



# Entry 1 School Information

Created: 06/30/2017 • Last updated: 10/31/2017

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 authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer **(as of June 30, 2017)** or you may not be assigned the correct tasks.

**a. SCHOOL NAME AND BEDS#** VOICE CS OF NEW YORK (NYC CHANCELLOR)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER** NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 30

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	36-24 12th St Long Island City, NY 11106	718-361-1694	646-537-1703	<a href="mailto:info@voicecharterschool.org">info@voicecharterschool.org</a>

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Patrick Ford
Title	Compliance Manager
Emergency Phone Number (###-###-####)	917-755-0414

**e. SCHOOL WEB ADDRESS (URL)** [www.voicecharterschool.org](http://www.voicecharterschool.org)

**f. DATE OF INITIAL CHARTER** 06/2017

**g. DATE FIRST OPENED FOR INSTRUCTION** 08/2001

## **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

### MISSION STATEMENT

The mission of VOICE Charter School is to create a safe and healthy learning environment that will nurture, motivate, and challenge all of our children to achieve the highest level of academic excellence and to develop into mindful, responsible, contributing participants in their education, their community, and the diverse society in which we live.

## **h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief description of Key design elements are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	At VOICE staff and leadership believe that all students are capable of performing at high levels; and that adults are responsible for cultivating the right conditions and employing effective strategies to ensure that each student finds success. VOICE provides rigorous instruction and practice in all subjects, including the arts, to equip students with the habits and skills necessary to enter competitive high schools and eventually pursue high-level work in the area of their choice. Despite limited resources in our area, we believe in offering a pedagogy of choice rather than one of poverty.
Variable 2	VOICE implements a rigorous, Common Core-aligned curriculum, utilizing Teachers College and EngageNY, to ensure that students are prepared to reach mastery in ELA and math. A spiraling curriculum in all subject areas allows students to build upon and develop skills and strategies at each level of instruction.
Variable 3	Unique to VOICE is arts-infused model in which students take 5-10 arts/music classes per week. Rather than treating the arts as enrichment, we see these disciplines as necessary in exploring a full spectrum of modes of thinking, individual practice, group dynamics, and the world’s cultural heritage. As such the arts programs at VOICE are taught with the same level of rigor, assessment, and differentiation as the core subjects.
Variable 4	We are a Professional Learning Community. VOICE's organizational culture is one that privileges collaboration,

	team decision-making and peer leadership among staff. It is the responsibility of the Board and Principal to provide the necessary supports for this type of community to flourish: open communication, access to resources, professional development, opportunities for upward mobility, and a safe, joyful, student-oriented environment.
Variable 5	A defining feature of our school is not only to engage in constant dialogue about our school values, formally and informally, among school staff, students, and parents. Regular professional development sessions and staff meetings are dedicated to teaching and learning school culture. School values concepts are integrated across subject areas and referenced often as touchstones of our school's community.
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2017** 650

**j. GRADES SERVED IN SCHOOL YEAR 2016-17**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

**l1. FACILITIES**

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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## 12. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	Lower Campus 37-15 13th Street Long Island City, NY 11101	718-786-6213	CSD 30	K, 1, 3	Yes	DOE space
Site 2	Upper Campus 36-24 12th Street Long Island City, NY 11106	718-361-1694	CSD 30	2, 4-8	Yes	Rent/Lease
Site 3						

### 12a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Franklin Headley	718-361-1694		<a href="mailto:fjh333@yahoo.com">fjh333@yahoo.com</a>
Operational Leader	Patrick Ford	718-361-1694		<a href="mailto:pford282@voicecharterschool.org">pford282@voicecharterschool.org</a>
Compliance Contact	Patrick Ford	718-361-1694		<a href="mailto:pford282@voicecharterschool.org">pford282@voicecharterschool.org</a>
Complaint Contact	Patrick Ford	718-361-1694		<a href="mailto:pford282@voicecharterschool.org">pford282@voicecharterschool.org</a>



**I3. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Frankline Headley	718-361-1694		<a href="mailto:fjh333@yahoo.com">fjh333@yahoo.com</a>
Operational Leader	Patrick Ford	718-361-1694		<a href="mailto:pford282@voicecharterschool.org">pford282@voicecharterschool.org</a>
Compliance Contact	Patrick Ford	718-361-1694		<a href="mailto:pford282@voicecharterschool.org">pford282@voicecharterschool.org</a>
Complaint Contact	Patrick Ford	718-361-1694		<a href="mailto:pford282@voicecharterschool.org">pford282@voicecharterschool.org</a>

**m1. Is the school or are the school sites co-located?** Yes

**m2. 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 1 (primary site)						
Site 2	Lower Campus, Share PS 111 Q- no plans to leave	No				Yes
Site 3						

**n1. Were there any revisions to the school's charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions).** Yes

## n2. Summary of Charter Revisions

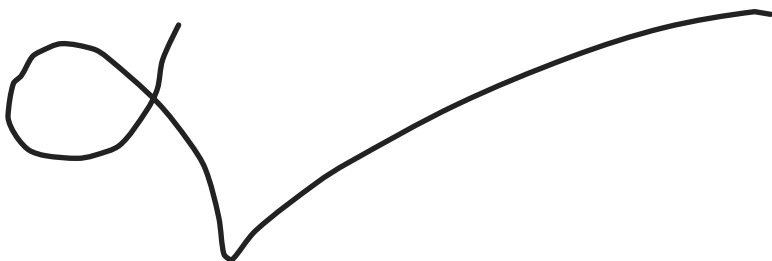
	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	Increase the Charter Enrollment cap from 650 students to 810	Oct 26, 2016	March 13, 2017
2	Change in Bylaws	Updated the by-laws to be compliant with recent changes applying to NY non-profit laws.		August 5, 2016
3				
4				
5				

**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.** Franklin Headley, School Leader, Patrick Ford, Operations Mgr. and Jen Pasek, Consultant

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

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink, consisting of a large, stylized 'F' or similar shape, followed by a long, sweeping horizontal stroke that tapers off to the right.

**Signature, President of the Board of Trustees**

*Man Coh*

**Date**

2017/07/31

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 06/30/2017

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## **1. NEW YORK STATE REPORT CARD**

<https://data.nysed.gov/reportcard.php?year=2016&instid=800000061089>

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

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



# Entry 3 Progress Toward Goals

Created: 07/18/2017 • Last updated: 10/25/2017

## PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

### 2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
				<p>As the school increases enrollment in the next charter term, the leadership team is confident that the systems and program in place will lead to continued academic success. In the 2017-18 school year, the focus will be on using data in ELA and math, and a school-wide emphasis on "disciplinary literacy."</p> <p>In the elementary school, there will be increased focus on the use of Running Records assessments for grades K-2. The Dean will work closely with teachers to identify and address specific gaps in understanding as shown by Running</p>

Academic Goal  
1

Each year, 75 percent of third through eighth graders will perform at or above Level 3 on the New York State ELA examination.

