Date: Wednesday, August 26, 2015
Time: 6:30-8:30 P.M.
Location: Stroock & Stroock & Lavan

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
Board of Trustees Meeting

Date:       Wednesday, August 26, 2015
Time:      6:30-8:30PM
Location:  Stroock & Stroock & Lavan

ATTENDANCE

[Signatures]

John Yarmick
Ray D. Carrillo
Robert Murray
Patrick An
Lorraine Enloe
Michael Kay

37-15 37th Street, • Long Island City, New York 11101
Phone Number: 718.786.6213 • Fax Number: 646.537.1703
Email: info@voicecharterschool.org • Webpage: www.voicecharterschool.org
VOICE Charter School of New York
Minutes of August 26, 2015 Board Meeting

Trustees in Attendance: Lorraine Cecere, Marc Cohen, Robert de Luna, Chris Doyle, Richard Grassey, and Michael Karp

Absent Trustees: Randolph Ford, Art Stainman, Jessica Wilt, and Christina Young

Other Attendees: Loraine Enlow, Patrick Ford, Franklin Headley, Casey Lamb, Ray McGarrigle, and John Yarmick.

Date: August 26, 2015, 6:30 p.m. to 8:25 p.m.

Location: Stroock & Stroock & Lavan LLP
767 Third Avenue, 37th Floor
New York, New York 10017

AGENDA ITEMS

1. Committees and Task Forces
2. Old Business
3. New Business

BOARD DELIBERATIONS

1. In Mr. Ford's absence, Mr. Cohen chaired the meeting and called it to order at 6:30 p.m. Mr. de Luna acted as secretary.

2. As the first order of business, Mr. Doyle reported on behalf of the Academic Accountability Committee. He led a discussion that covered an assessment of the committee's work, interpretation of recent test scores, and plans for the school year ahead.

3. Mr. Cohen spoke on behalf of the Nominating Committee. He discussed the status of Board nominees Ms. Enlow and Mr. Yarmick, including expectations for the completion of the official approval process.

Next, Mr. de Luna informed the Board that, based on the Nominating Committee's recent evaluation, the Nominating Committee was recommending that the full Board, at this meeting of the Board, take the following action: elect Casey Lamb as a Class II Elected Trustee to serve the remainder of the current term for Class II Elected Trustees (which term expires at the annual
meeting of the Board to be held in June 2016). After discussion, upon motions duly made, seconded, and unanimously carried, it was:

RESOLVED, that Casey Lamb, subject to the requisite approval of the School's authorizer, is hereby elected as a Class II Elected Trustee to serve until the annual meeting of the Board to be held in June 2016.

4. Mr. de Luna provided an update from the Admissions Task Force, reporting on the successful completion of the school's summertime registration, with enrollment consistent with expectations built into the upcoming year's budget. He noted the Admissions Task Force's plan to revise the long-term model and recommended a discussion of related matters at the next board meeting.

5. Mr. McGarrigle reported on behalf of the Finance Committee. He noted that the recent audit was completed successfully and led a discussion of the most recent financial statement.

6. Mr. Headley addressed a range of topics from his perspective as principal, including the current state of the school, the academic performance of its students, and plans for the year ahead. He also provided a preview of his presentation on possible charter school replication. Mr. Cohen requested that the full presentation be scheduled for the September Board meeting.

7. Mr. Headley also discussed the current relationship with PS111, including the working relationship with its staff and employees, related security arrangements for VOICE students, and PS111's space utilization.

8. At 8:00 p.m., the board went into executive session to discuss personnel matters.

9. There being no further items for discussion, the executive session ended and the meeting was adjourned at 8:25 p.m.

Robert de Luna, Secretary
Date: Wednesday, September 30, 2015
Time: 6:30-8:30 P.M.
Location: Stroock & Stroock & Lavan

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
Board of Trustees Meeting

Date: Wednesday, September 30, 2015
Time: 6:30PM
Location: Stroock & Stroock & Lavan

ATTENDANCE

John Yarmick
Ray McGarrigle
Michael Knox

Barbara Mellen
Patricia Ford
Lorraine Salerno

Erin Schlueter
Ellen J. Levine

37-15 13th Street, Long Island City, New York 11101
Phone Number: 718.786.6213 • Fax Number: 646.537.1703
Email: info@voicecharterschool.org • Webpage: www.voicecharterschool.org
VOICE Charter School of New York
Minutes of September 30, 2015 Board Meeting


Absent Trustees: Arthur Stainman, Jessica Wilt, and Christina Young.

Other Attendees: Patrick Ford, Franklin Headley, Casey Lamb, and Ray McGarrigle.

Date and Time: September 30, 2015, 6:30 p.m. to 9:00 p.m.

Location: Stroock & Stroock & Lavan LLP
767 Third Ave, 37th Floor
New York, New York, 10017

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Randolph Ford chaired the meeting and called it to order at 6:30 p.m. Mr. de Luna acted as secretary.

2. As the first order of business, Mr. de Luna presented the minutes of the August 26 meeting of the board, and following a motion duly made and seconded, the minutes were approved.

3. Mr. McGarrigle spoke on behalf of the Finance Committee, leading a discussion on the status of the audit and the budget two months into the new fiscal year. Mr. Grassey discussed three potential changes to VOICE’s financial operating procedures, and action was tabled until a future meeting.
4. Mr. Cohen spoke on behalf of the Nominating Committee, reporting that Mr. Yarmick and Ms. Enlow are now official board trustees and that Ms. Lamb’s paperwork could now be sent to the Department of Education for sign-off. He then led a discussion about the recruitment process for future board members.

