | Nov 21, 2023       |
| <b>Thanksgiving Break - No Instruction</b>               | Nov 22 - 24, 2023  |
| <b>MATH IA #1</b>  | Dec 6-7, 2023      |
| <b>New Year's Break - No Instruction</b>                 | Dec 25 to Jan 5    |
| <b>MLK Day - No Instruction</b>                          | Jan 15, 2024       |
| <i>Full day PD (Remote Instruction)</i>                  | Jan 17, 2024       |
| <b>ELA IA #2</b>   | Jan 23-24, 2024    |
| <i>Half day PD w/bus</i>                                 | Jan 29, 2024       |
| <i>Full day PD (Remote Instruction)</i>                  | Feb 7, 2024        |
| <b>Mid Winter Break - No Instruction</b>                 | Feb 19 to 23, 2023 |
| <i>Half day PD w/bus</i>                                 | Feb 29, 2024       |
| <b>MATH IA #2</b>  | Mar 5-6, 2024      |
| <i>Spring Conference Day (Remote instruction)</i>        | Mar 15, 2024       |
| <b>NYS ELA Tests</b>                                     | Apr 10-12, 2024    |
| <b>Spring Break - No Instruction</b>                     | Apr 22 to 26, 2024 |
| <b>NYS Math Test</b>                                     | May 7 - 9, 2024    |
| <b>Memorial Day - No Instruction</b>                     | May 27, 2024       |
| <i>Half Day PD w/bus</i>                                 | May 31, 2024       |
| <b>Juneteenth - No Instruction</b>                       | Jun 19, 2024       |
| <b>Last Day of Instruction (half day w/bus)</b>          | Jun 21, 2024       |
| <i>End of School PD</i>                                  | Jun 24 to 25, 2024 |

182 full, half and remote days of school

Blue text indicates day with modified instruction schedule  
Red text/other shading indicates workday w/no instruction

Green text day indicates assessment or test day

## DEPARTMENT OF BUILDINGS

BOROUGH OF

QUEENS

, THE CITY OF NEW YORK

Date 6/29/73No. Q 185473

## CERTIFICATE OF OCCUPANCY

NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT

This certificate supersedes C. O. No.

THIS CERTIFIES that the ~~new~~ ~~altered~~ ~~existing~~ building—premises located at11-01/11-09 37 AvenueBlock 352 Lot 1

That the zoning lot and premises above referred to are situated, bounded and described as follows:

BEGINNING at a point on the Northeast ~~corner~~ distant feet from the corner formed by the intersection of 37 Avenue and 11 Street running thence N. 465.42 feet; thence S. 365.34 feet; thence W 50.06 feet; thence E. 185.21 feet; thence S. 1000.06 feet; thence W. 135.15 feet; running thence feet to the point or place of beginning, conforms substantially to the approved plans and specifications, and to the requirements of the Building Code, the Zoning Resolution and all other laws and ordinances, and of the rules 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.

~~Exterior~~ Alt. No.—984/71Construction classification—IIC (new code)Occupancy classification—G (new Code)Height 2 stories, feetDate of completion—6/14/73Located in E1-1

Zoning District

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:  
and The City Planning Commission:

(Calendar numbers to be inserted here)

## PERMISSIBLE USE AND OCCUPANCY

Off-Street Parking Spaces \_\_\_\_\_

Off-Street Loading Berths \_\_\_\_\_

| STORY  | LIVE LOADS<br>Lbs. per Sq. Ft. | PERSONS<br>ACCOMMODATED | USE                            |
|--|--------------------------------|-------------------------|--------------------------------|
| Cellar   | O.G.                           |                         | Boiler & Storage               |
| 1st  | O.G. & 120                     | 115                     | Class Rooms, Offices & Kitchen |
| 2nd  | 120                            | 132                     | Class Rooms, Offices           |
| Roof   | 100                            |                         | Play Areas & Toy Storage       |
| Note - First floor 95 Children Only<br>Second Floor 115 Children Only<br>No Children Under 2 yrs. of age.<br>Interior Fire Alarm System<br>Installed |                                |                         |                                |

THIS CERTIFICATE OF OCCUPANCY MUST BE POSTED  
WITHIN THE BUILDING IN ACCORDANCE WITH THE RULES  
OF THE DEPARTMENT PROMULGATED MARCH 31ST, 1967.

