VOICE Charter School of New York
Minutes of August 9, 2017 Board Meeting

Trustees in Attendance: Marc Cohen, Lorraine Cecere, David Conte, Bob de Luna, Chris Doyle, Loraine Enlow, Jose Garzon

Absent Trustees: Rick Grassey, Michael Karp, Casey Lamb, John Yarmick, Christina Young

Other Attendees: Patrick Ford, Franklin Headley, Ray McGarrigle

Date and Time: August 9, 2017, 6:38 pm to 7:15 pm

Location: Stroock & Stroock & Lavan LLP
767 Third Avenue, Floor 37
New York, NY, 11106

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:38 pm. Mr. de Luna acted as meeting secretary.

2. Mr. de Luna presented the minutes of the June 14 meeting of the board. Following two corrections and a motion duly made and seconded, the corrected minutes were approved.

3. Ms. Cecere informed the board she would be resigning from the board as of September. Several members of the board offered their thanks for her years of commitment and contributions to the board and the school.

4. Mr. Cohen shared his account of recent efforts to improve participation in the Parent Association. Mr. Headley noted that this was a perennial struggle for similar associations.
at many schools and emphasized the importance of getting the parents of new kindergartners involved early.

5. In his Principal’s Report, Mr. Headley informed the board that the deans had returned during the past week and new teachers were set to start the following week. He noted that all critical positions had been filled, and most of the remaining positions had also been filled. He noted that new air conditioning units had been installed in VOICE’s classrooms on the lower campus. In addition, he reported on the summer middle school skills program and on developments that may have an impact on new space possibilities.

6. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on enrollment, with over 660 children already enrolled. Mr. Headley discussed the charter renewal process, highlighting a possible change in school day length and new directions in ELA curriculum as key areas proposed to change in the new charter document.

7. Mr. Cohen requested a list of committees and membership for the next meeting.

8. The meeting was adjourned at 7:15 pm.

Bob de Luna, Secretary
Approved Aug 30, 2017
VOICE Charter School of New York
DRAFT Minutes of August 30, 2017 Board Meeting

Trustees in Attendance: Marc Cohen, Lorraine Cecere, David Conte, Chris Doyle, Bob de Luna, Loraine Enlow, Rick Grassey, Michael Karp, Casey Lamb, John Yarmick

Absent Trustees: Jose Garzon, Christina Young

Other Attendees: Patrick Ford, Franklin Headley, Ray McGarrigle, Andrew Waller

Date and Time: August 9, 2017, 6:33 pm to 8:10 pm

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

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:33 pm. Mr. de Luna acted as meeting secretary.

2. Mr. Cohen congratulated Ms. Lamb on her recent wedding.

3. Mr. Doyle introduced and outlined a proposed charter for an executive committee, summarizing its scope and examples of decision-making authority it may have. He asked the board to review the document and suggest any revisions by the next board meeting.

4. Mr. Cohen announced that other committees had updated their respective charters. He also discussed briefly plans to reorganize board committees, to be discussed at the next meeting.

5. Mr. Ford gave a status update on charter renewal and talked about a change in the narrative requirements. He also reminded board members to submit updated versions of their
resumes. Several board members requested that Mr. Ford prepare an overall timeline of the process identifying clearly where board input, decision-making, and presence would be needed.

6. Mr. de Luna presented the minutes of the August 9 meeting of the board. After a motion duly made and seconded, the minutes were approved.

7. Mr. Headley led an extensive discussion of recently released test scores, highlighting performance improvements in middle school. He also offered ideas to improve results in elementary school, which could include curriculum changes. Additional discussion centered on more quickly identifying weaknesses to make course corrections.

8. On behalf of the Finance Committee, Mr. McGarrigle updated the board on the financials, which were in line with expectations.

9. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on enrollment progress. Remaining gaps were greatest in kindergarten and first grade, but the waiting lists are still robust, so no problems are foreseen in filling remaining gaps.

10. Mr. Cohen led a discussion of efforts to document the history of VOICE and other information presented on website.

11. Mr. Headley updated the board on the completion of facility improvements undertaken over the summer, including ones in a gym, a kitchen, and bathrooms.

12. The scheduling of future board meetings was discussed, with board members exploring the possibility of starting meetings earlier. No action was taken.

