

**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, May 16, 2017

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

**LOCATION:**

The Charter Center  
111 Broadway, Suite 604  
New York, NY 10006

A meeting of the Board of Trustees (the “Board”) of the WHIN Music Community Charter School (“WHIN Charter School”) was held on Tuesday, May 16, 2017, at The Charter Center, 111 Broadway, Suite 604, New York, New York 10006.

The following Board members were present:

- Gregory David
- Kenneth Grover
- Melissa Randazzo Wagner
- Robert Green [via video conference]
- Ivonne Norman
- Andrea Profili

The following Management members were present:

- David Gracia
- Charlie Ortiz

1. Call to Order

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

2. Ratify Board Meeting Minutes from the April 18, 2017 Meeting (Resolution 1)

Dr. Randazzo introduced a motion to accept the Minutes from the Board Meeting held on April 18, 2017. The Board members discussed a minor change to the draft.

*Upon motion duly made and seconded, the Board Meeting Minutes for the April 18, 2017 Board Meeting, with the change discussed by the Board, were unanimously approved by all of the Board members present.*

3. Facilities Update

The Board discussed the ongoing process related to the short-term DOE co-location with CMSP/ M.S. 328 at school building M164. Management confirmed the final decision/PEP vote is tomorrow, May 17, 2017.

Management updated the Board of their continued evaluation of long-term real estate options.

4. Finance Reports:

Management presented and the Board reviewed and discussed the Income Statement, Cash Flow projections from May through September 2017 and Year 1 Budget (FY17) which is subject to change based upon the actual student enrollment and staff hiring. The Board discussed the various income streams (public and private) and the protocols for public funding.

5. Ratifications:

The Board reviewed and discussed the School Year Calendar, Transportation Services Plan, Food Services Program Plan and revised Organizational Chart.

Ms. Norman introduced a motion to ratify the School Year Calendar, Transportation Services Plan, Food Services Program Plan and revised Organizational Chart.

*Upon motion duly made and seconded, the above documents were unanimously approved by all of the Board members present.*

6. Management Reports:

Mr. Ortiz provided the Board with a staff hiring update, 2017-2018 staffing plan and gave a brief introduction of the current staff members. The Board was provided with the Resumes of the current staff.

Mr. Gracia provided the Board with an update on student enrollment and the protocols for continued enrollment, including students on the waiting list. After the PEP vote, Management will rapidly finalize the student enrollment process.

7. Board Development:

The Board discussed the current Board Committees structure and upon discussion the following Board Committees were proposed:

- Executive: Gregory David, Robert Green, Kenneth Grover, Melissa Randazzo and Andrea Profili
- Finance: Robert Green, Ivonne Norman and Kenneth Grover
- Program: Kenneth Grover, Melissa Randazzo and Andrea Profili

Mr. Green introduced a motion to approve the new Board Committees.

*Upon motion duly made and seconded, the above Board Committees were unanimously approved by all of the Board members present.*

The Board continued the discussions regarding engaging in efforts for recruiting new board members and the potential network options.

Mr. David provided the Board members with a template of Board governance protocols and a potential Board consultant for review by the members and for further discussion at the next meeting.

8. Fundraising:

Mr. David informed the Board of the continued communications with various foundations. The Board discussed potential fundraising goals and potential additional donors as well as another fundraising event for this year. Further discussions reserved for the next meeting.

9. El Sistema Presentation:

Ms. Profili gave a brief presentation of El Sistema and her experience as Executive Director of WHIN Music Project in the community. Ms. Profili discussed the various challenges encountered and the approaches to overcome those challenges as well as the positive influence of the program in the participating students over the years.

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