OFFICE COPY—DEPARTMENT OF BUILDINGS

*H. S. [Signature]*  
Borough Superintendent

**PERMISSIBLE USE AND OCCUPANCY (continued)**

| STORY | LIVE LOADS<br>Lbs. per Sq. Ft. | PERSONS<br>ACCOMMODATED | USE    |
|-------|--------------------------------|-------------------------|--------|
| 1     | 100                            | 100                     | Office |
| 2     | 100                            | 100                     | Office |
| 3     | 100                            | 100                     | Office |
| 4     | 100                            | 100                     | Office |
| 5     | 100                            | 100                     | Office |
| 6     | 100                            | 100                     | Office |
| 7     | 100                            | 100                     | Office |
| 8     | 100                            | 100                     | Office |
| 9     | 100                            | 100                     | Office |
| 10    | 100                            | 100                     | Office |
| 11    | 100                            | 100                     | Office |
| 12    | 100                            | 100                     | Office |
| 13    | 100                            | 100                     | Office |
| 14    | 100                            | 100                     | Office |
| 15    | 100                            | 100                     | Office |
| 16    | 100                            | 100                     | Office |
| 17    | 100                            | 100                     | Office |
| 18    | 100                            | 100                     | Office |
| 19    | 100                            | 100                     | Office |
| 20    | 100                            | 100                     | Office |
| 21    | 100                            | 100                     | Office |
| 22    | 100                            | 100                     | Office |
| 23    | 100                            | 100                     | Office |
| 24    | 100                            | 100                     | Office |
| 25    | 100                            | 100                     | Office |
| 26    | 100                            | 100                     | Office |
| 27    | 100                            | 100                     | Office |
| 28    | 100                            | 100                     | Office |
| 29    | 100                            | 100                     | Office |
| 30    | 100                            | 100                     | Office |
| 31    | 100                            | 100                     | Office |
| 32    | 100                            | 100                     | Office |
| 33    | 100                            | 100                     | Office |
| 34    | 100                            | 100                     | Office |
| 35    | 100                            | 100                     | Office |
| 36    | 100                            | 100                     | Office |
| 37    | 100                            | 100                     | Office |
| 38    | 100                            | 100                     | Office |
| 39    | 100                            | 100                     | Office |
| 40    | 100                            | 100                     | Office |
| 41    | 100                            | 100                     | Office |
| 42    | 100                            | 100                     | Office |
| 43    | 100                            | 100                     | Office |
| 44    | 100                            | 100                     | Office |
| 45    | 100                            | 100                     | Office |
| 46    | 100                            | 100                     | Office |
| 47    | 100                            | 100                     | Office |
| 48    | 100                            | 100                     | Office |
| 49    | 100                            | 100                     | Office |
| 50    | 100                            | 100                     | Office |
| 51    | 100                            | 100                     | Office |
| 52    | 100                            | 100                     | Office |
| 53    | 100                            | 100                     | Office |
| 54    | 100                            | 100                     | Office |
| 55    | 100                            | 100                     | Office |
| 56    | 100                            | 100                     | Office |
| 57    | 100                            | 100                     | Office |
| 58    | 100                            | 100                     | Office |
| 59    | 100                            | 100                     | Office |
| 60    | 100                            | 100                     | Office |
| 61    | 100                            | 100                     | Office |
| 62    | 100                            | 100                     | Office |
| 63    | 100                            | 100                     | Office |
| 64    | 100                            | 100                     | Office |
| 65    | 100                            | 100                     | Office |
| 66    | 100                            | 100                     | Office |
| 67    | 100                            | 100                     | Office |
| 68    | 100                            | 100                     | Office |
| 69    | 100                            | 100                     | Office |
| 70    | 100                            | 100                     | Office |
| 71    | 100                            | 100                     | Office |
| 72    | 100                            | 100                     | Office |
| 73    | 100                            | 100                     | Office |
| 74    | 100                            | 100                     | Office |
| 75    | 100                            | 100                     | Office |
| 76    | 100                            | 100                     | Office |
| 77    | 100                            | 100                     | Office |
| 78    | 100                            | 100                     | Office |
| 79    | 100                            | 100                     | Office |
| 80    | 100                            | 100                     | Office |
| 81    | 100                            | 100                     | Office |
| 82    | 100                            | 100                     | Office |
| 83    | 100                            | 100                     | Office |
| 84    | 100                            | 100                     | Office |
| 85    | 100                            | 100                     | Office |
| 86    | 100                            | 100                     | Office |
| 87    | 100                            | 100                     | Office |
| 88    | 100                            | 100                     | Office |
| 89    | 100                            | 100                     | Office |
| 90    | 100                            | 100                     | Office |
| 91    | 100                            | 100                     | Office |
| 92    | 100                            | 100                     | Office |
| 93    | 100                            | 100                     | Office |
| 94    | 100                            | 100                     | Office |
| 95    | 100                            | 100                     | Office |
| 96    | 100                            | 100                     | Office |
| 97    | 100                            | 100                     | Office |
| 98    | 100                            | 100                     | Office |
| 99    | 100                            | 100                     | Office |
| 100   | 100                            | 100                     | Office |