NYS ELA Exam  
Results  
Grade--% Proficient  
3----28%  
4----55%  
5----32%  
6----39%  
7----52%  
8----77%  
All---46%

Not Met

Records. This data will be used to provide support through 1:1 conferences and small group work. In grades 3-5, teachers will build from the previous year's emphasis on complex text discussions to add additional independent written responses to texts. In middle school, teachers will focus on "disciplinary literacy" in the 2017-18 school year. This was introduced by professional development in the VOICE Summer Institute in 2017. Depending on the discipline, students must engage in with a text in different ways. In 2017-18 teachers will focus on identifying when understanding gaps are due to literacy issues rather than content-specific gaps. Some strategies associated with disciplinary literacy include identifying the author's point of view, summary charts in science, and identifying bias in historical texts. The training initiated in the summer will be revisited throughout the course of the school year during half-day professional development sessions.

Academic Goal 2	Beginning in 2011-2012, each grade-level cohort will reduce by one-half the gap between the percent at or above Level 3 on the previous year's State ELA exam and 75 percent at or above Level 3 on the current year's State ELA exam. If a grade-level cohort exceeds 75 percent at or above Level 3 in the previous year, that cohort is expected to show at least an increase in the current year.	NYS ELA Exam Results and School Records Percent at levels 3 & 4 2016 / 2017 4) 41% / 55% 5) 50% / 32% 6) 33% / 48% 7) 23% / 52% 8) 32% / 80% All) 36% / 53%	Not Met	Please refer to the aforementioned strategies for ELA in 2017-18.
Academic Goal 3	Beginning in 2010-2011, the percent of all tested students who are enrolled in at least their second year and performing at or above Level 3 on the State ELA exam will be greater than that of all students in the same tested grades in local school district #30.	NYS ELA Exam Results  Gr.--VOICE--#30 3----28%----47% 4----55%----45% 5----33%----42% 6----46%----42% 7----50%----51% 8----80%----57% All---47%----48%	Not Met	Please refer to the aforementioned strategies for ELA in 2017-18.
Academic Goal 4	Beginning in 2010-2011, the school's aggregate Performance Index (PI) on the State ELA exam will meet the Annual Measurable Objective (AMO) accountability system.	NYS ELA Exam Results  The calculated Performance Index = 130 which exceeds the target EAMO (Effective Annual Measurable Objective) of 111.	Met	
Academic Goal 5	Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will place the school	NYS ELA Exam Results and NYCDOE School Quality Guide  Quality Guide still pending at the time		

	in the top quartile of all similar schools.	of this report.		
Academic Goal 6	Each year, 75 percent of third through eighth graders will perform at or above Level 3 on the New York State Mathematics examination.	<p>NYS Math Exam Results</p> <p>Gr.--% Proficient</p> <p>3-----47%</p> <p>4-----53%</p> <p>5-----53%</p> <p>6-----51%</p> <p>7-----52%</p> <p>8-----82%</p> <p>All---55%</p>	Not Met	In math, a schoolwide focus for 2017-18 will be the use of exit ticket data to drive daily and weekly instruction. In the middle school, teachers are working to identify appropriate supplements to Eureka Math, as the 2017 NYS math exam results indicated some gaps in the Eureka Math curriculum. As of the submission of this document, VOICE is using Ready Math as one supplement and other options are being explored.
Academic Goal 7	Beginning in 2011-2012, each grade-level cohort will reduce by one-half the gap between the percent at or above Level 3 on the previous year's State Math exam and 75 percent at or above Level 3 on the current year's State Math exam. If a grade-level cohort exceeds 75 percent at or above Level 3 in the previous year, that cohort is expected to show at least an increase in the current year.	<p>NYS Math Exam Results &amp; School Records</p> <p>Percent at levels 3 &amp; 4</p> <p>2017 &gt; 2016 / 2017 Grade</p> <p>4) 48% / 53%</p> <p>5) 59% / 53%</p> <p>6) 51% / 61%</p> <p>7) 31% / 52%</p> <p>8) 54% / 43%</p> <p>All) 48% / 52%</p>	Not Met	Please refer to the aforementioned strategies for math in 2017-18.
	Beginning in 2010-2011, the percent of all tested students who are enrolled in	NYS Math Exam Results		



Academic Goal 8	at least their second year and performing at or above Level 3 on the State Math exam will be greater than that of all students in the same tested grades in local school district #30.	Gr.--VOICE--#30 3----47%---49% 4----53%---44% 5----52%---47% 6----63%---48% 7----50%---43% 8----83%---37% All--57%---45%	Met	
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**2. Do have more academic goals to add?** (No response)

## 2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	Each year, the percent of students performing at or above Level 3 on the State Math exam in each tested grade will place the school in the top quartile of all similar schools.	NYS Math Exam Results and NYCDOE School Quality Guide  Quality Guide still pending at the time of this report.		
Academic Goal 10	Beginning in 2010-2011, the school's aggregate Performance Index (PI) on the State Math exam will meet the Annual Measurable Objective (AMO) accountability system.	NYS Math Exam Results  The calculated Performance Index = 140 which exceeds the target EAMO (Effective Annual Measurable Objective) of 109.	Met	
Academic Goal 11	Beginning in 2011-2012 when our student enrollment reaches 4th grade, 75 percent of fourth grade students who are enrolled in at least their second year will perform at or above Level 3 on the New York State	NYS Science Exam Results  Gr.--%Proficient 4-----90% 8-----76% All----84%	Met	

	Science examination.			
Academic Goal 12	Beginning in 2011-2012 when our student enrollment reaches 4th grade, students who are enrolled in at least their second year and performing at or above Level 3 on the State Science exam will be greater than that of fourth grade students in local school district #30.	NYS Science Exam Results  District Results Pending		
Academic Goal 13	Beginning in 2014, VOICE will achieve C or greater on the Overall and Progress sections of the Progress Report in all years of the charter term.	Not Applicable Progress Report is no longer generated by NYCDOE		
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				

**3. Do have more academic goals to add?** No

#### 4. ORGANIZATIONAL GOALS

##### 2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
				VOICE continues to make a good faith outreach during

Org Goal 1	Beginning in 2014, VOICE will Make a good faith effort to meet the comparable CSD targeted percentages for English Language Learners, Students with Disabilities, and Free and Reduced lunch students.	This measure was partially met. VOICE exceeded the SPED enrollment target by 1 point (17%) and was below the ELL and FRLP by 3 and 6 points respectively (23% and 76%)	Not Met	enrollment to ensure a divers population reflective of the CSD enrolls and our intervention team works with the SPED and ELL population to make sure most continue to remain at VOICE after registration. Our retention rates for all three populations are identical to the CSD and city overall.
Org Goal 2	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be maintained on an ongoing basis and monitored bi-monthly.	For the 2016-17 School Year, full enrollment is set at 650 students. At the end of the school year VOICE had 650 students enrolled.	Met	
Org Goal 3	Each year, the school will comply with all applicable laws, rules, regulations and contract terms applicable to charter schools including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family	VOICE in compliance with its authorizer as noted in the most recent ACR as well as with state and federal requirements.	Met	

	Educational Rights and Privacy Act.			
Org Goal 4	Each year, the school will have a daily student attendance rate of at least 95 percent.	VOICE recorded an attendance rate of 96% for the 2016-17 school year.	Met	
Org Goal 5	Achieve 80% satisfaction in the DOE Environmental survey in all years of the charter term.	Not Applicable. This survey is no longer administered by the NYCDOE.		