5. Mr. de Luna spoke on behalf of the Admissions Task Force, providing an update on enrollment for the first month of school. He noted that the new backfilling policy has been implemented, and the first opening to meet the criteria, in seventh grade, has been filled. He also led a discussion about class sizes.

6. Presenting the Principal’s report, Mr. Headley led a brief discussion of the school’s approach to high school placement and suggested that Mr. Drosos, VOICE’s High School Placement Specialist, lead a more detailed presentation at the October board meeting.

7. Mr. Headley then talked about several topics related to the new school year, including bussing, immunization, and lunch forms, as well as his perspectives on the relationship with PS111 and opportunities for VOICE.

8. Mr. de Luna summarized his fact-finding conversations with David Frank and Stacey Gauthier regarding school space allocation.

9. Mr. Headley discussed the charter amendment process and related time frames. He noted that a November deadline to submit possible charter amendments, on such topics as enrollment numbers, accountability numbers, or job title changes, would necessitate formal board decisions in October. The Admissions Task Force would be asked to provide guidance, with technical and other support from Mr. Patrick Ford. VOICE staff will provide an electronic version of the current charter to all board members for review.

10. Mr. Headley gave an update on behavior management at VOICE, particularly in the middle school, noting challenges that he and the dean are working on.

11. Mr. Headley led an extensive discussion on the case for replicating VOICE in a second school. Mr. Headley’s related presentation focused on an argument for replication and outlined the process for developing and opening VOICE 2, with special attention paid to possible impact (positive and negative) on the existing school. Mr. Headley asked the Board for permission to begin the application process with SUNY. Following a motion duly made and seconded, the board approved the authorization of Mr. Headley and other VOICE staff to proceed with the preparation of an application for VOICE 2 Charter
12. The final item the board discussed was the official naming of VOICE’s upper campus as the Lena Horne Campus, to be announced at a January 11, 2016, ceremony in conjunction with Schools That Can. Following a motion duly made and seconded, the board approved the action.

13. There being no further items for discussion, the board adjourned.

Robert de Luna, Secretary
Date: Wednesday, October 28, 2015
Time: 6:30-8:30 P.M.
Location: Aquiline Capital Partners LLC

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
Board of Trustees Meeting

Date: Wednesday, October 28, 2015
Time: 6:30PM
Location: Aquiline Capital Partners LLC

ATTENDANCE

Lorraine Clarke
Michael Karp
Mel
Christina Young
RTS & Z
Brandon All Gazzale

John Yarnickle
Saraing Enlow

[Signature]

[Signature]

[Signature]

[Signature]
VOICE Charter School of New York
Minutes of October 28, 2015 Board Meeting

Trustees in Attendance: Randolph Ford, Lorraine Cecere, Marc Cohen, Bob de Luna, Loraine Enlow, Richard Grasley, Michael Karp, Casey Lamb, John Yarmick, and Christina Young.

Absent Trustees: Chris Doyle, Arthur Stainman, and Jessica Wilt.

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

Date and Time: October 28, 2015, 6:30 pm to 7:30 pm

Location: Aquiline Capital Partners LLC
535 Madison Avenue
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Randolph Ford chaired the meeting and called it to order at 6:40 pm. Mr. de Luna acted as secretary.

2. To accommodate a schedule concern, the reading of the minutes of the September 30 meeting was placed later in the agenda.

3. As the first order of business, Mr. Patrick Ford presented three proposed charter amendments that were taken up individually. The first amendment addresses changing language related to academic performance under Standard 1, and the board agreed that
the new language better reflects the standards to which we are held accountable. After discussion, upon motions duly made, seconded, and unanimously carried, it was:

RESOLVED, that VOICE’s charter should be amended to reflect that, under Standard 1: High Academic Attainment and Improvement, the language should be revised to read as in Attachment 1.

The second amendment addresses the need to change VOICE’s enrollment ceiling. After discussion, upon motions duly made, seconded, and unanimously carried, it was:

RESOLVED, that VOICE’s charter should be amended so that Section II.4, Enrollment Planning, reads:

VOICE Charter School of New York shall not enroll more than a total of 810 students between Kindergarten and Eighth Grade.

The third amendment modifies admission preferences. After discussion, upon motions duly made, seconded, and unanimously carried, it was:

RESOLVED, that VOICE’s charter should be amended so that the language addressing admission preference now reads:

An admission preference to VOICE Charter School is granted to applicants in the following manner:
- First, to applicants who are siblings of (a) students already attending VOICE or (b) applicants to VOICE who have already been accepted to VOICE through the lottery for the upcoming year;
- Second, to children of full-time VOICE employees;
- Third, to a specified number of applicants, as determined by the board, (a) who reside in District 30 and (b) currently receive Supplemental Nutrition Assistance Program (SNAP) benefits;
- Fourth, to applicants residing in District 30; and,
- Fifth, to applicants who reside outside of District 30.

4. Mr. McGarrigle and Mr. Grassey, on behalf of the Audit Committee, presented results of the 2015 Financial Audit, noting that it was a good result for the School and that the auditors had complimented the methods used by the School’s staff. Following a motion duly made and seconded, the board approved the 2015 Financial Audit.