*Borough Superintendent*

### NONPUBLIC FIRE AND BUILDING SAFETY REPORT

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

NONPUBLIC SCHOOL BEDS CODE#

343000860932

School Name

VOICE CHARTER SCHOOL

Facility/Building Name

ST RITAS Church

Street Address (NO PO Box Numbers)

3625 11TH Street

City/Town/Village

LONG ISLAND CITY

Zip Code

Name of Municipality Responsible for Local Code Enforcement

FDNY CITY OF NEW YORK

### INSTRUCTIONS

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

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



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

Inspection Date

09/23/2022

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

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

1. Please indicate the primary use of this facility:

☐ STUDENT INSTRUCTION

☒ OTHER STUDENT USE

Please Specify:

Church, only a portion of the cellar level is being used for  
Instruction - 3<sup>rd</sup> Grade Classes  
(portion/system)

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

☐ YES ☐ NO

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

☐ YES ☒ NO

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

☐ YES ☒ NO

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

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

4. Indicate the ownership of this facility

☒ LEASED

☐ OWNED

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

80,000

(to the nearest whole ten feet)

6. Fire and Emergency Drills

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

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

**FIRE & EMERGENCY DRILLS**

**NOTE** Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills.

Four (4) drills are required to be lockdown drills

|    | Date    | Evacuation      | Lockdown |
|----|---------|-----------------|----------|
| 1  | 9/22/22 | Fire Evacuation |          |
| 2  |         |                 |          |
| 3  |         |                 |          |
| 4  |         |                 |          |
| 5  |         |                 |          |
| 6  |         |                 |          |
| 7  |         |                 |          |
| 8  |         |                 |          |
| 9  |         |                 |          |
| 10 |         |                 |          |
| 11 |         |                 |          |
| 12 |         |                 |          |

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

Began occupancy 9/1/22

d. Average time to evacuate this facility was: 03 minutes 00 seconds

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

X YES        NO

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

X YES        NO

7. Have there been any fires in this facility since the last annual fire safety inspection report? X YES        NO

a. If YES, indicate:        total number of fires

b.        total number of injuries

c. N/A total cost of property damage

8. If the fire alarm system was activated since the last fire safety inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?

                     YES

X NO

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

School Name The Voice School Building Name St. Rita's Church  
36-25 11<sup>th</sup> Street, Partial Occupancy

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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



**Part III: NonPublic School Certifications**

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

09/23/2022

**Section III-A Fire Inspection Method**

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

**Check appropriate box or boxes**

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

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

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

The individual noted below inspected this building on 09/23/2022 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

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

Signature: [Signature] Date: 09/23/2022

Inspector's Organization: NY Fire Consultants, 165 M<sup>c</sup>Baine Ave, Staten Island, NY 10309

Inspector's Telephone #: 845-270-2666 Inspector's Email: Vincent@nyfiresafe.com

Inspector's Code Enforcement Certification # 1003-7317B / NY0005673  
(as assigned by the NYS Department of State)