**5. Do you have more organizational goals to add?** Yes

## 2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 6	At least 95% of the students will re-enroll at the school each year, not including any who might leave due to geographic reasons.	According to the DOE, VOICE recorded a retention rate of 87% for 2016. Given the fact this includes both relocations and withdrawals for parental choice, our non-relocation impacted retention rate has improved to within a few points of the 95% rate at just under 93%.	Not Met	VOICE continues to see an improvement in retention rates each and every year due to better school supports. We will continue to improve home-school efforts as well as continuing the build-out of our middle school.
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

## 6. FINANCIAL GOALS

## 2016-17 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Official Audit	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Last updated: 08/01/2017

## Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2016-17 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	11067661
Line 2: Year End FTE student enrollment	650
Line 3: Divide Line 1 by Line 2	17027

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2016-17 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

**Notes:**  
***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***  
***<http://www.p12.nysed.gov/psc/AuditGuide.html>.***  
**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	521371
Line 2: Management and General Cost (Column)	547970
Line 3: Sum of Line 1 and Line 2	1069341
Line 5: Divide Line 3 by the Year End FTE student enrollment	1645

***Thank you.***



# **VOICE CHARTER SCHOOL**

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FINANCIAL STATEMENTS

JUNE 30, 2017

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR JUNE 30, 2016)

## VOICE CHARTER SCHOOL

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Trustees  
VOICE Charter School

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of VOICE Charter School (the "School"), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of VOICE Charter School as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Report on Summarized Comparative Information***

We have previously audited VOICE Charter School's 2016 financial statements and we expressed an unmodified opinion on those audited financial statements in our report dated September 29, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated September 26, 2017 on our consideration of VOICE Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 VOICE Charter School's internal control over financial reporting and compliance.

**MBAF CPAs, LLC**

New York, NY  
September 26, 2017

**VOICE CHARTER SCHOOL**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2017**  
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR JUNE 30, 2016)

<b>ASSETS</b>	<b>2017</b>	<b>2016</b>
Cash	\$ 2,290,144	\$ 2,179,834
Cash - NYCDOE set-aside	70,000	70,000
Grants and other receivables	439,299	308,932
Prepaid expenses and other assets	482,675	422,412
Property and equipment, net	2,121,003	1,994,795
Construction in progress	<u>553,680</u>	<u>568,074</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 5,956,801</u></b>	<b><u>\$ 5,544,047</u></b>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 126,099	\$ 164,351
Accrued salaries and other payroll related expenses	1,438,407	1,303,718
Deferred rent	<u>1,157,680</u>	<u>1,111,566</u>
<b>TOTAL LIABILITIES</b>	<b>2,722,186</b>	<b>2,579,635</b>
<b>NET ASSETS</b>		
Net assets - unrestricted	<u>3,234,615</u>	<u>2,964,412</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 5,956,801</u></b>	<b><u>\$ 5,544,047</u></b>

The accompanying notes are an integral part of these financial statements.

**VOICE CHARTER SCHOOL**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2017**  
**(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2016)**

	<b>2017</b>	<b>2016</b>
<b>OPERATING REVENUE</b>		
State and local per pupil operating revenue	\$ 10,303,729	\$ 9,704,219
Government grants and contracts	944,261	736,750
	<u>11,247,990</u>	<u>10,440,969</u>
<b>EXPENSES</b>		
Program services	9,781,530	8,639,809
Management and general	1,264,203	1,207,988
	<u>11,045,733</u>	<u>9,847,797</u>
<b>SURPLUS FROM SCHOOL OPERATION</b>	<u>202,257</u>	<u>593,172</u>
<b>SUPPORT AND OTHER INCOME</b>		
Contributions, grants, and other income	61,351	11,457
Interest income	6,595	3,845
	<u>67,946</u>	<u>15,302</u>
<b>CHANGE IN NET ASSETS</b>	270,203	608,474
<b>NET ASSETS - BEGINNING OF YEAR</b>	<u>2,964,412</u>	<u>2,355,938</u>
<b>NET ASSETS - END OF YEAR</b>	<u><b>\$ 3,234,615</b></u>	<u><b>\$ 2,964,412</b></u>

The accompanying notes are an integral part of these financial statements.

**VOICE CHARTER SCHOOL**

**STATEMENT OF FUNCTIONAL EXPENSES**

**FOR THE YEAR ENDED JUNE 30, 2017**

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2016)

	No. of Positions	Program Services			Total Program	Supporting Services		2017	2016
		General Education	Special Education			Management and General			
<b>Personnel services costs:</b>									
Instructional personnel	92	\$ 4,909,853	\$ 868,994	\$ 5,778,847	\$ -	\$ -	\$ 5,778,847	\$ 4,358,213	
Non-instructional personnel	29	183,737	-	183,737		521,371	705,108	1,059,609	
Total salaries and staff	121	5,093,590	868,994	5,962,584		521,371	6,483,955	5,417,822	
Payroll taxes and employee benefits		1,123,620	119,191	1,242,811		153,913	1,396,724	1,030,597	
Retirement benefits		337,395	44,931	382,326		41,080	423,406	426,476	
Professional development		198,596	-	198,596		9,174	207,770	261,645	
Legal fees		-	-	-		107,612	107,612	110,528	
Audit and accounting fees		19,580	-	19,580		37,880	57,460	63,682	
Professional fees - other		72,583	12,272	84,855		5,300	90,155	199,289	
Other contracted services		78,298	27,608	105,906		166,895	272,801	399,281	
Student and staff recruitment		103,793	-	103,793		499	104,292	74,182	
Curriculum / classroom expenses		315,614	49,683	365,297		-	365,297	385,330	
Food services		5,860	996	6,856		-	6,856	2,603	
Student field trips and incentive programs		43,550	-	43,550		-	43,550	30,217	
Parent activities		5,759	-	5,759		-	5,759	7,817	
Postage, printing, and copying		12,720	-	12,720		1,069	13,789	12,811	
Insurance		44,676	-	44,676		6,092	50,768	47,036	
Information technology		157,799	4,551	162,350		27,512	189,862	179,447	
Leased equipment		13,133	-	13,133		5,441	18,574	15,590	
Repairs and maintenance		119,762	16,888	136,650		13,020	149,670	150,161	
Occupancy and facility costs		514,740	75,566	590,306		83,455	673,761	670,998	
Utilities		49,985	7,089	57,074		6,461	63,535	63,243	
Depreciation and amortization		186,169	18,562	204,731		27,918	232,649	206,631	
Other expense		35,865	-	35,865		24,270	60,135	-	
Office expense		2,112	-	2,112		25,241	27,353	92,411	
		<b>\$ 8,535,199</b>	<b>\$ 1,246,331</b>	<b>\$ 9,781,530</b>	<b>\$ 1,264,203</b>	<b>\$ 11,045,733</b>	<b>\$ 9,847,797</b>		

The accompanying notes are an integral part of these financial statements.