5. Mr. de Luna presented the minutes of the September 30 meeting of the board, and following a motion duly made and seconded, the minutes were approved.
6. Mr. McGarrigle and Mr. Grassey provided an update from the Finance Committee covering the status of the financial statements. They highlighted the impact on both income and expenses of having added a third section of kindergarten, compared to an earlier budget when just two sections were envisioned.

7. Mr. Cohen spoke on behalf of the Nominating Committee, reporting that Ms. Lamb is now an official board trustee. He then updated the board on the status of recruitment of other potential board members. He also reminded members to update their own profiles.

8. Mr. de Luna spoke on behalf of the Admission Task Force, providing an update on enrollment. He explained how revised room usage patterns were increasing the School’s FTE number, but noted that longer-term FTE numbers will likely be smaller. Additional board discussion on backfill and multi-year projections occurred.

9. Mr. Headley reported that the board presentation from Mr. Drosos, High School Placement Specialist, would occur at the November meeting.

10. Mr. R. Ford, on behalf of the whole board, thanked Ms. Young for making it possible on short notice that Aquiline Capital Partners host this board meeting, as well as the next two.

11. There being no further items for discussion, the Board adjourned the meeting at 7:21 pm.

Bob de Luna, Secretary
Attachment 1

Replacement Text

Update Section V1.2 under GOALS 1 and 2 respectively and listed explicitly in Attachment V1 (performance Goals) specifically.

Standard 1: High Academic Attainment and Improvement

Absolute Performance

- For each year of the school’s next charter term, the school will show academic performance with a percent of students proficient at or above Level 3 that meets or exceeds the percent proficient of the Community School District (CSD) of location and also meets or exceeds the citywide percent proficient on the New York State ELA examination. (Relevant for schools serving grades 3-8.)

Value-Add/Progress

- For each year of the school’s next charter term, each grade-level cohort will demonstrate growth with a reduction by a half the gap between the percent at or above Level 3 on the previous year’s NYS ELA exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year’s State ELA exam. For schools in which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year’s ELA exam, the school is expected to demonstrate growth comparable to the CSD in the current year (relevant for schools serving grades 3-8).

For each year of the school’s next charter term, each grade-level cohort will demonstrate growth with a reduction by a half the gap between the percent at or above Level 3 on the previous year’s NYS math exam (baseline) and the CSD or citywide percent (whichever is higher) of students proficient at or above Level 3 on the current year’s State math exam. For
All students will learn. All students will sing.

Schools in which the number of students scoring above proficiency in a grade-level cohort exceeded the CSD or citywide percent proficient (whichever is higher) on the previous year's math exam, the school is expected to demonstrate growth comparable to the CSD in the current year (relevant for schools serving grades 3-8).
Date: Wednesday, November 18, 2015
Time: 6:30PM – 8:30PM
Location: Aquiline Capital Partners LLC

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
Board of Trustees Meeting

Date: Wednesday, November 18, 2015
Time: 6:30PM
Location: Aquiline Capital Partners LLC

ATTENDANCE

John Yarmick
Ray M. Garziole
M. L. C.
[Signature]
Patrick Ford

[Additional signatures]
VOICE Charter School of New York
Minutes of November 18, 2015 Board Meeting

Trustees in Attendance: Randolph Ford, Marc Cohen, Bob de Luna, Chris Doyle, Lorraine Enlow, Richard Grassey, Michael Karp, Casey Lamb, and John Yarmick.

Absent Trustees: Lorraine Ceccere, Arthur Stainman, and Christina Young.

Other Attendees: Nora Clancy, Patrick Ford, Franklin Headley, Ray McGarrigle, and Daniel Pasek.

Date and Time: November 18, 2015, 6:30 pm to 8:32 pm

Location: Aquiline Capital Partners LLC
535 Madison Avenue
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Randolph Ford chaired the meeting and called it to order at 6:30 pm. Mr. de Luna acted as secretary.

2. In light of the recent passing of board member Jessica Wilt, Mr. Cohen, Mr. de Luna, Mr. R. Ford, and Mr. Headley each reflected on who she was and how she had contributed meaningfully to VOICE Charter School.
3. As the next order of business, Mr. de Luna presented the minutes of the October 28 meeting of the board, and following a motion duly made and seconded, the minutes were approved.

4. Mr. Karp spoke on behalf of the Academic Accountability Committee. He reported that the committee had reviewed the November assessment results on ELA, as well as the potential matrix of assessment results, goals, and actions for each grade to help school leadership. Mr. R. Ford noted that Ms. Lamb has now joined the Academic Accountability Committee.

5. Mr. McGarrigle spoke on behalf of the Finance Committee, noting that the committee had reviewed a revised draft of the Employee Handbook but had taken no further action on it. He then discussed the financial results for the previous month; costs are well contained and under budget. He also noted the steps VOICE has taken to remain in compliance with the requirement to break out Special Education expenditures.

6. Mr. de Luna spoke on behalf of the Admission Task Force, providing an update on enrollment, attrition, and backfill. Mr. P. Ford compared the current school year attrition rate to those of previous years.

7. Mr. R. Ford introduced Mr. Pasek and Ms. Clancy of Pasek Consulting. Mr. Pasek made a presentation to the board, outlining Pasek Consulting's engagement by VOICE related to compliance and charter renewal processes. He answered questions posed by several board members and also discussed considerations for possible school replication. No action was recommended or taken as a result of the presentation.

8. Mr. Cohen spoke on behalf of the Nominating Committee, noting that as many as three potential new board members were planning to attend the December board meeting.

