

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 15, 2019  
6:00 PM – 7:00 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, October 15, 2019 at 401 West 164<sup>th</sup> Street, New York, New York 10032.

The following Board members were present:

- Gregory David
- Robert Green
- Kenneth Grover
- Arnold Adlin
- Ivonne Norman
- Cynthia Ivanik (via videoconference)

The following Management members were present:

- Charlie Ortiz
- Annie Huynh
- Anne Cohen
- Dicia Sigler
- Alex Krawczyk

The parents of a WHIN student were also present.

1. Call to Order:

Mr. David called the meeting to order at approximately 6:01 p.m.

2. Ratify Board Meeting Minutes from the September 17, 2019 Meeting (Resolution 1):

Mr. Green introduced a motion, seconded by Mr. Adlin to ratify the September 17, 2019 Board Meeting Minutes. *Upon motion duly made and seconded, the September 17, 2019 Board Meeting Minutes were unanimously approved by all of the Board members present.*

3. Management Reports:

Ms. Sigler presented a summary of the special programs, support and services, teaching models, professional development and plans for the current school year.

Ms. Huynh briefly explained the state testing plans, workshops and schedule (1<sup>st</sup> year will be 3<sup>rd</sup> grade).

Mr. Ortiz summarized the enrollment status and the ongoing efforts for next year recruitment. Brief discussion regarding the HSA and the parental newsletter.

Mr. Green presented the financial reports as discussed at the Finance Committee meeting.

4. Facilities:

Mr. Adlin updated the Board on the status of the BSA submission (expected within 6 weeks). Mr. Adlin briefly summarized the lease negotiations/drafting and informed of the recent funders' school visit.

5. Finance:

Mr. Green introduced a motion, seconded by Ms. Norman to approve the annual audit. *Upon motion duly made and seconded, the annual audit was unanimously approved by all of the Board members present.*

Mr. Green introduced a motion, seconded by Mr. Grover to approve the 403(b) match as previously discussed. *Upon motion duly made and seconded, the 403(b) match was unanimously approved by all of the Board members present.*

6. Development:

Mr. Krawczyk presented the plans for donor cultivation, the different approaches to be implemented, the Year End Appeal letter and Salesforce. Next steps to be followed.

Ms. Norman presented a brief summary of the recent Board on Track webinar. Brief discussions regarding next steps related to the recent Succession Planning workshop (Vice-Chair position, draft of emergency ED succession plan). Discussions to be continued at the next meeting.

The next Board workshop will be held on December 3, 2019 from 6:00 – 7:00 pm via videoconference and will be conducted by Mr. Grover and Mr. Green.

7. Public Comment:

Public comments to the Board by the parent present.

8. Executive Session:

A motion was made by Mr. David, seconded by Mr. Adlin, to enter into Executive Session to discuss personnel matters. The Executive Session began at 7:30 p.m. and concluded at 8:04 p.m.

***There being no further business for discussion, upon motion duly made and seconded, the meeting was adjourned at approximately 8:05 p.m.***