**VOICE CHARTER SCHOOL**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2017**  
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2016)

	<b>2017</b>	<b>2016</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from operating revenue	\$ 11,117,623	\$ 10,210,080
Cash received from interest income	6,595	3,845
Other cash received	61,351	11,457
Cash paid to employees and suppliers	<u>(10,730,796)</u>	<u>(9,297,141)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>454,773</u>	<u>928,241</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(221,670)	(88,309)
Construction in progress	<u>(122,793)</u>	<u>(255,904)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(344,463)</u>	<u>(344,213)</u>
NET INCREASE IN CASH	110,310	584,028
CASH - BEGINNING OF YEAR	<u>2,179,834</u>	<u>1,595,806</u>
CASH - END OF YEAR	<u><b>\$ 2,290,144</b></u>	<u><b>\$ 2,179,834</b></u>
Reconciliation of change in net assets to net cash provided by operating activities:		
Change in net assets	\$ 270,203	\$ 608,474
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	232,649	206,631
Changes in operating assets and liabilities:		
Grants and other receivables	(130,367)	(230,889)
Prepaid expenses and other assets	(60,263)	50,717
Accounts payable and accrued expenses	(38,252)	57,109
Accrued salaries and other payroll related expenses	134,689	133,886
Deferred rent	<u>46,114</u>	<u>102,313</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u><b>\$ 454,773</b></u>	<u><b>\$ 928,241</b></u>
<b>Non-cash investing activities:</b>		
Construction in progress placed into service and included in property and equipment	<u>\$ 137,187</u>	<u>\$ 97,291</u>

The accompanying notes are an integral part of these financial statements.



# VOICE CHARTER SCHOOL

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## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

### 1. NATURE OF THE ORGANIZATION

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

On 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 per pupil and other government funding. VOICE Charter School, located in Long Island City, Queens, primarily educates children residing in District 30.

In fiscal year 2017, the School operated classes for students in kindergarten through eighth grade.

The New York City Department of Education ("NYCDOE") provides free lunches and transportation directly to a majority of the School's students.

### 2. SIGNIFICANT ACCOUNTING POLICIES

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#### 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 an organization'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 three classes of net assets, permanently restricted, temporarily restricted, and unrestricted, be displayed in a statement of 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:

Permanently Restricted - Net assets resulting from contributions and other inflows of assets whose use by the School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the School.

Temporarily Restricted - Net assets resulting from contributions and other inflows of assets whose use by the School are limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the School pursuant to those stipulations. When such stipulations end or are fulfilled, such temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities. However, if a restriction is fulfilled in the same period in which the contribution is received, the School reports the support as unrestricted.

Unrestricted - The part of net assets that is neither permanently nor temporarily restricted by donor-imposed stipulations.

## VOICE CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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### **Cash – NYCDOE Set-Aside**

Cash – NYCDOE set-aside consists of an escrow account of \$70,000, which is held for contingency purposes as required by the NYCDOE.

### **Grants and Other Receivables**

Grants and other receivables represent unconditional promises to give by donors. Grants and other receivables that are expected to be collected within one year and recorded at net realizable value amount to \$439,299 and \$308,932 at June 30, 2017 and 2016, respectively. The School has determined that no allowance for uncollectible accounts is necessary as of June 30, 2017 and 2016. Such estimate is based on management's assessments of the creditworthiness of its donors, the aged basis of its receivables, as well as current economic conditions and historical information.

### **Revenue Recognition**

Revenue from state and local governments resulting from the School's charter status is based on the number of students enrolled and is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the School when qualifying expenditures are incurred and billable. Funds received in advance for which qualifying expenditures have not been incurred, if any, are reflected as refundable advances from state and local government grants in the accompanying statement of financial position.

### **Premises Provided by Government Authorities**

The School does not record any in-kind contributions and related costs with respect to dedicated and shared space provided to it by the NYCDOE (see Note 8) as the premises are temporary in nature, is excess shared space whereby a fair value cannot be determined, and is industry practice.

### **Property and Equipment**

Property and equipment are stated at cost less accumulated depreciation. Property and equipment are being depreciated in accordance with the straight-line method over their estimated useful lives. Leasehold improvements are amortized over the shorter of the life of the asset or the life of the lease. The School has established a \$5,000 threshold above which assets are capitalized. Property and equipment acquired with certain government contract funds is recorded as expenses pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized. 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 year ended June 30, 2017.

### **Deferred Rent**

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

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

**2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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**Functional Allocation of Expenses**

Expenses that can be directly identified with a specific program or supporting service are charged accordingly. Other expenses by function have been allocated among program and supporting service classifications based upon benefits received.

**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.

**Subsequent Events**

The School has evaluated events through September 26, 2017, which is the date the financial statements were available to be issued.

**Comparative Financial Information**

The June 30, 2017 financial statements include certain prior year summarized comparative information in total but not by net asset class. In addition, only certain of the notes to the financial statements for June 30, 2016 are presented. As a result, the June 30, 2016 comparative information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such June 30, 2016 information should be read in conjunction with the School's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

**Income Taxes**

The School follows the accounting standard for uncertainty in income taxes. The standard prescribes a minimum recognition threshold and measurement methodology that a tax position taken or expected to be taken in a tax return is required to meet before being recognized in the financial statements. It also provides guidance for derecognition, classification, interest and penalties, disclosure and transition.

The School files informational returns in the federal and New York State jurisdictions. With few exceptions, the School is no longer subject to federal, state, or local income tax examinations for fiscal years before 2014.

The School believes that it has appropriate support for the positions taken on its tax returns. Nonetheless, the amounts ultimately paid, if any, upon resolution of the issues raised by the taxing authorities may differ materially from the amounts accrued for each year. Management believes that its nonprofit status would be sustained upon examination.

Should there be interest on underpayments of income tax, the School would classify it as interest expense. The School would classify penalties in connection with underpayments of tax as "other expense".

**Recent Accounting Pronouncements**

In May 2014, the Financial Accounting Standards Board ("FASB") issued an accounting standards update which affects the revenue recognition of entities that enter into either (1) certain contracts to transfer goods or services to customers or (2) certain contracts for the transfer of nonfinancial assets. The update indicates an entity should recognize revenue in an amount that reflects the consideration the entity expects to be entitled to in exchange for the goods or services transferred by the entity. The update is to be applied to the beginning of the year of implementation or retrospectively and is effective for annual periods beginning after December 15, 2018 and in interim periods in annual periods beginning after December 15, 2019. Early application is permitted but no earlier than annual reporting periods beginning after December 31, 2016. The School is currently evaluating the effect the update will have on its financial statements.

