

**Minutes from a Regular Meeting of the
Board of Trustees of WHIN Music
Community Charter School**

WHIN Music Community Charter School

Board of Trustees Meeting

Tuesday, 17 January 2017

7:00PM – 9:10PM Full External Board Meeting

LOCATION:

Shearman & Sterling LLP

599 Lexington Avenue

New York, NY 10022

A meeting of the Board of Trustees (the “Board”) of the WHIN Music Community Charter School (“WHIN Charter School”) was held on Tuesday, January 17, 2017, at the offices of Shearman & Sterling, 599 Lexington Avenue, New York NY 10022.

The following Board members were present:

- Gregory David
- Robert Green
- Anne Cohen
- Kenneth Grover
- Melissa Wagner
- Ivonne Norman

- Andrea Profili

The following Management members were present:

- David Gracia
- Charlie Ortiz

Also in attendance was:

- Arnold Adlin
- David Umansky
- Katie Maslechko
- Chika Oparaji

1. Call to Order

Mr. David began the meeting at approximately 7:00 pm with a roll call of attendees.

2. Accept Board Meeting notes from December 2016 Meeting (Resolution 1)

Board Chair, Mr. David, introduced a motion to accept the minutes from the Board Meeting held on December 6, 2016. The Board members discussed minor changes to the draft Board Meeting minutes.

Upon motion duly made and seconded, the Board Meeting minutes for the December 6, 2016 Board meeting, with the changes discussed by the Board, were unanimously approved by all of the Board members present.

3. Presentation and Conversation with David Umansky and Katie Maslechko of Civic Builders

Mr. Umansky and Ms. Maslechko of Civic Builders (“Civic Builders”) led a presentation concerning the facilities options for the WHIN Charter School. Civic Builders’ presentation updated the Board on previously suggested long-term facilities and also proposed new, long-term and short-term facilities that may be beneficial to WHIN Charter School’s location and budget constraints. Civic Builders identified three new long-term facilities and explained the pros and cons of each option.

4. Organizational Procedures

Mr. Gracia began the discussion by informing the Board that he discussed the WHIN Charter School by-laws with education lawyers, which resulted in new recommendations and edits for the by-laws. Because of these recommendations from the education lawyers, Mr. Gracia told the Board that the final revision for the by-laws will be presented during the February board meeting. The Board then discussed the role of Board Secretary and how, for the future board meetings, one of the Board members will be in charge of taking down the minutes.

5. Financials (Resolutions 2 and 3)

There was a discussion concerning the Financial Policies and Procedures (“FPP”), the pre-opening budget, the finance report, and updates on the WHIN Charter School fundraising efforts. Mr. Green proposed that the Board hold, at a later date, a special meeting to approve the FPP. The Board discussed the pre-opening budget and health care options that WHIN Charter School would provide its employees. Mr. Gracia informed the Board that the WHIN Charter School budget was sufficient and that spending has thus far been under budget. The Board also discussed future fundraising efforts and how the money earned from fundraising efforts should be allocated.

Upon motion duly made and seconded, all of the members of the Board present approved the proposal by Mr. Green to hold a special meeting to approve the FPP. Upon motion duly made and seconded, the pre-opening budget for the WHIN Charter School was unanimously approved by all of the Board members present.

6. Management Reports

Mr. Gracia notified the Board that student recruitment efforts were encouraging and that WHIN Charter School received 237 student applications in the last month. The Board also discussed the importance of student enrollment efforts in the greater community and how various tools such as information sessions could be used to continue to increase the visibility of WHIN Charter School. Mr. Ortiz discussed faculty recruitment and whether positions such as Director of Math were necessary to fill prior to the opening of WHIN Charter School.

7. Further Discussion of Facilities

The Board further discussed their real estate options for a long-term facility. The Board discussed the pros and cons of each of the facilities proposed by Civic Builders for WHIN Charter School. The Board decided to continue to diligently search for short-term and long-term facilities.

There being no further business for discussion, upon motion duly made and seconded, the meeting was adjourned at approximately 9:10 pm