13. On behalf of the board, Mr. Cohen thanked Ms. Cecere for her years of service to VOICE and wished her well on her retirement.

14. The meeting was adjourned at 8:10 pm.

Bob de Luna, Secretary
Approved Sep 19, 2017
VOICE Charter School of New York
Minutes of September 19, 2017 Board Meeting

Trustees in Attendance: Marc Cohen, David Conte, Bob de Luna (via video conference), Chris Doyle (via phone line, therefore ineligible to vote), Jose Garzon, Rick Grassey, Michael Karp, Casey Lamb, John Yarmick

Absent Trustees: Loraine Enlow, Christina Young

Other Attendees: Nora Clancy, Carmela Collier, Patrick Ford, Franklin Headley, Ray McGarrigle, Gavin Schryver

Date and Time: September 19, 2017, 6:43 pm to 8:35 pm

Location: VOICE Charter School, Upper Campus
36-24 12th St.
Long Island City, NY, 11106

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:43 pm. Mr. de Luna acted as meeting secretary.

2. Mr. Cohen asked for approval of the August 30 meeting minutes. After a motion duly made and seconded, the minutes of the meeting were approved.

3. Ms. Collier provided an update from the Parent Association, focusing on outreach efforts and upcoming events.

4. Mr. Cohen introduced Nora Clancy, who has been doing preparatory work organizing charter renewal. Ms. Clancy led a discussion of the renewal process, highlighting the points at which board input would be especially important. Mr. Cohen announced the Department of Education was tentatively scheduled to visit on November 14 and 15, and there would be
a board interview from 4:00 to 5:00 p.m. on November 14. Ms. Clancy and Mr. Headley discussed the material changes in the charter, which will include the length of the school day and organizational structure. Following a discussion and a motion duly made and seconded, it was RESOLVED that the draft renewal document is approved, pending final edits as discussed in the meeting.

5. On behalf of the Education and Accountability Committee, Ms. Lamb provided a comprehensive review of the previous year’s test scores, highlighting successes and challenges observed in the data and sharing comparisons over time, within the school, and with other schools. Ms. Lamb also discussed improvements in school culture and explained how lessons learned from last year’s test results would improve our understanding of the upcoming year’s performance indicators.

6. On behalf of the Finance Committee, Mr. McGarrigle updated the board on the financials, including a recent adjustment of $10,000. He also discussed the possibility of moving from monthly to semi-monthly financial reporting.

7. On behalf of the Admissions and Planning Committee, Mr. Ford informed the board that third and fifth grade enrollment targets were significantly off from expectations, which necessitated a change in enrollment strategy. The new strategy involves the current three classes of third grade shrinking through normal, expected attrition to two fourth grade classes next year, instead of the originally intended three fifth grade classes consolidating to two. The three classes of the current fifth grade will be backfilled and will remain three classrooms for the duration of that cohort at VOICE. The net financial effect of that change would be an increase in FTEs in each of the next two years.

8. Mr. Doyle led a discussion of the proposed charter for a new board Executive Committee, highlighting the committee’s scope and examples of decision-making authority it may have. Proposed membership would include current officers, plus the chairs of the Finance Committee and the Education and Accountability Committee. Discussion also focused on the maximum dollar amount that the committee could approve without going before the full board. Following a motion duly made and seconded, it was RESOLVED that the Executive Committee is created, that its membership is approved as discussed, and that its charter is adopted.

9. Mr. Cohen reported that the Finance and Audit Committees had updated their respective charters and presented them for formal adoption by the full board. Following a motion duly made and seconded, the board approved the charter of the Finance Committee. Following a motion duly made and seconded, the board approved the charter of Audit Committee.
10. Mr. Cohen informed the board that the Nomination, Music, and Education Accountability Committees would be working on their respective charters in the coming months.

11. Mr. Headley updated the board on the start of the new school year, as well as the ceremony held at PS 111 to mark the re-opening of the newly renovated cafeteria. He talked about the benefits of his working closely with the deans in the early weeks, and he reported on a constructive meeting he'd had with the principal of PS 111. He discussed a shift in the discipline program to focus on restorative justice. He also noted the creation of a new middle school elective: robotics.