9. Mr. Headley announced that the scheduled board presentation by Mr. Drosos, High School Placement Specialist, would take place at the December meeting instead.

10. Ms. Enlow, looking to reestablish a Music Committee, discussed her plans to visit VOICE's Music Department.

11. Mr. Karp discussed the need for the board to play an active role in possible school replication plans. After fruitful and engaged discussion, a motion was duly made and seconded, and the board agreed to create the Replication Task Force to guide the school's process to consider opening a second school. Mr. Cohen, Mr. de Luna, Mr. Karp, Ms. Lamb, and Ms. Young (as reported by Mr. Cohen) agreed to either participate on or seek
out other representation for this task force. Mr. Headley noted that Mr. P. Ford would be the staff liaison to the task force.

12. Mr. Cohen discussed the importance of board review of the current draft of the Employee Handbook before its planned adoption in early 2016. After thoughtful discussion, a motion was duly made and seconded, and the board voted to create the Employee Handbook Task Force, which is charged with reviewing and providing input on the document. Mr. Cohen reported that Ms. Young, who had played a big role in drafting the handbook, had already expressed interest in leading this task force, and Ms. Enlow, Ms. Lamb, and Mr. Yarmick agreed to participate as well. Mr. Headley noted that Ms. Greenleaf would be the staff liaison to the task force.

13. Mr. Cohen then discussed the need for the board to revise its bylaws, with special focus on term limits, board size, and governance issues. After further discussion, a motion was duly made and seconded, and the board voted to create the Bylaws Task Force, which is charged with reviewing and editing the document. Mr. Cohen, Mr. Doyle, Mr. Yarmick, and Ms. Young (as reported by Mr. Cohen) agreed to participate on the task force. Mr. Headley noted that Mr. P. Ford would be the staff liaison to the task force.

14. Mr. Doyle discussed several board-related items being contemplated, including the frequency of board meetings, the creation of committee charters, responsibilities of board members, and the standardization of a comprehensive pre-meeting board book. No action was taken or recommendation was made following this preliminary discussion.

15. There being no further items for discussion, the Board adjourned the meeting at 8:32 pm.

Bob de Luna, Secretary
Date: Wednesday, December 16, 2015
Time: 6:30-8:30 P.M.
Location: Aquiline Capital Partners LLC

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
Board of Trustees Meeting

Date: Wednesday, December 16, 2015
Time: 6:30PM
Location: Aquiline Capital Partners LLC

ATTENDANCE

Soraine Enlow
Jose Garzon
John Yarmick
Michael Kant
Lisa Race
Gary Fink
Mel
Ray McCarthy
David Conte
Wendy Steinhoff
VOICE Charter School of New York
Minutes of December 16, 2015 Board Meeting

Trustees in Attendance: Randolph Ford, Lorraine Cecere, Marc Cohen, Bob de Luna, Chris Doyle, John Yarmick, Loraine Enlow, Michael Karp, and Casey Lamb

Absent Trustees: Richard Grassey, Arthur Stainman, and Christina Young

Other Attendees: David Conte, Michael Drosos, Patrick Ford, Jose Garzon, Franklin Headley, Ray McGarrigle, and Maxine Stevenson

Date and Time: December 16, 2015, 6:32 pm to 8:22 pm

Location: Aquiline Capital Partners LLC
535 Madison Avenue
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Randolph Ford chaired the meeting and called it to order at 6:32 pm. Mr. de Luna acted as secretary.

2. As the first order of business, Mr. de Luna presented the minutes of the November 18 meeting of the board, and following a motion duly made and seconded, the minutes were approved.

3. On behalf of the Nominating Committee, Mr. Cohen introduced two attending candidates for board membership: Mr. Conte, who has nearly 50 years of arts and theater experience, and Mr. Garzon, who knows VOICE well as our former auditor who has since moved on to a new firm. No action was taken on either candidacy at this meeting.
4. Mr. Cohen then informed the rest of the board that meeting dates for the Employee Handbook Task Force, Replication Task Force, and Bylaws Task Force were being scheduled during the first two weeks of January and that formal communication would be sent out to all board members with times, dates, and locations.

5. On behalf of the Admission Task Force, Mr. de Luna provided an update on enrollment, attrition, and backfill.

6. On behalf of the Finance Committee, Mr. McGarrigle reviewed the November 30 financials, highlighting that revenue was running ahead of budget due to higher than expected enrollment, and expenses were currently running below budget, in part because some staffing positions went unfilled over the summer. Mr. McGarrigle then discussed a proposed policy change to increase the amount of checks requiring doubles signatures from $5,000 to $10,000. He noted that this proposed change had been endorsed by the Finance Committee. Following a motion duly made and seconded, the board approved increasing the double-signature requirement to checks of $10,000 or more.

7. Mr. R. Ford reported there was no Academic Advisory Committee meeting in December.

8. Mr. Drosos delivered a presentation on VOICE’s high school placement and readiness program. He discussed efforts underway to assist this year’s eighth grade class (the school’s first) in preparing for, applying to, and transitioning to high school. He also discussed work to help transition children within VOICE from its elementary school to its middle school. An engaged discussion with board members ensued, and Mr. Drosos answered a range of questions following his thoughtful presentation.

9. Ms. Stevenson provided a brief, unsolicited presentation about the services offered by her firm, Zeen Incorporated.

10. The board went into closed session to discuss personnel and real estate matters. No actions were taken.

11. There being no further items for discussion, Mr. R. Ford wished everyone happy holidays, and the board adjourned the meeting at 8:22 pm.

