

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, August 21, 2018  
6:00 PM – 8:00 PM Full External Board  
Meeting

LOCATION:

WHIN Music Community Charter School  
401 West 164<sup>th</sup> 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, August 21, 2018 at 401 West 164<sup>th</sup> Street, New York, New York 10032.

The following Board members were present:

- Gregory David
- Kenneth Grover
- Robert Green
- Ivonne Norman
- Vaughn Nichols
- Melissa Randazzo (Via videoconference)

The following Management members were present:

- Charlie Ortiz

The following were also in attendance:

- Arnold Adlin

1. Call to Order

Mr. David called the meeting to order at approximately 6:10 pm.

2. Ratify Board Meeting Minutes from the July 17, 2018 Meeting (Resolution 1):

Ms. Norman introduced a motion, seconded by Mr. David, to accept the minutes. *Upon motion duly made and seconded, the Board Meeting Minutes for the July 17, 2018 Board Meeting were unanimously approved by all of the Board members present.*

3. Facilities:

Mr. Ortiz and Mr. Adlin updated the Board on the ongoing process to secure a permanent school facility and/or a potential future short term site.

4. Board Development and Fundraising:

The Board continued discussions regarding potential new Board members. The Board also continued discussions for fundraising efforts and plans for the upcoming school year. Mr. David informed the Board of an upcoming meeting with a Board consultant to further the Board development efforts.

Mr. David also updated the Board on the current grants and potential donor pledges for the upcoming year. The Board discussed a potential collaboration/donation from a banking institution.

5. Management Reports:

Mr. Ortiz presented the financial reports as discussed at the Finance Committee meeting and updated the Board on the upcoming audit.

Ms. Norman introduced a motion, seconded by Mr. Nichols, to approve Mr. Ortiz and Mr. David as authorized signatories and authorized to manage the line of credit account. Mr. Green recused himself. *Upon motion duly made and seconded, the motion was unanimously approved.*

Mr. Ortiz presented the current enrollment data and hiring process. Enrollment and hiring efforts are ongoing and are being closely monitored.

Mr. Green introduced a motion, seconded by Mr. Grover, to approve the revised STEP contract, the updated Student/Family Handbook, the updated Staff Handbook, the 2018-2019 School Calendar and the updated School Organizational Chart. *Upon motion duly made and seconded, the motion was unanimously approved.*

The Board discussed the proposed instrument rent-to-own contract to be implemented in the new school year. Discussions to be continued at future meetings.

Mr. Ortiz conducted a school facilities tour with the Board.

6. Executive Session:

At approximately 7:55 p.m. Ms. Norman introduced a motion, seconded by Mr. Grover, to hold an executive session to discuss personnel matters. *Upon motion duly made and seconded, the motion was unanimously approved.* The Executive session ended at approximately 8:10 p.m.

**There being no further business for discussion, upon motion duly made and seconded, the meeting was adjourned at approximately 8:11 pm.**