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


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

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

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

Location: Zoom virtual meeting

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Ms. Lamb called the board meeting to order at 4:37 pm. Mr. de Luna served as meeting secretary.

2. Ms. Lamb shared meeting norms and reminded board members of the school’s mission and values.

3. Ms. Lamb reported that Loraine Enlow has decided to resign from the board due to changes in her schedule that make her availability to VOICE inconsistent. Board members echoed Ms. Lamb’s expressions of gratitude for Ms. Enlow’s active engagement during her service, especially for her work on the Music Committee.

4. Ms. Lamb introduced Isabella Sperduto, of Apple Tree Institute for Education Innovation, a Washington, DC-based research organization focused on early childhood education programs, to provide an overview and answer questions as VOICE begins to explore the possibility of starting a prekindergarten. Noting that 10 percent of charter schools currently
offer prekindergarten, Ms. Sperduto addressed a range of topics, including the application process, expectations following an approval, governmental oversight, program assessment, internal governance, funding challenges, and commonalities and differences among existing preK programs. In summary, Ms. Lamb identified a few of the questions that VOICE would need to explore further, including budget challenges and the timing of possible implementation, and she proposed the board establish a task force to take on these considerations.

5. Ms. Lamb provided an update on the TNTP engagement, reporting that a culminating day will take place in August with the VOICE staff, followed by the delivery of TNTP’s final report at the end of August. Ms. Lamb proposed that the board might consider dedicating half of the September board meeting or perhaps a standalone retreat (in September) to review and follow up on the final report.

6. Reflecting on Ms. Enlow’s departure from the board, Ms. Lamb suggested the board place new focus on board member recruitment and possibly growing the board. She proposed that a discussion with Scott Crowley might be a good next step.

7. After a motion duly made and seconded, the minutes of the June 22 board meeting were approved.

8. Ms. Lamb welcomed Ms. Clancy, of Pasek Consulting, and Mr. Claveloux, who provides legal support to VOICE, for a discussion about their respective reviews of and suggested edits to VOICE’s bylaws. Most of the existing bylaws are still appropriate, and the discussion focused on nuanced points and updates, including the language about the number of board members.

9. Ms. Lamb adjourned the meeting at 6:41 pm.

Robert de Luna, Secretary
VOICE Charter School of New York
Minutes of August 24, 2022, Board Meeting


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

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

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

Location: Zoom virtual meeting

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Ms. Lamb called the board meeting to order at 4:33 pm. Mr. de Luna served as meeting secretary.

2. Ms. Lamb reviewed meeting norms and the school’s mission and values.

3. After a motion duly made and seconded, the minutes of the July 20 board meeting were approved.

4. In his Principal’s report, Mr. Headley reported that all teachers had returned after the summer break to attend professional development and review data on grade-level student performance. The school is well staffed, with most openings filled, and there is already a sense of positive energy among the staff. He noted the uptick in student registration, including more than a dozen expected English Language Learners from families who were recently bussed to New York City by the Governor of Texas. Among the additions to the school this year are new space to be used by third graders and two new school directors,
one of whom is returning to VOICE. On Friday of this week, VOICE will host a community event—a carnival for new and prospective families.

5. Ms. Lamb provided an update on an event focused on improving the school’s leadership structure and curricular alignment. The event was led by the school’s consultant TNTP, with participants including VOICE’s strategy team and three board members. Ms. Durant reported that the event was very exciting, it was a great opportunity to meet staff members, and she would be happy to work with TNTP again. Ms. Valbrun reported that the meeting was well led, participants were made to feel comfortable, and all were left with great information and lots to think about. While the TNTP engagement was scheduled to end later this month, the work will take a little longer to complete. Discussion ensued about metrics, the engagement’s goals, and the board’s preparedness to hear a planned TNTP presentation. It was agreed that the presentation would proceed since no action was expected, and additional discussion would continue at the board’s planned retreat next month.