Bob de Luna, Secretary
Date:       Wednesday, January 20, 2016
Time:       6:30PM – 8:30PM
Location:   Stroock & Stroock & Lavan

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
Board of Trustees Meeting

Date: Wednesday, January 20, 2016
Time: 6:30PM
Location: Stroock & Stroock & Lavan

ATTENDANCE

Jose Garzon
Ma Cul
Stephen
Michael Karp
Ray McGa, Jr.
Eliana Cecere
David Conte
Paxanne Danielzadeh
Board of Trustees Meeting

Date: Wednesday, January 20, 2016
Time: 6:30PM
Location: Stroock & Stroock & Lavan

GENERAL ATTENDANCE

Adriana Lynch

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VOICE Charter School of New York
Minutes of January 20, 2016 Board Meeting

Trustees in Attendance: Marc Cohen, Randolph Ford, Michael Karp, Chris Doyle, Lorraine Cecere, Richard Grassey

Absent Trustees: Arthur Stainman, Christina Young, Robert de Luna, John Yarmick, Loraine Enlow, Casey Lamb

Other Attendees: Franklin Headley, Ray McGarrigle, Patrick Ford, Jose Garzon, David Conte, Adriana Lynch

Date and Time: January 20, 2016, 6:35pm to 7:19pm

Location: Stroock, Stroock & Lavan LLP
767 Third Avenue 37 Floor
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Randolph Ford chaired the meeting and called it to order at 6:35pm. Mr. Doyle acted as secretary in Mr. de Luna’s absence. After taking a count, Mr. Doyle noted the meeting was one trustee short of a quorum and would not be an official meeting of the Board and no actions could be taken.

2. Mr. Ford noted that was a guest in attendance and gave her the opportunity to introduce herself. Adriana Lynch introduced herself as a newly elected member to the CEC for district 30 and proceeded to inform the board on what the CEC does.

3. Mr. Doyle gave a detailed update on what AAC was working on including review of assessments, goal setting and progress made towards those goals. Mr. Cohen requested AAC make a presentation to the rest of the Board on goal setting for a future meeting.
4. Mr. Cohen spoke on behalf of the Admission Task Force, providing an update on enrollment, attrition and backfill. Mr. Cohen noted that while attrition overall was running half the rate of previous years, backfill was taking longer to accomplish and was beset with a higher rate of attrition than originally expected. Mr. Headley noted that mid-year backfill was a challenge seen in other schools.

5. Mr. McGarrigle spoke on behalf of the Finance Committee and reviewed the January financials, highlighting that revenue and net income continued to run ahead of forecast due to higher than expected enrollment and lower expenses. Mr. McGarrigle walked through the model, noting how the model allows different variables to be entered to change assumptions and stress test the financial health of the organization under different scenarios.

6. Mr. Doyle spoke on behalf of the Bylaws Taskforce, announcing that it held a productive meeting to during which the taskforce conducted a line-by-line review of the existing bylaws. The proposed amended bylaws were at the attorney’s office for review and will be brought back to the full board for discussion and consideration.

7. Mr. Cohen then spoke on behalf of the HR Handbook Taskforce, updating Board members on progress. Mr. Headley mentioned that the discussion had stimulated questions that the attorney would need to review.

8. Mr. Ford asked if there was any old business to discuss. There being none he moved on to the next item.

9. Mr. Ford asked if there was any new business to discuss. Mr. Headley announced that one student got into Fordham Prep on a full scholarship and other students were being prepped to get into other competitive high schools. He then mentioned that over the next two months most of the remaining high school result would be released.

10. There being no further items for discussion, Mr. R Ford adjourned the meeting at 7:22p.

Chris Doyle, Acting Secretary
Date: Wednesday, February 10, 2016
Time: 6:30-8:30 P.M.
Location: Aquiline Capital Partners LLC

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
VOICE Charter School of New York  
Minutes of February 10, 2016 Board Meeting

Trustees in Attendance: Randolph Ford, Marc Cohen, Bob de Luna, Chris Doyle, Richard Grassey, Michael Karp, and Casey Lamb

Absent Trustees: Lorraine Cecere, Lorraine Enlow, Arthur Stainman, John Yarmick, and Christina Young

Other Attendees: Patrick Ford, Jose Garzon, Franklin Headley, and Ray McGarrigle,

Date and Time: February 10, 2016, 6:41 pm to 8:47 pm

Location: Aquiline Capital Partners LLC  
535 Madison Avenue  
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Randolph Ford chaired the meeting and called it to order at 6:41 pm. Mr. de Luna acted as secretary.

2. As the first order of business, Mr. de Luna presented the minutes of the December 16 and January 20 meetings of the board, and following motions duly made and seconded, both sets of minutes were approved.

3. Mr. R. Ford announced that the Academic Accountability Committee would not be reporting this month.

4. On behalf of the Finance Committee, Mr. McGarrigle reviewed the January financials, noting that the results continue to be very good. He highlighted that revenue was
continuing to run ahead of budget due to higher than expected enrollment, while expenses were running lower than budget.

5. On behalf of the Admission Task Force, Mr. de Luna provided an update on enrollment, attrition, and backfill. Mr. de Luna noted that the latest backfills went smoother than previous months.

6. Mr. Cohen informed the board that there were no updates from the Employee Handbook Task Force.

7. On behalf of the Bylaws Task Force, Mr. Doyle spoke to the progress made on review and edit of the bylaws, which included a line-by-line review and edit of the document. Mr. Doyle added that the task force will report back after a review of the edited document by another attorney.