12. The meeting was adjourned at 8:35 pm.

Bob de Luna, Secretary
Approved Oct 18, 2017
VOICE Charter School of New York
Minutes of October 18, 2017 Board Meeting

Trustees in Attendance: Marc Cohen, Carmela Collier, Chris Doyle, Jose Garzon, Rick Grassey, Michael Karp, Casey Lamb, John Yarmick, Christina Young

Absent Trustees: David Conte, Robert de Luna

Other Attendees: Franklin Headley, Ray McGarrigle, Patrick Ford

Date and Time: October 18, 2017, 6:23pm to 8:35pm

Location: VOICE Charter School Upper Campus
36-24 12th St.
Long Island City, NY, 11106

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:23 pm noting a sufficient number of board members present. Mr. Doyle acted as Meeting Secretary.

2. Ms. Collier provided an update from the PA and discussed parental feedback on the newer pick up times, movie night and PA efforts toward renewal.

3. Mr. Cohen asked for approval of the September 19, 2017 meeting minutes. After a motion duly made and seconded, the minutes of the meeting were approved.

4. Mr. Cohen thanked the board members and VOICE staff for making the Board Member meet and greet event a successful and shared some personal observations from the event.
5. Ms. Clancy updated the board on the renewal process and went over the recently submitted renewal document, highlighting key areas for board members to review. She then discussed typical authorizer questions and areas they would focus on. Mr. Grassey inquired about the process beyond the visit to which Ms. Clancy indicated the eventual renewal vote could occur between February and May of 2018 depending on NYSED calendar.

6. Several board members inquired if the November Board of Trustees meeting could be lined up to coincide with the NYC DOE public hearing and Board Interview to be held on Tuesday November 14 instead of the previously scheduled November 15. After some discussion between several board members, and a motion duly made and seconded the board unanimously agreed to shift the November Board meeting to 5pm November 14, 2017 to be held at VOICE Charter School Upper Campus.

7. Mr. Cohen discussed the ongoing Board Survey and urged the four remaining trustees to complete their surveys.

8. On behalf of the Audit Committee, Mr. Yarmick went over the 2016-17 Audit Report highlighting the fact the auditor found no negative issues and the fact that 89% of all expenses were dedicated to education, above average for schools. The auditors also noted that accounting changes would necessitate changes in the presentation of next year’s report. After a motion duly made and seconded, the board unanimously agreed to accept the 2016-17 Audit Report.

9. On behalf of the Finance Committee, Mr. McGarrigle informed the board that at first glance this year the budgeting process appears to be on target with revenues running ahead of forecast and expenses in line with expectations.

10. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on the enrollment situation, noting school was within a few students of full enrollment and on the strength of the waitlists for each grade.

11. Mr. Headley discussed the recent conference hosted by the Coalition for Community Charter Schools and other recent political and advocacy organizing efforts occurring in the charter school sector.

12. There being no more new or old business, the Board Adjourned the meeting at 8:05p.

Chris Doyle, Vice President
Approved Nov 14, 2018

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Email: info@voicecharterschool.org • Webpage: www.voicecharterschool.org
VOICE Charter School of New York
Minutes of November 14, 2017 Board Meeting

Trustees in Attendance: Marc Cohen, Carmela Collier, Rick Grassey, Michael Karp, Casey Lamb, John Yarmick, Christina Young

Absent Trustees: David Conte, Robert de Luna, Chris Doyle, Loraine Enlow, Jose Garzon

Other Attendees: Franklin Headley, Patrick Ford

Date and Time: November 14, 2017, 5:23pm to 5:51pm

Location: VOICE Charter School Upper Campus
36-24 12th St. Rm 101
Long Island City, NY, 11106

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 5:26 pm noting a sufficient number of board members present. Mr. Yarmick acted as Meeting Secretary.

2. Mr. Cohen asked for approval of the October 18, 2017 meeting minutes. After a motion duly made and seconded, the minutes of the meeting were approved.

3. Ms. Collier discussed November PA events, fundraising activities and parental preparations ahead of the evening’s renewal hearing.

4. Mr. Headley provided his initial thoughts and impressions of Day 1 of the DOE Renewal Visit. Mr. Cohen summarized the Board Interview and discussed the anticipated renewal timeline as outlined by the DOE.
5. On behalf of the Finance Committee, Mr. Grassey informed the board that finances are in good standing pointing out budget areas that were running below and above expectations and that revenues were on target. A brief discussion then ensued on impacts to the budget with the recent change over to universal free lunch.