## VOICE CHARTER SCHOOL

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### Recent Accounting Pronouncements (Continued)

In February 2016, the FASB issued an accounting standards update which amends existing lease guidance. The update requires lessees to recognize a right-of-use asset and related lease liability for many operating leases now currently off-balance sheet under current U.S. GAAP. The School is currently evaluating the effect the update will have on its financial statements but expects upon adoption that the update will have a material effect on the School's statement of financial position due to the recognition of a right-of-use asset and related lease liability. The School does not anticipate the update having a material effect on the School's results of operations or cash flows, though such an effect is possible. The update is effective using a modified retrospective approach for fiscal years beginning after December 15, 2019, and for interim periods within fiscal years beginning after December 15, 2020, with early application permitted.

In August 2016, the FASB issued an accounting standards update which aims to improve information provided to creditors, donors, grantors, and others while also reducing complexity and costs. The update is the first phase of a project regarding not-for-profits which aims to improve and simplify net asset classification requirements and improve the information presented and disclosed in financial statements about liquidity, cash flows, and financial performance. The update is effective retrospectively for financial statements issued for fiscal years beginning after December 15, 2017, and interim periods within fiscal years beginning after December 15, 2018, with earlier application permitted. The School is currently evaluating the effect the update will have on its financial statements.

In November 2016, the FASB issued an accounting standards update which amends cash flow statement presentation of restricted cash. The update requires amounts generally described as restricted cash and restricted cash equivalents be included with cash and cash equivalents when reconciling the beginning-of-period and end-of-period total amounts shown on the statement of cash flows. The update is effective retrospectively for fiscal years beginning after December 15, 2018, and interim periods within fiscal years beginning after December 15, 2019, with early adoption permitted. The School is currently evaluating the effect the update will have on its financial statements.

## 3. PROPERTY AND EQUIPMENT

Property and equipment consist of the following as of June 30:

	2017	2016	Estimated Useful Lives
Furniture and fixtures	\$ 366,276	\$ 286,531	7 years
Musical instruments	6,610	6,610	3 years
Computers	144,857	136,694	3 years
Software	35,425	35,425	3 years
Leasehold improvements	<u>2,433,948</u>	<u>2,162,999</u>	Life of lease
	2,987,116	2,628,259	
Less: accumulated depreciation and amortization	<u>(866,113)</u>	<u>(633,464)</u>	
	<u><b>\$ 2,121,003</b></u>	<u><b>\$ 1,994,795</b></u>	

Depreciation and amortization expense for the years ended June 30, 2017 and 2016 was \$232,649 and \$206,631, respectively.

## VOICE CHARTER SCHOOL

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

#### 4. CONSTRUCTION IN PROGRESS

The School is undergoing construction due to the expansion of the School. The School operates on a work-order basis and has not entered into any contract. At June 30, 2017 and 2016, construction in progress was \$553,680 and \$568,074, respectively.

While the School is not committed to any construction contract, the total estimated cost of the construction project is approximately \$3,361,000. At June 30, 2017, approximately 72% or \$2,433,948 of the project has been completed and placed into service, and is included in leasehold improvements.

#### 5. 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 4.85% for the first ten years and 1.85% thereafter through twenty-seven years. 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 and a percentage of the School's contributions. During the years ended June 30, 2017 and 2016, the School used a rate of 9.59% and 10.84%, respectively. The difference between the two percentages yielded no accumulative credit for the year ended June 30, 2017. For the years ended June 30, 2017 and 2016, the School incurred a pension expense of \$353,060 and \$376,139, respectively, which is included in retirement benefits in the accompanying statement of functional expenses.

Accounting standards require employers participating in multiemployer plans to provide detailed quantitative and qualitative disclosures for these plans. TRS, which is sponsored by the City of New York, does not impose an expiration date on participating employers. The zone status is consistent with the Pension Protection Act and is for the Plan's year-end at June 30, 2016. The zone status is based on information provided in the TRS Comprehensive Annual Financial Report, which includes information from TRS' actuary and is certified by TRS' auditor. Among other factors, plans in the red zone are generally less than 65 percent funded, plans in the yellow zone are less than 80 percent funded and plans in the green zone are at least 80 percent funded. TRS did not report a rehabilitation plan. Information related to the Plan is comprised of the following:

Pension Fund	Plan Month/Day End Date	Zone Status	Contributions	
			2017	2016
Teachers' Retirement System	06/30	Red – As of June 30, 2016	\$353,060	\$376,139

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 to all salaried employees of the School who are at least 21 years of age and have been employed at least six months at the School. The vesting period for the 403(b) Plan is two years. The 403(b) Plan calls for the School to make a base contribution of 3.5% of an employee's salary and match 100% of an 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 \$70,346 and \$50,338 for the years ended June 30, 2017 and 2016, respectively.



## VOICE CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

#### 6. RISK MANAGEMENT

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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 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.

#### 7. CONCENTRATIONS

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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 ("FDIC") up to \$250,000.

The School received approximately 92% and 93% of its total revenue from per pupil funding from the NYCDOE during the years ended June 30, 2017 and 2016, respectively.

The School's grants and other receivables consist of two major grantors as of June 30, 2017.

The School's payables consist of two major vendors as of June 30, 2017.

#### 8. COMMITMENT AND CONTINGENCIES

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In June 2011, the School entered into a lease agreement with The Roman Catholic Church of St. Rita for leasing the premises at 36-25 11<sup>th</sup> Street, Long Island City, New York 11106. The lease term is from July 1, 2011 to June 30, 2031. Future minimum rental lease payments are as follows:

June 30,	
2018	\$ 631,400
2019	647,185
2020	663,365
2021	679,949
2022	696,947
Thereafter	<u>7,111,221</u>
	<b><u>\$ 10,430,067</u></b>

Rent expense for the years ended June 30, 2017 and 2016 was \$673,761 and \$670,998, respectively, and is included in occupancy and facility costs on the statement of functional expenses.

The School also shares space with P.S. 111 Jacob Blackwell located at 37-15 13<sup>th</sup> Street, Queens, New York 11101. The School occupies 8,971 square feet at this location, and shares another 7,828 square feet. There is no lease or agreement in place for the shared space and no rent is charged to the School.

The School entered into an agreement with a bank whereby it is permitted to borrow up to \$500,000 under a line of credit. The line of credit is available until it is cancelled by either the School or the bank. Interest is payable on any outstanding balance at the greater of the bank's prime rate or the bank's minimum interest rate, plus 0.5%. There is no outstanding balance on the line of credit as of June 30, 2017.



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

To the Board of Trustees  
VOICE Charter School

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of VOICE Charter School (the "School"), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 26, 2017.

**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") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the School in a separate letter dated September 26, 2017.