8. On behalf of the Replication Task Force, Mr. de Luna began a discussion on the status of replication efforts to open a second school, including a report, by Mr. Headley, on the application process and a SUNY site visit. After a lengthy and fruitful discussion, the Board decided to schedule a special board meeting on March 9 at 6:30 pm, so that the task force can make a formal presentation on replication. The intent is to inform the full board so that it is fully prepared to take action as needed at the following board meeting or subsequently.

9. As the next order of business, Mr. Cohen presented a report on behalf of the Nominating Committee. Mr. Cohen informed the Board that the Nominating Committee is recommending that the full board, at this meeting, take action to elect Jose Garzon and David Conte as Class II Trustees. After discussion, upon motions duly made, seconded and duly carried, it was: RESOLVED, that Jose Garzon and David Conte, subject to the requisite approval of the School’s authorizer, are hereby elected as Class II Trustees to serve until the annual meeting of the board to be held in June 2016.

10. Mr. Headley gave the Principal’s Report, discussing the recent Charter Advocacy Day in Albany, the recent Islander game at the Barclay’s Center at which VOICE students performed, and issues related to two charter amendments that had been proposed. No action was taken on these items.

11. Ms. Lamb provided a recap on the recent Schools That Can benefit honoring Lena Horne, noting that 38 VOICE students performed at the event, and a number of VOICE staff attended.
12. The board went into Executive Session from 8:22 to 8:46 pm to discuss personnel matters.

13. There being no further items for discussion, Mr. R. Ford adjourned the meeting at 8:47 pm.

Bob de Luna, Secretary
Date: Wednesday, March 16, 2016
Time: 6:30-8:30 P.M.
Location: Stroock & Stroock & Lavan

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
Board of Trustees Meeting

Date: Wednesday, March 16, 2016
Time: 6:30PM
Location: Stroock & Stroock & Lavan

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VOICE Charter School of New York
Minutes of March 16, 2016 Board Meeting

Trustees in Attendance: Randolph Ford, Bob de Luna, Chris Doyle, Richard Grassey, Michael Karp, Casey Lamb, and John Yarmick

Absent Trustees: Lorraine Cecere, Marc Cohen, Loraine Enlow, Arthur Stainman, and Christina Young

Other Attendees: David Conte, Thomas Ficeto, Patrick Ford, Jose Garzon, Franklin Headley, and Ray McGarrigle

Date and Time: March 16, 2016, 6:31 pm to 8:33 pm

Location: Stroock, Stroock and Lavan LLP
767 Third Avenue
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Randolph Ford chaired the meeting and called it to order at 6:31 pm. Mr. de Luna acted as secretary.

2. As the first order of business, Mr. de Luna presented the minutes of the February 10 board meeting, and following a motion duly made and seconded, the minutes were approved.

3. On behalf of the Finance Committee, Mr. McGarrigle announced that the February financials continued to trend above forecast, due to higher than expected enrollment and lower expenses.
4. On behalf of the Admission Task Force, Mr. de Luna updated the board on enrollment, attrition, and backfill. He flagged the uneven attrition recorded in recent months, but noted that most departures were related to family relocation, so there appears to be no reason for concern. He then updated the board on applications received for the upcoming school year, noting that they were up over last year’s strong numbers.

5. Mr. Headley reported that, due to an unexpected change in documentation requirements, the Department of Education Charter School Office was unable to sign off on Mr. Conte’s and Mr. Garzon’s application documents and authorize them as official board members. After discussion among several board members, Mr. P. Ford was tasked with following up with the Charter Office in writing.

6. On behalf of the Bylaws Task Force, Mr. Doyle announced that its members planned to meet on April 7 to discuss expected edits from the attorney’s office. A revised bylaws document would subsequently be sent to the entire board for review and consideration at the April board meeting.

7. With no member of the Employee Handbook Task Force present, Mr. P. Ford was asked to find out when its next meeting date is scheduled.

8. On behalf of the Replication Task Force, Mr. Headley brought the board up to date on SUNY’s recent decision not to proceed with the VOICE 2 application and discussed options going forward. Mr. de Luna then proceeded with a presentation outlining the task force’s case for replication, hitting key areas such as benefits to current students, students to be served by a new school, and VOICE’s faculty; associated risks and challenges; and financial considerations. Mr. Ficeto addressed specific questions about the financial modeling used and its assumptions.

   After a lengthy and fruitful discussion, the board directed staff to do a cash flow analysis and to begin research to get a better understanding of current real estate options.

9. As the final order of business, Mr. Headley gave the Principal’s Report, discussing the recent high school placements of VOICE’s current 8th grade students.