6. On behalf of the Educational Advisory Committee, Ms. Lamb updated the board on Interim Assessment 1 results for ELA and Middle School Environment Survey and mentioned that full results and handouts would be made available for the December meeting which would include Interim Assessment 1 results for Math as well.

7. Mr. Cohen discussed the hiring process for a new Director of Talent and Human Resources and the possible formation of a Board Talent Development Committee.

8. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on the enrollment situation, announcing that the school was one student above target enrollment and that attrition was running at the same level it did in 2016-17.

9. Mr. Headley made a few closing points and announced a full visit debrief would occur at the December meeting.

10. There being no more new or old business, the Board Adjourned the meeting at 5:51pm.

John Yarmick, acting Secretary
Approved Dec 20, 2017
VOICE Charter School of New York
Minutes of December 20, 2017, Board Meeting

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

Absent Trustees: Jose Garzon, Christina Young.

Other Attendees: Carmela Collier, Tom Ficeto, Patrick Ford, Melissa Francisco, Franklin Headley, Ray McGarrigle.

Date and Time: December 20, 2017, 6:36 pm to 8:35 pm

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

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:36 pm. Mr. de Luna acted as meeting secretary.

2. Mr. de Luna asked for approval of the November 14 meeting minutes. After a motion duly made and seconded, the minutes were approved.

3. Mr. Ficeto and Ms. Francisco led a discussion about the new Paid Family Leave Act, which goes into effect in New York beginning January 1, 2018, and its expected impact on VOICE. The discussion touched on requirements, fiscal impact, execution, and alignment with existing policy. After a motion duly made and seconded, the board approved the addition of policy text about the Paid Family Leave Act into the employee handbook, conditional on no board member objections being raised before 5:00 pm on December 22.
4. Ms. Collier discussed December Parent Association events, parental feedback on concerts, and efforts to promote VOICE's middle school to current fifth grade families. She also initiated a board discussion about teaching grammar and foreign languages.

5. On behalf of the Finance Committee, Mr. McGarrigle reported that the school is performing better than budgeted financially, reflecting greater income than budgeted from higher student enrollment. In addition, some positions remain vacant, so spending was less than budgeted.

6. Mr. Headley reported that VOICE had hired Brenda O’Connor as the school's new Director of Human Resources and Talent.

7. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on enrollment, reporting that fewer than expected departures and related backfilling since November have left the school positioned well. He shared plans for next year's outreach.

8. On behalf of the Educational and Accountability Committee, Ms. Lamb shared preliminary student performance data from the first interim assessment testing for math. She led a discussion of the nuances of these data by grade, identifying where performance was ahead of and behind targets. She outlined efforts underway to address challenges identified.

9. Mr. Headley discussed efforts to update the school's website. He informed the board of his selection to the board of the Jacob Riis Neighborhood, in a voluntary role. He led a discussion of the possibility of VOICE opening its own middle school community-based after-school program. And he reported that VOICE had joined a basketball league, which will facilitate competition with other district schools in Queens.

10. Mr. Cohen reported that he expects feedback in the coming week from the Department of Education on VOICE's charter renewal process.

11. The board moved to executive session at 8:23 pm. Following discussion led by the Nominating Committee and a motion duly made and seconded, the board elected Gavin Schryver as a new member of the board.

12. The meeting was adjourned at 8:35 pm.

Bob de Luna, Secretary
Approved Jan 17, 2018
VOICE Charter School of New York
Minutes of January 17, 2018, Board Meeting

Trustees in Attendance: Marc Cohen, David Conte, Robert de Luna, Chris Doyle, Rick Grassey, John Yarmick.

Absent Trustees: Loraine Enlow, Jose Garzon, Michael Karp, Casey Lamb, Christina Young.

Other Attendees: Patrick Ford, Franklin Headley, Ray McGarrigle, Gavin Schryver.

Date and Time: January 17, 2018, 6:35 pm to 8:08 pm

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

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna acted as meeting secretary.

