

All students will learn. All students will sing.

**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 Grasse, 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

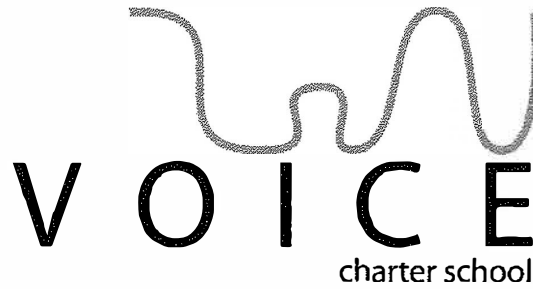
Location: Stroock & Stroock & Lavan LLP
767 Third Avenue, Floor 37
New York, NY, 11106

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


The logo for VOICE charter school features the word "VOICE" in large, bold, black capital letters. Above the letters "O", "I", and "C" is a stylized, grey, wavy line that resembles a sound wave or a musical note. Below the word "VOICE" is the text "charter school" in a smaller, black, lowercase font.

VOICE
charter school

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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.

A handwritten signature in black ink, appearing to read "Bob de Luna", is written over a horizontal line.

Bob de Luna, Secretary
Approved Aug 30, 2017



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**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 Grasse, 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



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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.

A handwritten signature in black ink, appearing to read "Bob de Luna", written over a horizontal line.

Bob de Luna, Secretary
Approved Sep 19, 2017



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**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 Grasse, 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



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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.



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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 PS111 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.

A handwritten signature in black ink, appearing to read "Bob de Luna", is written over a horizontal line.

Bob de Luna, Secretary

Approved Oct 18, 2017