10. There being no further items for discussion, Mr. R. Ford adjourned the meeting at 8:33 pm.

   Bob de Luna, Secretary

36-24 12th Street, • Long Island City, New York 11106
Phone Number: 718.361.3691 • Fax Number: 646.537.1703
Email: info@voicecharterschool.org • Webpage: www.voicecharterschool.org
Date: Wednesday, April 20, 2016
Time: 6:30-8:30 P.M.
Location: Stroock & Stroock & Lavan

Board of Trustees Meeting

Agenda

1. Reading and approval of Board of Trustees meeting minutes
2. Committees and Task Forces
3. Old Business
4. New Business
Board of Trustees Meeting

Date: Wednesday, April 20, 2016
Time: 6:30PM
Location: Stroock & Stroock & Lavan

ATTENDANCE

[Names of attendees listed]
VOICE Charter School of New York
Minutes of April 20, 2016 Board Meeting

Trustees in Attendance: Bob de Luna, Lorraine Cecere, Marc Cohen, David Conte, Chris Doyle, Loraine Enlow, Richard Grassey, and John Yarmick

Absent Trustees: Randolph Ford, Jose Garzon, Michael Karp, Casey Lamb, and Christina Young

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

Date and Time: April 20, 2016, 6:31 pm to 8:03 pm

Location: Stroock, Stroock and Lavan LLP
767 Third Avenue
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. de Luna chaired the meeting in Mr. R. Ford’s absence and called it to order at 6:31 pm. He also acted as meeting secretary.

2. As the first order of business, Mr. de Luna presented the minutes of the March 16 meeting of the board, and following a motion duly made and seconded, the minutes were approved.

3. On behalf of the Nominating Committee, Mr. Cohen announced that the Department of Education had completed its review so that both Jose Garzon and David Conte are officially Board of Trustee members. Mr. Cohen then reported that, prior to the meeting, Art Stainman submitted his resignation. Mr. Grassey requested that the minutes reflect the collective thank you from the board for Mr. Stainman’s years of service. Mr. Grassey
then inquired about potential board members in the pipeline. Mr. Cohen confirmed there was a candidate who had met with VOICE staff; the vetting process was still in its early stages.

4. Ms. Cecere reported that the Academic Accountability Committee did not meet this month, and there was no update for the board.

5. On behalf of the Finance Committee, Mr. McGarrigle reported that the March financials for the current fiscal year were running approximately $300,000 better than budget, due to higher than budgeted enrollment and lower expenses.

6. On behalf of the Bylaws Task Force, Mr. Doyle reported that the task force met with the VOICE attorney to discuss edits to the draft bylaws revision. An updated draft from the attorney will be sent to the entire board for review by the May meeting.

7. On behalf of the Employee Handbook Task Force, Mr. Cohen informed the board that the task force was also awaiting revisions from the attorney. A revised version of the document is expected by the May meeting, with potential adoption in June.

8. On behalf of the Admission Task Force, Mr. de Luna updated the board on enrollment, attrition, and backfill. Mr. de Luna noted that attrition continued to be concentrated in the lower grades. He then provided the board a summary of applications received for the lottery held on April 8, with the number of applications up from last year. Finally, he and Mr. Cohen discussed the number of SNAP preferences for the incoming kindergarten class. After some discussion and following a motion duly made and seconded, the board approved setting a SNAP preference of 14 for the upcoming year, up from eight last year.

9. Mr. Headley, Mr. de Luna, and Mr. Cohen all spoke on replication matters. Mr. Headley informed the board about David Frank’s recent move to the New York State Education Department, who has invited VOICE to reapply for replication. Mr. Cohen updated the board on verbal feedback received from SUNY on the recent application submission process. After a lengthy and fruitful discussion, the board voted unanimously to endorse the pursuit of replication.

10. As the next order of business, Mr. Headley gave the Principal’s Report, discussing behavioral challenges in middle school and observations from faculty on the change from timed to untimed state testing this year. Mr. de Luna suggested that a write-up of these observations might prove informative to education-focused audiences, and Ms. Cecere inquired if anything was known about norming this year from the state. Mr. Headley then updated the board on the upcoming inaugural overnight field trips, second round high
school placement for VOICE's current 8th graders, and graduation planning for them. Finally, Mr. Headley updated the board on recent real estate research efforts, which led to related discussion.

11. Mr. Cohen announced that Mr. Randolph Ford was planning to step down from the board in the coming months and would like to have the board put together a slate of officer candidates to be discussed at the May meeting and voted on at the June meeting. Mr. Cohen also suggested that more board meetings be scheduled on VOICE's campus itself in the coming year.

12. There being no further items for discussion, Mr. de Luna adjourned the meeting at 8:03 pm.

Bob de Luna, Secretary
VOICE Charter School of New York
Minutes of May 18, 2016 Board Meeting

Trustees in Attendance: Randolph Ford, Lorraine Cecere, Marc Cohen, David Conte, Bob de Luna, Chris Doyle, Loraine Enlow, Jose Garzon, Richard Grassey, Michael Karp, Casey Lamb, and John Yarmick

Absent Trustees: Christina Young

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

Date and Time: May 18, 2016, 6:31 pm to 8:30 pm

Location: Stroock, Stroock and Lavan LLP
767 Third Avenue
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. R. Ford called the meeting to order at 6:31 pm. Mr. de Luna acted as meeting secretary.

2. As the first order of business, Mr. de Luna presented the minutes of the April 20 meeting of the board, and following a motion duly made and seconded, the minutes were approved.

3. On behalf of the Finance Committee, Mr. McGarrigle reported that the April financials continued to run more favorably than budgeted, due to higher than expected enrollment and lower expenses. He also reported that the committee was close to having a budget to share with the board for VOICE’s next fiscal year.
4. On behalf of the Audit Committee, Mr. Yarmick, the committee’s newly elected chair, noted that, following selection of an auditor for next year, the priority would be to meet with the auditor in the fall.