2. Mr. Cohen reported on the sixth grade performance for the Lena Horne commemorative stamp ceremony at Symphony Space.

3. On behalf of the Audit Committee, Mr. Yarmick updated the board on the annual audit, which has been finalized.

4. On behalf of the Finance Committee, Mr. McGarrigle reported that revenues continue to trend ahead of expenses, due primarily to lower than expected personnel expenditures. He then discussed the budgeting process for 2018-19.
5. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on student enrollment, including attrition and backfilling among the current classes. He also summarized early application results for the 2018-19 school year.

6. Mr. de Luna asked for approval of the December 20 meeting minutes. After a motion duly made and seconded, the minutes were approved.

7. The meeting moved to executive session at 7:05 pm to discuss personnel matters. No actions were taken.

8. The meeting was adjourned at 8:08 pm.

Bob de Luna, Secretary
Approved Feb 13, 2018
VOICE Charter School of New York
Minutes of February 13, 2018, Board Meeting

Trustees in Attendance: Marc Cohen, David Conte, Robert de Luna (via FaceTime), Jose Garzon, Rick Grassey, Michael Karp, Casey Lamb, Gavin Schryver.

Absent Trustees: Chris Doyle, Loraine Enlow, John Yarmick, Christina Young.

Other Attendees: Megan Arline, Patrick Ford, Brittany Gentilcore, Franklin Headley, Ray McGarrigle, Shaunte Robinson.

Date and Time: February 13, 2018, 6:36 pm to 8:18 pm

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

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:36 pm. Mr. de Luna acted as meeting secretary.

2. The Elementary School Special Education team gave a comprehensive presentation on the special education and intervention services provided at VOICE and a review of successes and challenges. Following the presentation, board members and the presenters engaged in a spirited discussion.

3. Mr. Cohen noted that Mr. Schryver had received required approvals and is now a full-fledged member of the board.

4. Mr. de Luna asked for approval of the January 17 meeting minutes. After a motion duly made and seconded, the minutes were approved.
5. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on student enrollment, including anticipated attrition for the current school year and application counts for the 2018-19 school year.

6. On behalf of the Education and Accountability Committee, Ms. Lamb presented comparative data from two preliminary rounds of English testing, noting that only grades 3 and 5 had not kept pace with the progress of the other grades. She added that the first math scores had been released that morning--too late for results to discuss at this meeting--which introduced the topic of scheduling. As a result of the discussion, the board asked Mr. Ford to look into improving coordination between the academic and board calendars.

7. Mr. Cohen led a discussion of the proposed Human Resources Committee charter, the reasoning for it, its wording, and who would serve on the committee. Mr. Cohen nominated Mr. Schryver, Mr. Karp, and Mr. Yarmick to serve on the committee. Ms. Lamb suggested edits to the charter, which received support from other board members. After additional discussion and motions duly made and seconded, the board approved the Human Resources Committee charter.

8. Mr. Cohen reported that the Department of Education had recommended VOICE for a full, five-year renewal.

9. On behalf of the Finance Committee, Mr. McGarrigle reported that revenues continue to trend ahead of expenses due in large part to lower than expected personnel expenditures. He then discussed the budgeting process for 2018-19.

10. Mr. Headley reported on the school’s pest control efforts in response to recent bed bug concerns. He also detailed transition considerations associated with the upcoming departure of the elementary school director and the incoming human resources director, and led a discussion on faculty and staff retention efforts. He then discussed Advocacy Day in Albany and the folding of the Families for Excellence advocacy group.

11. Mr. Cohen reminded the board that the next meeting would take place at the school on March 14 at 6 pm instead of the usual 6:30 pm.

12. The meeting was adjourned at 8:18 pm.
VOICE Charter School of New York
Minutes of March 14, 2018 Board Meeting

Trustees in Attendance: Marc Cohen, Chris Doyle, Loraine Enlow (via conference bridge), Jose Garzon, Rick Grassey, Michael Karp, Casey Lamb, Gavin Schryver, John Yarmick

Absent Trustees: David Conte, Robert de Luna, Christina Young

Other Attendees: Franklin Headley, Ray McGarrigle, Patrick Ford, Brenda O’Connor, Michael Drosos, Noah Green, Drew Jenkins

Date and Time: March 14, 2018, 6:05pm to 7:55pm

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

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:05 pm noting a sufficient number of board members present. Mr. Yarmick served as acting Meeting Secretary.