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

Name of Local/Municipal Code Enforcement Office: FDNY City of New York

Address: 9 Metrotech Center

Brooklyn N.Y. 11201

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

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

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

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

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

Name: Keegan Abraham Title: Facility coordinator

Signature: [Signature] Telephone #: 917 416 2535

Email: KABRAHAM@VOICECHARTERSCHOOL-019

36-25 11<sup>th</sup> Street  
**Cellar Occupancy only**  
9-23-2022

Addendum –

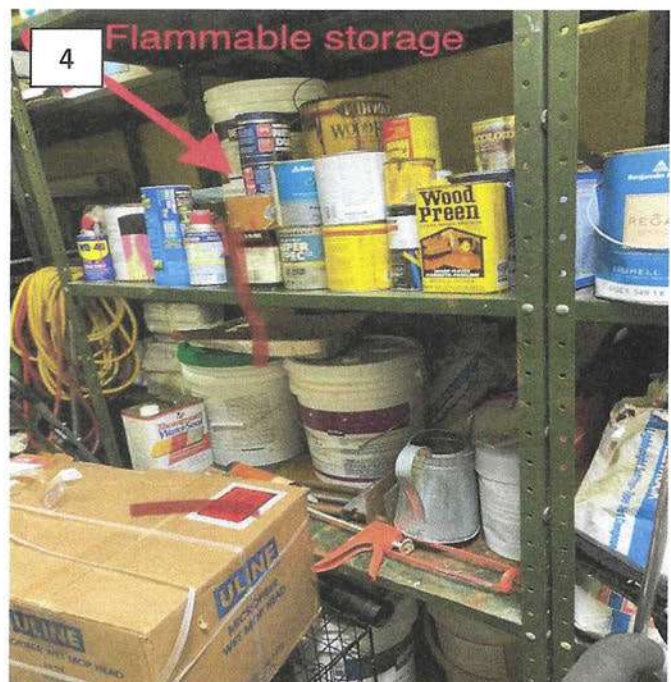
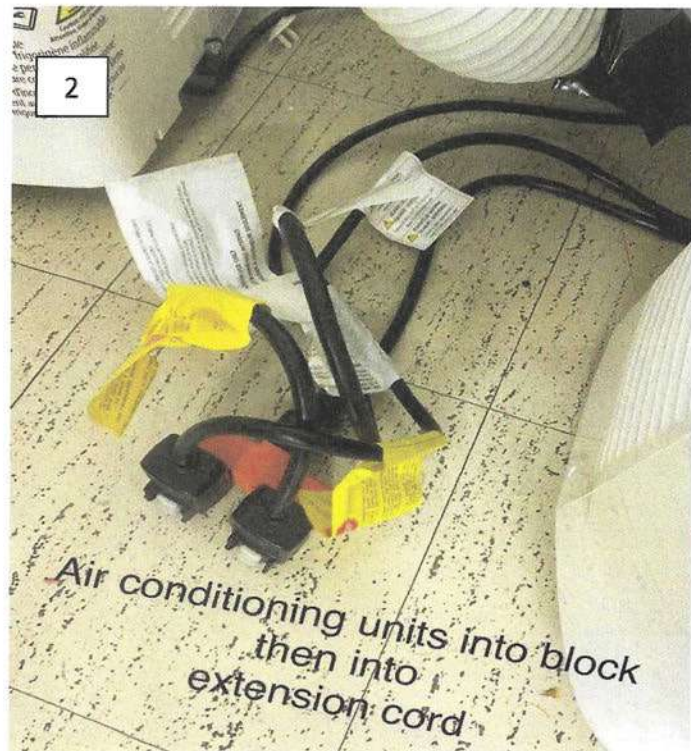
1. Item # D-2: Aged smoke alarms should be replaced **Photo 1**
2. Item #J-1: Classroom C-1 Extension cords and power block **Photo 2**
3. Item # D-2: Provide Carbon Monoxide Detectors **No Photo**
4. Item #16 B-2: Fire extinguisher in corridor cabinet is missing **Photo 3**
5. Item # 17 A-3: Classroom C-1 – secondary mean of egress blocked (see photo) **Photo 6**

Item #O9G-2 and 21 A-3:

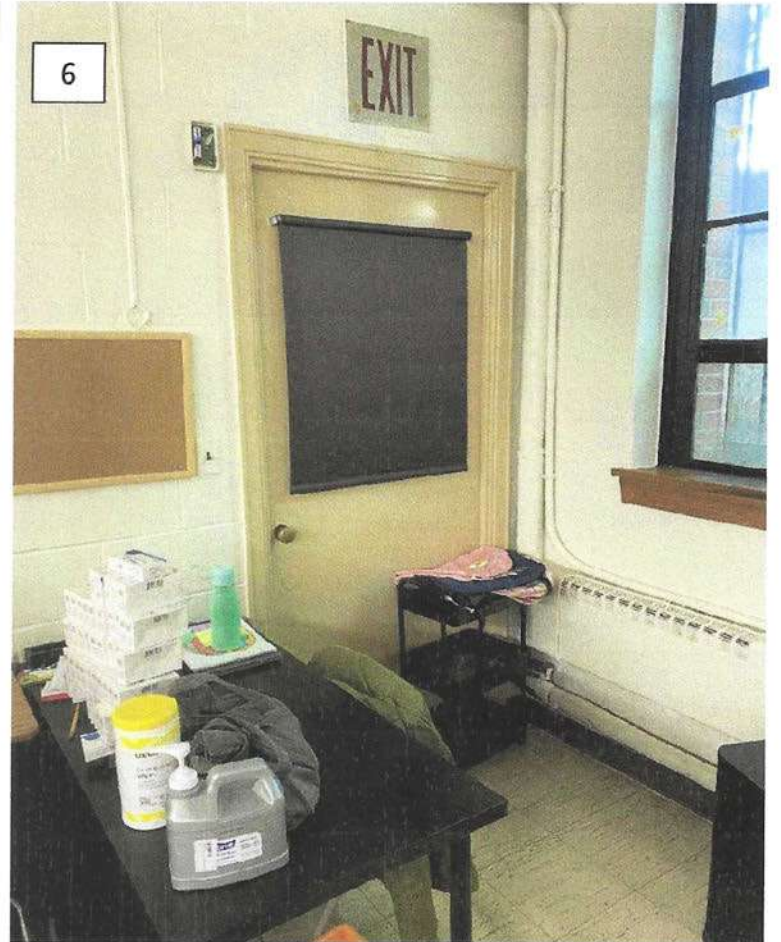
6. The Church storage room opposite the school section has flammable storage, including a gasoline-powered blower, which must be removed as soon as possible. **Photo 4**
7. Church Sprinkler System **Photo 5**
  - a. Main valves are not chained in place
  - b. Not supervised
  - c. Valves are not painted green as required
  - d. There is no wrench in the spare head box
  - e. No Certificate of Fitness S-12
  - f. Fire extinguisher in Boiler Room is missing
  - g. There are no boiler inspection records or permits
  - h. Fire Safety & Evacuation plans were not available

See attached photos









### NONPUBLIC FIRE AND BUILDING SAFETY REPORT

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

NONPUBLIC SCHOOL BEDS CODE#

343000860932

School Name

VOICE CHARTER SCHOOL

Facility/Building Name

ST RITA'S SCHOOL BUILDING

Street Address (NO PO Box Numbers)

36-24 12TH STREET

City/Town/Village

LONG ISLAND CITY

Zip Code

11106

Name of Municipality Responsible for Local Code Enforcement

FDNY CITY OF NEW YORK

### INSTRUCTIONS

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

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



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

Inspection Date

09/23/2022

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

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

1. Please indicate the primary use of this facility:

☒ STUDENT INSTRUCTION

☐ OTHER STUDENT USE

Please Specify:

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

☒ YES ☐ NO

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

☒ YES ☐ NO

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

☐ YES ☒ NO

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

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

4. Indicate the ownership of this facility

☒ LEASED

☐ OWNED

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

30,000

(to the nearest whole ten feet)