**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.

MBAF CPAs, LLC

New York, NY  
September 26, 2017





# Entry 6d Additional Financial Docs

Created: 10/30/2017 • Last updated: 10/31/2017

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

## 1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/11975888/8mMlunnVv3/>

**Explanation for not uploading** (No response)  
**the Management Letter.**

## 2. Form 990

(No response)

**Explanation for not uploading** Extension will be filed.  
**the Form 990.**

## 3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

**Explanation for not uploading** N/A  
**the Federal Single Audit.**

## 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading** N/A  
**the procedure report.**

## 5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/11975888/pN6H0Nalce/>

**Explanation for not uploading the Escrow evidence.** (No response)

**6. Corrective Action Plan**

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

**Explanation for not uploading the Corrective Action Plan.** N/A



# Entry 5d Financial Services Contact Information

Last updated: 07/28/2017

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## 1. School Based Fiscal Contact Information

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

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Marc Taub	<a href="mailto:mtaub@mbafcpa.com">mtaub@mbafcpa.com</a>	212-576-1400	9

## 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

# VOICE Charter School

## PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL
Total Revenue	10,984,689	1,288,961	-	-	-
Total Expenses	10,043,995	986,526	-	-	1,243,128
Net Income	940,694	302,435	-	-	(1,243,128)
Actual Student Enrollment	680	101			
Total Paid Student Enrollment	680	101			

### REVENUE

#### REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$14,527.00

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

9,882,718	1,220,859	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
9,882,718	1,220,859	-	-	-

Special Education Revenue

-	-	-	-	-
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Grants

Stimulus

Other

Other State Revenue

-	-	-	-	-
-	-	-	-	-
726,190	-	-	-	-

#### TOTAL REVENUE FROM STATE SOURCES

10,608,908	1,220,859	-	-	-
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#### REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

	68,102	-	-	-
170,044	-	-	-	-
6,887	-	-	-	-
-	-	-	-	-

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

#### TOTAL REVENUE FROM FEDERAL SOURCES

176,931	68,102	-	-	-
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#### LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising	-	-	-	-	-
Erate Reimbursement	89,643	-	-	-	-
Interest Income, Earnings on Investments, NYC-DYCD (Department of Youth and Community Developmt.)	4,113	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-
Text Book	54,070	-	-	-	-
Other Local Revenue	51,024	-	-	-	-
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	<b>198,850</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>TOTAL REVENUE</b>	<b>10,984,689</b>	<b>1,288,961</b>	<b>-</b>	<b>-</b>	<b>-</b>
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#### EXPENSES

##### ADMINISTRATIVE STAFF PERSONNEL COSTS

	No. of Positions					
Executive Management	1.00	92,185	-	-	-	92,185
Instructional Management	2.00	254,359	-	-	-	-
Deans, Directors & Coordinators	7.00	558,048	-	-	-	-
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	3.00	-	-	-	-	259,680
Administrative Staff	24.00	1,018,955	-	-	-	234,948
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>37</b>	<b>1,923,547</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>586,813</b>

##### INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	25.00	1,730,381	-	-	-	-
Teachers - SPED	11.00	-	778,453	-	-	-
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	17.00	621,782	-	-	-	-
Specialty Teachers	15.00	1,034,571	-	-	-	-
Aides	-	-	-	-	-	-
Therapists & Counselors	4.00	389,051	-	-	-	-
Other	-	35,074	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>72</b>	<b>3,810,859</b>	<b>778,453</b>	<b>-</b>	<b>-</b>	<b>-</b>

##### NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

##### SUBTOTAL PERSONNEL SERVICE COSTS

	<b>109</b>	<b>5,734,406</b>	<b>778,453</b>	<b>-</b>	<b>-</b>	<b>586,813</b>
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##### PAYROLL TAXES AND BENEFITS

Payroll Taxes		407,632	50,199	-	-	62,431
Fringe / Employee Benefits		802,291	98,801	-	-	122,876

Retirement / Pension	430,957	53,072	-	-	66,004
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>1,640,879</b>	<b>202,073</b>	<b>-</b>	<b>-</b>	<b>251,312</b>

<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>7,375,285</b>	<b>980,526</b>	<b>-</b>	<b>-</b>	<b>838,125</b>
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#### CONTRACTED SERVICES

Accounting / Audit	4,344	-	-	-	55,856
Legal	-	-	-	-	90,000
Management Company Fee	-	-	-	-	-
Nurse Services	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-
Payroll Services	16,614	-	-	-	2,265
Special Ed Services	-	-	-	-	-
Titliment Services (i.e. Title I)	-	-	-	-	-
Other Purchased / Professional / Consulting	159,944	-	-	-	27,197
<b>TOTAL CONTRACTED SERVICES</b>	<b>180,901</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>175,319</b>

#### SCHOOL OPERATIONS

Board Expenses	-	-	-	-	-
Classroom / Teaching Supplies & Materials	81,980	-	-	-	-
Special Ed Supplies & Materials	-	-	-	-	-
Textbooks / Workbooks	86,920	-	-	-	-
Supplies & Materials other	153,893	-	-	-	-
Equipment / Furniture	13,358	-	-	-	1,822
Telephone	11,238	-	-	-	1,532
Technology	188,334	-	-	-	25,682
Student Testing & Assessment	57,000	-	-	-	-
Field Trips	36,180	-	-	-	-
Transportation (student)	5,072	-	-	-	-
Student Services - other	8,800	-	-	-	-
Office Expense	-	-	-	-	39,310
Staff Development	227,500	6,000	-	-	-
Staff Recruitment	67,200	-	-	-	-
Student Recruitment / Marketing	30,258	-	-	-	-
School Meals / Lunch	-	-	-	-	-
Travel (Staff)	-	-	-	-	-
Fundraising	-	-	-	-	-
Other	72,080	-	-	-	9,829
<b>TOTAL SCHOOL OPERATIONS</b>	<b>1,039,813</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>78,175</b>

#### FACILITY OPERATION & MAINTENANCE

Insurance	47,963	-	-	-	6,540
Janitorial	95,066	-	-	-	12,964
Building and Land Rent / Lease	582,835	-	-	-	79,478
Repairs & Maintenance	77,516	-	-	-	10,570
Equipment / Furniture	-	-	-	-	-

Security	-	-	-	-	-
Utilities	60,101	-	-	-	8,196
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>863,482</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>117,747</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>247,590</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,762</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	<b>336,925</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>10,043,995</b>	<b>986,526</b>	<b>-</b>	<b>-</b>	<b>1,243,128</b>
<b>NET INCOME</b>	<b>940,694</b>	<b>302,435</b>	<b>-</b>	<b>-</b>	<b>(1,243,128)</b>

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	680	101	680
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>680</b>	<b>101</b>	<b>680</b>
<b>REVENUE PER PUPIL</b>	<b>16,147</b>	<b>12,762</b>	<b>-</b>
<b>EXPENSES PER PUPIL</b>	<b>14,764</b>	<b>9,768</b>	<b>-</b>

	Assumptions
	DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
TOTAL	
12,273,650	
12,273,650	
0	
-	
680	
TOTAL	
11,103,577	
-	
-	
-	
-	
11,103,577	
-	
-	
-	
726,190	Facilities Funding and NYS Senate Appropriation Funding
11,829,767	
68,102	
170,044	
6,887	
-	
-	
-	
-	
245,033	



-	
89,643	
4,113	
-	
-	
54,070	
51,024	
198,850	
12,273,650	
	<i>List exact titles and staff FTE"s ( Full time equiulivalent)</i>
184,370	
254,359	
558,048	
-	
259,680	
1,253,903	
2,510,360	
1,730,381	
778,453	
-	
621,782	
1,034,571	
-	
389,051	
35,074	
4,589,312	
-	
-	
-	
-	
-	
-	
7,099,672	
520,262	
1,023,969	