2. Mr. Cohen formally introduced the new HR Director, Brenda O’Connor to the board.

3. Mr. Cohen announced there would be a presentation by the middle school team on high school placement and introduced Michael Drosos, Noah Green and Drew Jenkins. The middle school team gave a comprehensive presentation on the high school placement and covered where VOICE students were placed at and the supports provided to Grade 7 and 8 in the whole HS selection process. Additional discussion on private school placement and budget for these efforts. Multiple questions and comments were made between various trustees and team members.
4. Mr. Cohen announced that Board of Regents had formally approved VOICE for a full, five-year renewal of our Charter.

5. On behalf of the Finance Committee, Mr. McGarrigle announced that a decision not to backfill would lead to lower reimbursements but will not materially impact the overall budget due in large part to reduced spending levels. Mr. McGarrigle discussed the second reading of the 2018-19 Budget, expected funding levels and on open positions.

6. Mr. Cohen announced that Mr. Yarmick would serve as acting secretary for this meeting and asked for approval of the February 13, 2017 meeting minutes. After a motion duly made and seconded, the minutes of the meeting were approved.

7. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on the enrollment situation and reconfirmed the school’s enrollment strategy for the upcoming year, including the number of SNAP preferences. He also updated the board on the incoming application counts for the 2018-19 School Year.

8. On behalf of the HR Committee, Mr. Karp announced that they had not formally met but would be meeting shortly with Mr. Headley and Ms. O'Connor to prepare and focus on incentives and compensation.

9. Mr. Headley presented the Principal’s report – the recent 17-minute walk-out by Middle School students on gun control to nearby Rainy Park, the recent passing of a former employee and the discussion from focus groups on what’s working and what’s not at VOICE, particularly as it pertains to the upcoming departure of the ES School Director.

10. Mr. Cohen announced that the June meeting would start at 7pm instead of 6:30pm to allow board members to attend the musical.

11. There being no more new or old business, the board adjourned at 7:55pm.

John Yarmick, Acting Secretary
Approved April 25, 2018
VOICE Charter School of New York
Minutes of April 25, 2018 Board Meeting

Trustees in Attendance: Marc Cohen, David Conte, Robert de Luna, Chris Doyle, Loraine Enlow, Rick Grasley, Gavin Schryver, John Yarmick.

Absent Trustees: Jose Garzon, Michael Karp, Casey Lamb, Christina Young.

Other Attendees: Thomas Ficeto, Franklin Headley, Ray McGarrigle.

Date and Time: April 25, 2018, 6:35 pm to 7:55 pm

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

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:35 pm. Mr. de Luna acted as meeting secretary.

2. On behalf of the HR and Talent Committee, Mr. Schryver reported that the committee's draft charter is undergoing review and that he hopes to have it finalized by the next meeting for board approval. Mr. Yarmick pointed out that the proposed employee handbook updates were approved at the joint HR/Talent and Finance Committee meeting that took place on April 23.

3. On behalf of the Admissions and Planning Committee, Mr. de Luna reported that student attrition has picked up recently and that the application season for the upcoming school year is now complete.

4. On behalf of the Finance Committee, Mr. McGarrigle reported that the school is still ahead of budget, mainly because of unfilled positions resulting in less personnel spending. A
lengthy discussion ensued on the rising costs of health care and on how to offer employees insurance at a fair price while maintaining the school's financial viability.

5. On behalf of the Education and Accountability Committee, Mr. Doyle gave an update on test preparations and how each grade was performing on mock exams.

6. Mr. Headley provided an update on director recruitment and interviews. There was an in-depth discussion about personality testing and its effectiveness.

7. The meeting was adjourned at 7:55 pm.

Robert de Luna, Secretary
Approved May 23, 2018
VOICE Charter School of New York
Minutes of May 23, 2018 Board Meeting

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

Absent Trustees: Michael Karp, Gavin Sehryver, Christina Young.

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

Date and Time: May 23, 2018, 6:34 pm to 7:49 pm

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

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:34 pm. Mr. de Luna acted as meeting secretary.

2. On behalf of the Finance Committee, Mr. McGarrigle reported that revenue was lower than budgeted due to recent attrition while expenditures were higher than anticipated due to an increased pension bill. Regardless, the school continues to perform well financially. He then led a discussion about the upcoming year's budget in preparation for a board vote at the June meeting.