6. Fire and Emergency Drills

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

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

**FIRE & EMERGENCY DRILLS**

**NOTE** Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills.

Four (4) drills are required to be lockdown drills

|    | Date     | Evacuation      | Lockdown |
|----|----------|-----------------|----------|
| 1  | 9/27/21  | Fire/Evacuation |          |
| 2  | 9/30/21  | Fire/Evacuation |          |
| 3  | 10/12/21 | Fire/Evacuation |          |
| 4  | 10/15/21 |                 | Lockdown |
| 5  | 11/10/21 | Fire/Evacuation |          |
| 6  | 12/13/21 |                 | Lockdown |
| 7  | 3/16/22  |                 | Lockdown |
| 8  | 3/17/22  | Fire/Evacuation |          |
| 9  | 5/18/22  | Fire/Evacuation |          |
| 10 | 9/22/22  | Fire/Evacuation |          |
| 11 |          |                 |          |
| 12 |          |                 |          |

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

d. Average time to evacuate this facility was: 03 minutes 00 seconds

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

X YES NO

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

X YES NO

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

YES X NO

a. If YES, indicate: N/A total number of fires

b. N/A total number of injuries

c. N/A total cost of property damage

8. If the fire alarm system was activated since the last fire safety inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?

                     YES

X NO



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

School Name The Voice School Building Name Saint Rita's Building

| Item # | Non-Conformance | Date Corrected |
|--------|-----------------|----------------|
| 08A-2  |                 |                |
| 08B-2  |                 |                |
| 08C-2  |                 |                |
| 08D-2  |                 |                |
| 08E-2  |                 |                |
| 09A-2  |                 |                |
| 09B-2  |                 |                |
| 09C-1  |                 |                |
| 09D-1  |                 |                |
| 09F-2  |                 |                |
| 09G-2  |                 |                |
| 10A-2  |                 |                |
| 10B-2  |                 |                |
| 10C-1  |                 |                |
| 10D-1  |                 |                |
| 11A-2  |                 |                |
| 11B-1  |                 |                |
| 11C-2  |                 |                |
| 11D-2  |                 |                |
| 11E-1  |                 |                |
| 12A-1  |                 |                |
| 12B-3  |                 |                |
| 12C-2  |                 |                |
| 12D-2  | X               |                |
| 12E-1  |                 |                |
| 12F-1  |                 |                |
| 12G-1  |                 |                |
| 12H-1  |                 |                |
| 12I-1  |                 |                |
| 12J-1  | X               |                |
| 12K-1  |                 |                |
| 12L-1  |                 |                |
| 12M-1  |                 |                |
| 12N-1  |                 |                |
| 12O-2  |                 |                |
| 13A-2  |                 |                |
| 13B-2  |                 |                |

| Item # | Non-Conformance | Date Corrected |
|--------|-----------------|----------------|
| 14A-2  | X               |                |
| 14B-2  |                 |                |
| 14C-2  |                 |                |
| 14D-1  |                 |                |
| 14E-1  |                 |                |
| 15A-2  |                 |                |
| 15B-1  |                 |                |
| 15C-2  |                 |                |
| 15D-2  |                 |                |
| 15E-1  |                 |                |
| 16A-2  | X               |                |
| 16B-2  | X               |                |
| 16C-2  |                 |                |
| 16D-2  | X               |                |
| 17A-3  | X               |                |
| 17B-2  |                 |                |
| 17C-2  |                 |                |
| 17D-2  |                 |                |
| 17E-1  |                 |                |
| 17F-3  |                 |                |
| 17G-1  |                 |                |
| 17H-2  |                 |                |
| 17I-2  |                 |                |
| 17J-1  |                 |                |
| 17K-1  |                 |                |
| 17L-1  |                 |                |
| 18A-2  |                 |                |
| 18B-2  |                 |                |
| 18C-2  |                 |                |
| 18D-2  |                 |                |
| 19A-3  |                 |                |
| 19B-2  |                 |                |
| 19C-1  |                 |                |
| 19D-1  |                 |                |
| 19E-1  |                 |                |
| 19F-1  |                 |                |
| 19G-1  |                 |                |
| 19H-2  |                 |                |

| Item # | Non-Conformance | Date Corrected |
|--------|-----------------|----------------|
| 20A-1  |                 |                |
| 20B-1  |                 |                |
| 20C-1  |                 |                |
| 21A-3  |                 |                |
| 22A-3  |                 |                |
| 22B-3  |                 |                |
| 22C-3  |                 |                |
| 23A-1  |                 |                |
| 23B-1  |                 |                |
| 23C-1  |                 |                |
| 23D-2  |                 |                |
| 24A-3  |                 |                |
| 25A-1  |                 |                |
| 25B-1  |                 |                |
| 25C-1  |                 |                |
| 26A-3  |                 |                |