5. On behalf of the Admissions Task Force, Mr. de Luna updated the board on enrollment, attrition, and backfill, noting that the seventh grade waitlist had been exhausted, so the one vacancy in seventh grade could not be filled. He then provided the board a summary of registration activities to date. Triggered by Ms. Cecere’s observation that VOICE had received pre-K applications when the school does not currently offer pre-K, discussion ensued about the current state and viability of pre-K programs operated by charter schools.

6. On behalf of the Bylaws Task Force, Mr. Doyle announced that the legal review of the revised draft bylaws for the board had been completed and that the draft had been emailed to board members for review prior to the board meeting. All board members who spoke acknowledged receipt of the email. Mr. Doyle then led a discussion about the bylaws revision, focusing on meeting the current needs of the school and on adopting best practices to ensure compliance with relevant laws. Mr. Doyle highlighted revisions to policies related to board member term limits and to the roles of officers. There was additional discussion about open meeting law requirements, the responsibilities of committees, and the election of officers.

With no further discussion, upon a motion duly made and seconded, it was:

RESOLVED that the board adopt the VOICE Charter School of New York, Inc. Amended and Restated Bylaws.

7. As the next order of business, Mr. Headley gave the Principal’s Report, discussing overnight field trips for students, the upcoming musical and concerts, and an after-school event for VOICE’s fifth graders. Mr. Headley then provided an update on hiring and discussed challenges with teacher recruitment, particularly in middle school.

8. From 7:58 to 8:29 pm, the board went into closed session to discuss a personnel matter. No actions were taken.

9. There being no further items for discussion, Mr. R. Ford adjourned the meeting at 8:30 pm.

Bob de Luna, Secretary
VOICE Charter School of New York
Minutes of June 8, 2016 Board Meeting

Trustees in Attendance: Randolph Ford, Lorraine Cecere, Marc Cohen, David Conte, Bob de Luna, Chris Doyle, Loraine Enlow, Jose Garzon, Richard Grasse, Michael Karp, Casey Lamb, and John Yarmick.

Absent Trustees: Christina Young.


Date and Time: June 8, 2016, 6:31 pm to 8:17 pm

Location: Stroock, Stroock and Lavan LLP
767 Third Avenue
New York, NY 10022

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. R. Ford called the meeting to order at 6:31pm. Mr. de Luna acted as meeting secretary.

2. As the first order of business, Mr. R. Ford presented the minutes of the May 18 meeting of the board, and following a motion duly made and seconded, the minutes were approved.

3. On behalf of the Admission Task Force, Mr. de Luna updated the board on enrollment, attrition, and new registration activities.
4. From 6:45 pm to 7:32 pm, the board went into executive session to discuss personnel matters. 

As a result of the executive session discussion, following a motion duly made and seconded, it was RESOLVED that the school's top leadership job title will change from Principal to Executive Director/Principal.

5. On behalf of the Finance Committee, Mr. McGarrigle discussed the budget for the upcoming fiscal year, noting that the school would reach its chartered maximum size of 650 students and 23 classrooms and would see a modest increase in per-pupil funding. Following a lengthy review process, the committee recommended the adoption of the budget.

With no further discussion, upon a motion duly made and seconded, it was RESOLVED that the 2016-2017 budget is approved.

6. On behalf of the Replication Committee, Mr. de Luna discussed a recent conversation with staff from the New York State Education Department, in which VOICE was invited to reapply for the approval of VOICE 2. Discussion also touched on opportunities to improve upon the earlier application that VOICE subsequently withdrew. Mr. Cohen then discussed his meeting with Harvey Newman from the Center for Education (CEI), noting that CEI had offered to review VOICE's application and assist where possible. Mr. Cohen added that CEI had assisted other charter schools and was good at grant acquisition. Mr. Cohen also shared insights gleaned from a recent conversation with staff from the New York City Department of Education on the reasons VOICE’s recent charter amendments were rejected, shedding light on better practices going forward.

7. Ms. Enlow provided a report on VOICE's Music Department, discussing her meetings with staff. She summarized a number of challenges, including declining interest in choral singing by some middle school students, bringing new students up to grade level in music education, and physical space limitations.

8. Mr. R. Ford announced the proposed officer slate for the 2016-2017 school year:
   - Marc Cohen, President and Chairman
   - Chris Doyle, Vice President and Vice Chairman
   - Richard Grassey, Treasurer
   - Robert de Luna, Secretary

Mr. R. Ford noted that no position had more than one nomination.
With no further discussion, upon a motion duly made and seconded, it was RESOLVED that the nominated slate of board officers was elected for the 2016-2017 fiscal year.

9. Speaking on behalf of the Nominating Committee, Mr. Cohen listed the Class II trustees who were up for re-election for a three-year term ending June 2019. Those trustees are:
   - Lorraine Cecere
   - David Conte
   - Robert de Luna
   - Casey Lamb

Following a motion duly made and seconded, it was RESOLVED that these four Class II trustees are elected for a full three-year term.

After the vote, Mr. R. Ford, who had previously announced his plans to step down from the board after completing his service and was chairing his last board meeting this evening, thanked all trustees for their hard work this year.

10. As the final order of business, Mr. Headley gave the Principal's Report, sharing that graduation plans were well underway, that VOICE's soccer team would be playing in an upcoming championship game, and that Schools that Can was holding an IT camp for middle school students in the final weeks of the school year. He also reported that all eighth graders had been accepted to attend high schools of choice—a very significant achievement.

11. There being no further items for discussion, Mr. R. Ford adjourned the meeting at 8:17 pm.

Bob de Luna, Secretary

Approved 8/24/16 as corrected