3. On behalf of the Admissions and Planning Committee, Mr. Ford updated the board on enrollment, specifically recent attrition and middle school backfilling.
4. Mr. Cohen reminded the board that Class 1 trustees were up for election at the June meeting and discussed a new board survey focused on committee membership.

5. Mr. Headley put forth the possibility of a date and location change for the June meeting. A date preference survey would be emailed to board members to inform the decision.

6. On behalf of the Education and Accountability Committee, Ms. Lamb reviewed recent student testing results, focusing on elementary school performance. She also led a discussion of possible changes to next year's calendar to better align testing dates and board meetings.

7. Mr. Headley reported that Kelly Tice has been hired as the new elementary school director. He then discussed his having been nominated for a Cahn Fellowship and what the fellowship would entail. Mr. de Luna inquired about the possibility of recruiting other Cahn fellows as prospective board members.

8. Mr. Grassey discussed his recent visit to the school.

9. The meeting was adjourned at 7:49 pm.

Robert de Luna, Secretary
Approved June 20, 2018
VOICE Charter School of New York
Minutes of June 20, 2018 Board Meeting

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

Absent Trustees: David Conte, Jose Garzon, Michael Karp, Christina Young.

Other Attendees: Thomas Ficeto, Patrick Ford, Franklin Headley, Ray McGarrigle, Brenda O’Connor.

Date and Time: June 20, 2018, 6:36 pm to 8:37 pm

Location: VOICE Charter School
36-24 12th Street, Room 101
Long Island City, NY, 11106

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Mr. Cohen called the meeting to order at 6:36 pm. Mr. de Luna served as meeting secretary.

2. Mr. de Luna asked for approval of the April 25 and May 23 meeting minutes. After a motion duly made and seconded, both sets of minutes were approved.

3. On behalf of the HR and Talent Committee, Mr. Yarmick led a discussion of updates to the Employee Handbook, which had already undergone legal review and vetting through the Finance Committee. The most significant changes were discussed, including changes to the coordinator level job description and the sick day policy. Following a motion duly made and seconded, the board approved the Employee Handbook update.
4. On behalf of the Finance Committee, Mr. McGarrigle walked the board through the proposed 2019 budget. Mr. Ficeto detailed key assumptions on per-pupil funding and facility, health insurance, and retirement costs. Enrollment assumptions, TRS expenditures, and past surpluses were discussed. Following a motion duly made and seconded, the 2019 budget was approved.

5. Also on behalf of the Finance Committee, Mr. McGarrigle reported that the current year would conclude favorably in most categories, with no surprises.

6. Mr. Ford discussed the proposed board meeting schedule for the upcoming year, highlighting the addition of a July meeting date. Following a motion duly made and seconded, the 2018-19 board meeting schedule was adopted.

7. Ms. Lamb presented the proposed school year calendar. Following a motion duly made and seconded, the 2018-19 school-year calendar was adopted.

8. On behalf of the Education and Accountability Committee, Ms. Lamb updated the board on the authorized pilot changing the curriculum. Mr. Ford was asked to research whether any specific curricular program was named in the school’s charter.

9. On behalf of the Admissions and Planning Committee, Mr. Ford provided an update on student enrollment and on registration for the upcoming school year.

10. Voting was held for the board’s officers. Mr. Cohen announced the proposed officer slate for the 2018-19 school year:
    - Marc Cohen, president and chairman
    - Chris Doyle, vice president and vice chairman
    - Richard Grassey, treasurer
    - Robert de Luna, secretary

11. On behalf of the Nominating Committee, Mr. Cohen named the Class I trustees up for re-election for three-year terms ending June 2020: Marc Cohen, Jose Garzon, Rick Grassey, Michael Karp, and Christina Young. Following a motion duly made and seconded, all Class I trustees were reelected.

12. Mr. Headley presented the principal’s report and updated the board on staffing, noting that attrition was lower than in earlier years. He also reported on the search for a K-2 school director and on new opportunities for faculty to participate in organizational planning. He summarized recent school events, including the K-5 carnival, and reminded board members that graduation was June 21. Mr. Ford outlined summer facilities work.
13. The board went into executive session from 8:23 to 8:36 to discuss a personnel matter.

14. The meeting was adjourned at 8:37 pm.

Robert de Luna, secretary
Approved July 25, 2018