550,032	
2,094,263	
9,193,936	
60,200	
90,000	
-	
-	
-	
18,879	
-	
-	
187,141	
356,220	
-	
81,980	
-	
86,920	
153,893	
15,180	
12,770	
214,016	
57,000	
36,180	
5,072	
8,800	
39,310	
233,500	
67,200	
30,258	
-	
-	
-	
81,909	
1,123,988	
54,503	
108,030	
662,313	
88,086	
-	

[illegible]

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**  
Lorraine Cecere

**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**

VoiceCharterSchool

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). None Member only

2. Is the trustee an employee of any school operated by the Education Corporation?  
     Yes   X   No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
     Yes   X   No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

None.			
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Lorraine Picene  
Signature

7/25/17  
Date

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

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

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

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

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

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

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Marc Cohen

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Voice Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). President

2. Is the trustee an employee of any school operated by the Education Corporation?  
     \_\_\_ Yes X No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
     \_\_\_ Yes X No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

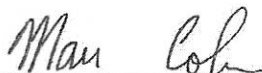
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



None			
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

  
 Signature \_\_\_\_\_ Date 7/19/17

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

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

Business Address: \_\_\_\_\_ 1 \_\_\_\_\_ 28 \_\_\_\_\_

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

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

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

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

DAVID CONTE

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

VOICE CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

BOARD MEMBER

2. Is the trustee an employee of any school operated by the Education Corporation?  
\_\_\_ Yes X No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

\_\_\_ Yes X No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>N/A</u>	<u>N/A</u>		



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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

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

Signature [Signature] Date 7-11-17

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

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

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

E-mail Address: D. [Redacted] .COM

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

Home Address: 2 [Redacted]

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Robert de Luna

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

VOICE Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Secretary

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

RLD & L 7-21-17  
 Signature Date

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

Business Telephone:   
 Business Address: Room 512, NY, NY 10013  
 E-mail Address:   
 Home Telephone:   
 Home Address: 10014

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Christopher Doyle

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Voice Charter School of New York

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
     Yes   X   No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
     Yes   X   No

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


4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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




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

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

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

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

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

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

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

NY 10038

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Loraine Elizabeth SNLOW

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

VOICE Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

*Laraine Enlow*

Signature

*6 July 17*

Date

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

Business Telephone: 

Business Address:  10021

E-mail Address: 

Home Telephone: 

Home Address:  CT 06410

<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

Trustee Name:

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

VOICE Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Signature \_\_\_\_\_ Date 7/19/17

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

Business Telephone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Richard R. Grassey Jr

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Voice Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Treasurer, Finance Committee Chair  
Audit Committee

2. Is the trustee an employee of any school operated by the Education Corporation?  
\_\_\_ Yes X No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

\_\_\_ Yes X No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
---------	--	--	---

None

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

Signature Richard R. Grasse Date 7/6/17

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

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

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

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

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

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

05/0

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Michael Karp

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Voice Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



# Entry 9 BOT Table

Created: 07/23/2017 • Last updated: 07/28/2017

(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Carmela Collier	<a href="mailto:carmela@parentsofVOICE.com">carmela@parentsofVOICE.com</a>	Parent Representative		No	Parent	9/21/13 - Present	5 or less
2	Christina Young	<a href="mailto:christinacyoung@gmail.com">christinacyoung@gmail.com</a>	Trustee/Member		Yes	Finance, Law	1 full term served, currently in 2nd full term 6/13/12 - 6/15 6/15 - 6/18	7
		<a href="#">bobdel</a>					2 full terms served, currently in 3rd full	

3	Robert de Luna	<a href="mailto:una@gmail.com">una@gmail.com</a>	Secretary		Yes	Health/Medical	term 6/16/10-6/12/13 6/12/13-6/16; 6/16-6/19	12
4	Michael Karp	<a href="mailto:mkarp2006@gmail.com">mkarp2006@gmail.com</a>	Trustee/Member	Academic, Accountability	Yes	Organizational Mgt	2 full term served , currently in 3rd full term 6/16/10-6/12/13 6/12/13-6/16; 6/16-6/19	10
5	Richard Grasse	<a href="mailto:richard.grassy@ubs.com">richard.grassy@ubs.com</a>	Treasurer	Finance	Yes	Finance	2 full term served , currently in 3rd full term 6/16/10-6/12/13 6/12/13-6/16; 6/16-6/19	9
	Christo	<a href="mailto:cdoyle">cdoyle</a>	Vice Chair/	Academic		Law,	2 full terms served , currently in 3rd full term 6/9/08-	

6		pher Doyle	<a href="mailto:@stroock.com">@stroock.com</a>	Vice President	Accountability	Yes	Finance	6/15/11 6/16/10- 6/12/13 6/12/13-6/16	9
7		Marc Cohen	<a href="mailto:msc2ny@aol.com">msc2ny@aol.com</a>	Chair/ Board President	Finance	Yes	Finance, Enrollment	2 full terms served, currently in 3rd full term 6/16/09- 6/13/12 6/13/12-6/15 6/13/15-6/18	11
8		Lorraine Enlow	<a href="mailto:Lenlow@stjames.org">Lenlow@stjames.org</a>	Trustee/Member		Yes	Music	In first full term 9/30/15 - 6/2017 ; 6/17- 6/20	8
9		John Yarmick	<a href="mailto:kimray9@nyc.rr.com">kimray9@nyc.rr.com</a>	Trustee/Member	Finance	Yes	Finance	Served partial term, in first full term 9/30/15 - 6/2017 ; 6/17- 6/20	8
					Acade		Admini	2 full terms served, currently in	

10	Lorraine Cecere	<a href="mailto:lac166@nyc.rr.com">lac166@nyc.rr.com</a>	Trustee/Member	mic Accountability	Yes	strative Leadership	3rd full term 6/16/10-6/12/13 6/12/13-6/16-6/19	10
11	David Conte	<a href="mailto:dconte99@gmail.com">dconte99@gmail.com</a>	Trustee/Member		Yes	Performing Arts Mgt	1 partial term served , currently in 1st full term 2/18/16-06/16 6/16-6/19	10
12	Casey Lamb	<a href="mailto:clamb@schoolsthatcan.org">clamb@schoolsthatcan.org</a>	Trustee/Member	Academic Accountability	Yes	Education, Administrative Leadership	1 partial term served , currently in 1st full term 10/28/15 - 6/2016 6/16-6/19	9
13	Jose Garzon	<a href="mailto:jose.garzon@prmc.com">jose.garzon@prmc.com</a>	Trustee/Member	Finance	Yes	Finance Audit	1 partial term served , currently in 1st full term 2/18/16-06/16 6/16-6/19	8



14								
15								
16								
17								
18								
19								
20								

**2. Total Number of Members on June 30, 2016** 13

**3. Total Number of Members Joining the Board 2016-17 School Year** 0

**4. Total Number of Members Departing the Board during the 2016-17 School Year** 0

**5. Number of Voting Members 2016-17, as set by the by-laws, resolution or minutes** 15

**6. Number of Board Meetings Conducted in the 2016-17 School Year** 12

**7. Number of Board Meetings Scheduled for the [2017-18](#) School Year** 12

**Thank you.**



# Entry 10 - Board Meeting Minutes

Last updated: 07/18/2017

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## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2016--June 2017.

