

**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, October 17, 2017
6:00PM – 8:00PM Full External Board Meeting

LOCATION:

WHIN Music Community Charter School
401 West 164th Street
New York, New York 10032

A meeting of the Board of Trustees (the “Board”) of the WHIN Music Community Charter School (“WHIN Charter School”) was held on Tuesday, October 17, 2017 at 401 West 164th Street, New York, New York 10032.

The following Board members were present:

- Gregory David
- Kenneth Grover
- Robert Green
- Melissa Randazzo Wagner
- Andrea Profili
- Ivonne Norman (via videoconference)

The following Management members were present:

- Charlie Ortiz

Mr. David Gracia was excused due to the birth of his son the same day.

1. Call to Order

Mr. David called the meeting to order at 6:09 pm.

2. Ratify Board Meeting Minutes from the September 19, 2017 Meeting (Resolution 1)

Mr. Green introduced a motion, seconded by Mr. David, to ratify the Minutes from the Board Meeting held on September 19, 2017.

Upon motion duly made and seconded, the Board Meeting Minutes for the September 19, 2017 Board Meeting were unanimously approved by all of the Board members present.

3. Ratify IRS Form 990 (Resolution 2)

The Board discussed a draft version of IRS Form 990. The final version will be submitted for Board approval at a Special Meeting on November 7, 2017.

4. Ratify 403(b) Adoption Agreement Guide (Resolution 3)

The proposed school staff 403(b) plan was discussed. Mr. David introduced a motion, seconded by Mr. Grover, to ratify the 403(b) plan.

Upon motion duly made and seconded, the 403(b) plan was unanimously approved by all of the Board members present.

5. Management Reports:

Mr. Green presented the monthly finance report and various short and long term variables were discussed.

The Board discussed school enrollment, attendance and parental communication. The most recent program committee discussions were reviewed. The Board also discussed updating staff job descriptions and evaluations.

6. Executive Session:

A motion was made by Mr. Grover to enter executive session to discuss personnel matters. The motion was seconded by Ms. Norman. The executive session started at 7:40 p.m. and ended at 8:00 pm.

7. Board Development and Fundraising:

Mr. David informed the Board of the various efforts relating to fundraising and Board development.

No public comments were received. There being no further business, the meeting was adjourned at 8:05 pm.

Prepared By Robert Green

A handwritten signature in cursive script, appearing to read "Robert Green", is written in black ink.