6. Ms. Hall from TNTP presented a high-level summary on the engagement, recapping the key focal areas of the event they’d led and the recommendations that came out of it. She echoed the thoughts of board members that the board will need to flesh out clear goals and objectives with the strategy team and confirm the key performance indicators that will be consistently shared. Board members expressed an interest in sharing input on the timeline, process, and approach. Mr. Headley added that these priorities will be informed by VOICE’s core value of “care” and noted that the strategic team will regroup on the priorities, goals, metrics, and cycles in the planning process. Ms. Lamb suggested that the TNTP overview should inform the agenda for the board’s September retreat.

7. Ms. Lamb presented two date options for the September retreat: Wednesday, September 21 or Thursday, September 22, from 4 pm to 8 pm. The plan is for an abbreviated monthly board meeting to precede a larger discussion.

8. Ms. Lamb led a discussion of the charter renewal documents that had previously been shared with board members, including the narrative and the charter. The discussion touched on proposed changes to the charter, as well as updates to the bylaws. Following a motion duly made and seconded, the board approved the documents that make up the charter renewal packet, with an understanding that minor revisions and corrections could still be made without additional board review.

9. Among the changes to the bylaws was the establishment of an expectation that the number of board members would be set. Following discussion, and after a motion was duly made and seconded, the board approved an amendment to the bylaws to set the number of board members at 12.
10. Ms. Lamb noted that, in terms of board committees, the law requires only that the board have a Finance Committee, an Education Accountability Committee, and an Executive Committee. She proposed that VOICE could consider creating ad hoc task forces and consolidating the committees. This can also be discussed during the September retreat.

11. Ms. Lamb shared some upcoming dates related to the charter renewal process, including September 1 for the charter renewal submission, October 3 (tentatively) for the related public hearing, and October 4 for the site visit and board interview.

12. Ms. Lamb reported that Mr. Cohen and Mr. de Luna had volunteered to work on a Pre K Task Force.

13. On behalf of the Admission and Planning Committee, Mr. de Luna provided an update on enrollment, noting that 45 new students have registered in the last two weeks resulting from marketing and other outreach efforts. He cautioned that dramatic swings have happened in recent years during the first two weeks of classes, so follow-up will continue to be needed.

14. On behalf of the Finance Committee, Mr. McGarrigle provided a closing look at the fiscal year that ended on June 30, with a loss of $1.25 million, as expected, due to the school’s under-enrollment throughout the school year.

15. Ms. Lamb adjourned the meeting at 6:18 pm.

Robert de Luna, Secretary
VOICE Charter School of New York  
Minutes of September 22, 2022, Board Meeting

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


Other Attendees: None.

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

Location: Zoom virtual meeting

AGENDA ITEMS

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

BOARD DELIBERATIONS

1. Ms. Lamb called the board meeting to order at 7:49 pm. Mr. de Luna served as meeting secretary.

2. Ms. Lamb reported that Christine Papania has decided to step down from the board because she is starting a new job that will limit her ability to volunteer her time. Ms. Lamb thanked Ms. Papania for her service to the board and her rich knowledge of music.

3. After a motion duly made and seconded, the board approved an amendment to the bylaws to set the number of board members at 11.

4. After a motion duly made and seconded, the minutes of the August 24 board meeting were approved.
5. On behalf of the Finance Committee, Mr. Cohen reported that the new fiscal year started as expected, with no income in August. Spending on temporary help was a little higher than budgeted, reflecting a few full-time positions that had not yet been filled.

6. Ms. Lamb shared that she and Ms. Durant are interested in participating in the work of the Pre K Task Force, joining Ms. Biddelman, Mr. Cohen, and Mr. de Luna.

7. On behalf of the Admissions and Planning Committee, Mr. de Luna reported that total enrollment for the new school year stands at 752 students, in line with the 751 budgeted for the full year. He added that in recent weeks the school has enrolled 65 children from migrant families who were bussed from Texas and are currently housed in neighborhood shelters. He added that the school’s first effort to enroll an entire new class of sixth graders was successful.

8. Related to the school’s charter renewal, Ms. Lamb reported that all the required documents were submitted on time, the public hearing has been scheduled, and the interview of board members has been rescheduled. We can expect to get some official response in December or January.

9. Ms. Lamb adjourned the meeting at 8:10 pm.

[Signature]
Robert de Luna, Secretary