**A. Provide a URL link to the** (No response)

**Monthly Board Meeting Minutes**

**which are posted on the School's  
web page.**

**OR**

**B. Upload All Monthly Board Meeting Minutes**

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/10908555/wNFCVDEEJA/>



# Entry 11 Enrollment and Retention of Special Populations

Last updated: 07/18/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2017-2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	<ul style="list-style-type: none"><li>•Utilized a preference for applicants currently on SNAP whereby upon verification the student is pulled up from lower in the list to fill one of designated SNAP seats. The number of SNAP seats is set by the board and is calculated to a number to ensure incoming students do not skew the school's F&amp;RL percentage below the target</li><li>•Discuss meal programs at school open house, on application and during tours.</li><li>•Support is offered to assist families in completing all necessary paperwork to ensure eligible students participate in the lunch program and are enrolled in F&amp;RL programs if determined to be eligible.</li><li>•Recruit throughout the neighborhoods surrounding the school and in the local district</li></ul>	<ul style="list-style-type: none"><li>*Continuation of current efforts</li><li>•Increasing outreach through local community partner organization we currently work with so our application can reach families receiving their services.</li></ul>
English Language Learners	<ul style="list-style-type: none"><li>•Advertise in languages other than English, especially those languages that predominate in our area.</li><li>•Conduct outreach with multi-lingual staff</li><li>•Outreach to specialized feeder schools and programs</li><li>•Advertising and school materials are translated as needed</li><li>•Have a Google Translate button option for our website</li><li>•Provide translation services with sufficient notice</li></ul>	<ul style="list-style-type: none"><li>*Continuation of current efforts</li></ul>

	<ul style="list-style-type: none"><li>•Contact trusted service providers of immigrant communities to inform them and their clients of VOICE.</li><li>•Provide applications to existing ELL parents and encourage them to reach out and contact families that they know and inform them about VOICE.</li></ul>	
Student s with Disabilit ies	<ul style="list-style-type: none"><li>•Include in our direct mail advertising and website that we serve special needs students</li><li>•Advertise to special needs communities</li><li>•Conduct outreach to specialized feeder schools and programs</li></ul> *Work with our intervention team to monitor incoming students to ensure those with previously undiagnosed disabilities are properly diagnosed and provided with services	*Continuation of current efforts

## Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	*VOICE's F&RL comprises most of the student body so retention efforts are geared largely to the general population rather than this subset. Those efforts largely focus on ensuring that our school maintain a culture of excellence in terms of academic programs, school culture and home-school communications.	*Continuation of current efforts
English Language Learners	VOICE Charter School loses more ELL classified students to former-ELL classification through our education program than it does to withdrawals. Efforts to retain ELL students are largely similar to the general population discussed above, with the exception that we do continue to make an effort to ensure 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).	*Continuation of current efforts *Plus look at ways to improve non-English, non-Spanish speaking parental involvement and linguistic support.
Students with Disabilities	To improve retention rate of SPED population, most efforts involve our intervention team's coordination with their classroom teacher, parents and the CSE to ensure we can best serve each student in respects to their IEP as well as in general.	*Continuation of current efforts



# Entry 12 Classroom Teacher and Administrator Attrition

Last updated: 07/28/2017

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

### Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	34	12	16	5	46

### Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	32	9	5	8	29

Thank you



# Entry 13 Uncertified Teachers

Last updated: 07/28/2017

**FTE Count of All Teachers** 46  
**(Certified and Uncertified) as of**  
**June 30, 2017**

**FTE Count of All Certified** 39  
**Teachers as of June 30, 2017**

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. 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 column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on June 30, 2017, and each uncertified teacher should be counted only once.**

1. Total FTE count of uncertified teachers (6-30-17)	7
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	0
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	0

**Thank you.**





## 2017-2018 School Calendar

## VOICE Charter School

	Mon	Tue	Wed	Thu	Fri	Holidays & Notes
Aug 2017	7	8	9	10	11	Deans Start Aug 7, 2017
	14	15	16	17	18	New Teachers Start Aug 14, 2017
	21	22	23	24	25	Continuing teachers start Aug 21, 2017
	28	29	30	31	1	Assistants Start Aug 23, 2017
Sep 2017	4	5	6	7	8	Labor Day - No School Sep 4, 2017
	11	12	13	14	15	First Day of School- <b>No bus all week</b> Sep 5, 2017
	18	19	20	21	22	First Day of bus service Sep 11, 2017
	25	26	27	28	29	
Oct 2017	2	3	4	5	6	
	9	10	11	12	13	Columbus Day Oct 9, 2017
	16	17	18	19	20	
	25	24	25	26	27	
Nov 2017	30	31	1	2	3	
	6	7	8	9	10	PD (Election Day -No students) Nov 7, 2017
	13	14	15	16	17	
	20	21	22	23	24	Fall Conferences (1/2 day, <b>NO BUS</b> ) Nov 21, 2017
Dec 2017	27	28	29	30	1	Thanksgiving Break Nov 22 to 23, 2017
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
Jan 2018	25	26	27	28	29	Christmas Break Dec 23 to Jan 7, 2018
	1	2	3	4	5	
	8	9	10	11	12	Half Day PD, w/bus Jan 12, 2018
	15	16	17	18	19	MLK Day, No School Jan 15, 2018
Feb 2018	22	23	24	25	26	
	29	30	31	1	2	
	5	6	7	8	9	
	12	13	14	15	16	Half Day PD, w/bus Feb 16, 2018
Mar 2018	19	20	21	22	23	Mid Winter Break Feb 19 to 23, 2018
	26	27	28	1	2	
	5	6	7	8	9	
	12	13	14	15	16	Half Day PD, w/bus
Apr 2018	19	20	21	22	23	Spring Conferences (1/2 day, <b>NO BUS</b> ) Mar 23, 2018
	26	27	28	29	30	Easter Weekend Break Mar 30, 2018
	2	3	4	5	6	Easter Weekend Break Apr 3, 2018
	9	10	11	12	13	NYS ELA Tests April 11 to 13, 2018
May 2018	16	17	18	19	20	
	23	24	25	26	27	
	30	1	2	3	4	NYS Math Test May 1 to 3, 2018
	7	8	9	10	11	Spring Break May 7 to 11, 2018
Jun 2018	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31	1	Memorial Day May 28, 2018
	4	5	6	7	8	
Jun 2018	11	12	13	14	15	
	18	19	20	21	22	Last Day of School (1/2 day) Jun 22, 2018
	25	26	27	28	29	End of School PD* Jun 25 to 27, 2018

173	Regular School Day
6	1/2 Day School
19	All Day PD (no students)
	School is closed
	Office staff only

179 full and half days of school + 1 school year full  
Professional Development day / Chancellor's Conference Day  
\* designated make-up day(s) in event of school cancellation

Calendar v2.0 June 4, 2017