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

See attached Addendum page #7

**Part III: NonPublic School Certifications**

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

**Section III-A Fire Inspection Method**

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

Check appropriate box or boxes

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

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

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

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

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

Signature: [Signature] Date: 09/23/2022

Inspector's Organization: NY Fire Consultants, 165 McBain Ave, Staten Island, NY 10309

Inspector's Telephone #: 845-270-2666 Inspector's Email: Vincent@nyfiresafe.com

Inspector's Code Enforcement Certification # 1003-73173 NY0005673  
(as assigned by the NYS Department of State)

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

Name of Local/Municipal Code Enforcement Office: FONY - City of New York

Address: 9 Metrotech Center  
Brooklyn, N.Y. 11201

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

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

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

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

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

Name: Regan Honnans Title: Facility Coordinator

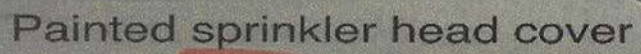
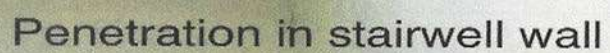
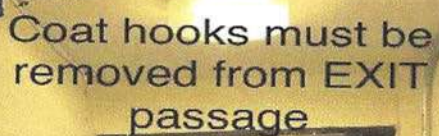
Signature: [Signature] Telephone #: 917 416 0535

Email: Regan.Honnans@jacecharter school.org

The Voice School Building  
36-24 12<sup>th</sup> Street LLC  
Addendum – 9.23.22

1. Emergency light fixture requires repair or replacement in the following locations: 1<sup>st</sup> Floor Green stairwell, center wall of the gym, opposite rooms 205, 206, and 107.
2. Item # 16-A2 – Have the fire alarm service company replace all missing glass bars on pull stations.
3. Item # 12-J-1 – Extension cord chains connected to multiple power bars were observed in Room 207.
4. Main Office:
  - a. Item # 17-A3 – Coat hooks should be removed from the north side exit passageway **See Photo**
  - b. Item #12-D-2 – Toaster oven should be removed
  - c. Item # 16-B-2 – Replace fire extinguisher
5. Item # 14-A-2 – There are wall penetrations on the north side entrance to the gym. **See Photo**
6. Item # 16-A-2 – The sprinkler head cover in the “blue room” has been painted over. It should be replaced. (Room was formerly a storage room. **See Photo**)
7. Item # 16-A-2 – Room SO-1 at the rear of the gym, which was formerly used as a storage area is now being for office space and therefore requires sprinkler protection.
8. Item # 16-A-2 – The records for the sprinkler maintenance are not being kept and a valid Certificate of Fitness S-12 is required.
9. Item # 17-A-3 – The laminating machine on the cellar landing in the green stairwell must be removed.
10. Item # 16-D-2 – There were no carbon monoxide detectors noted.







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

80220

No. Q  
Date 3/12/52

**CERTIFICATE OF OCCUPANCY**

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

This certificate superseded C. O. No.

To the owner or owners of the building or premises:

THIS CERTIFIES that the new ~~XXXXX~~ building premises located at  
35-24 12 Street, SWO. 12 St. & 36 Avenue

Block 352 Lot 9

conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 246F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.B. XXXX 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 regulations of the Board of Standards and Appeals: (Ordinance numbers to be inserted here)

**PERMISSIBLE USE AND OCCUPANCY**

| STORY    | LIVE LOAD<br>125 psf 100 psf | PERSONS ACCOMMODATED |        |          | USE  |
|----------|------------------------------|----------------------|--------|----------|--|
|          |                              | MALE                 | FEMALE | TOTAL    |  |
| Cellar   | On Gr.                       | 19                   |        | 19       | Boiler Room & Locker Room  |
| Basement | 100 &<br>On Gr.              | 450                  | 450    | 900      | Auditorium, Storage Rms.,<br>Kindergarten, Lobby, Clinic<br>Office & Kitchen |
| Mezz.    | 60                           | 1<br>160             | 160    | 1<br>320 | Storage Rm., Class<br>Rooms and Teachers Room                                |