



# Entry 1 School Information and Cover Page (New schools that were not open for instruction for the 2018-19 school year are not required to complete or submit an annual report this year).

Created: 07/14/2019 • Last updated: 08/01/2019

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Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2019**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

**a. SCHOOL NAME** WHIN MUSIC COMMUNITY CHARTER SCHOOL

(Select name from the drop down menu)

**a1. Popular School Name  
(Optional)** WHIN

**b. CHARTER AUTHORIZER (As of  
June 30th, 2019)** Regents Authorized Charter School

Please select the correct authorizer as of  
June 30, 2019 or you may not be  
assigned the correct tasks.

**c. DISTRICT / CSD OF LOCATION** NYC CSD 6

**d. DATE OF INITIAL CHARTER** 06/2016

**e. DATE FIRST OPENED FOR  
INSTRUCTION** 09/2017

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

The Washington Heights and Inwood Music Community Charter School (“WHIN Music Charter School” or “WHIN”) will provide our diverse student population with a rigorous academic instruction, intensive music education and a positive learning environment so that every student can thrive academically and personally.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Rigorous, inquiry driven, project based academic curriculum aligned with the CCLS.
Variable 2	Music infused curriculum and El Sistema music education (which) are evidence based models to achieve improved academic and social outcomes and build community for all learners.
Variable 3	Extended Day.
Variable 4	Student empowerment through fully inclusionary model and use of Responsive Classroom to fully serve the needs of all students.
Variable 5	Evidenced success of the El Sistema Charter School Model.
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)** [whinmusic.org](http://whinmusic.org)

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2018-19 SCHOOL YEAR (exclude Pre-K program enrollment)** 162

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2019 (exclude Pre-K program enrollment)** 143

**k. GRADES SERVED IN SCHOOL YEAR 2018-19 (does not include Pre-K program students)**

Check all that apply

Grades Served	K, 1, 2
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**l. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

**FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2019-20?

	No, just one site.
--	--------------------

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K 5, 6 9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
█	█	█	NYC CSD 6	K 3	No

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Charles Ortiz	█	█	█
Operational Leader	Charles Ortiz			
Compliance Contact	Bob Green			
Complaint Contact	Charles Ortiz			
DASA Coordinator	Annie Huynh			
Phone Contact for After Hours Emergencies	Charles Ortiz			

**m1b. Is site 1 in public (co-located) space or in private space?**

Co located Space

**m1c. Please list the terms of your current co-location.**

	Date school will leave current co location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	July, 1 2020	Yes	2020	No	August 1, 2021	No

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Site 1 Certificate of Occupancy (COO)**

(No response)

**Site 1 Fire Inspection Report**

(No response)

**CHARTER REVISIONS DURING THE 2018-19 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2018-19 school year? (Please include approved or pending material and non-material charter revisions).** No

**ATTESTATION**

**o. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Charles Ortiz
Position	Executive Director
Phone/Extension	[REDACTED]
Email	[REDACTED]

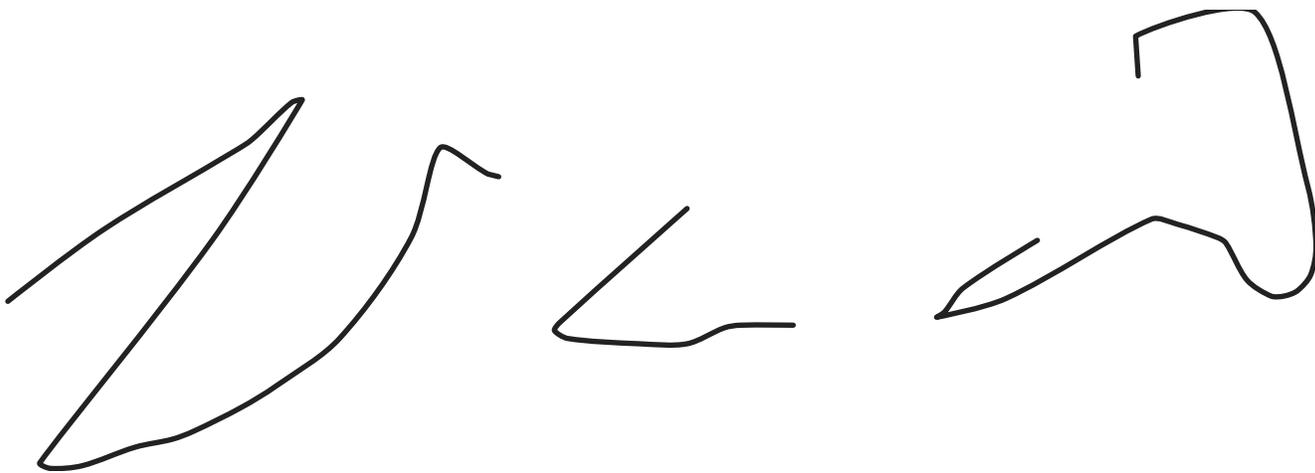
**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

Two handwritten signatures in black ink. The first signature is a cursive 'Chelsa'. The second signature is a cursive 'Clyde' followed by a long horizontal line.

**Signature, President of the Board of Trustees**

Three handwritten signatures in black ink. The first is a large, stylized signature. The second is a smaller, simpler signature. The third is a large, stylized signature with a prominent loop.

**Date**

2019/07/30

**Thank you.**



# Entry 2 NYS School Report Card Link

Created: 07/14/2019 • Last updated: 08/01/2019

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## WHIN MUSIC COMMUNITY CHARTER SCHOOL

**1. CHARTER AUTHORIZER (As of June 30th, 2019)** REGENTS Authorized Charter School

(For technical reasons, please re select authorizer name from the drop down menu).

**2. NEW YORK STATE REPORT CARD**

<https://data.nysed.gov/profile.php?instid=800000087936>

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)



# Entry 3 Progress Toward Goals

Created: 08/01/2019 • Last updated: 09/24/2019

## PROGRESS TOWARD CHARTER GOALS

Board of Regents authorized and NYCDOE authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

#### 2018-19 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	<p>Goal 1: WHIN students will read and write at or above grade level. WHIN students will read and write at or above grade level.</p> <p>Metric 1 (Absolute Measure): At least 80% of students who have been enrolled at WHIN for at least two full academic years will score at Level 3 or higher on the New York State ELA Exam.</p> <p>Metric 2 (Comparative Measure): WHIN students will perform at least 10 points higher than students from peer schools in CSD 6 on the New York State ELA Exam.</p> <p>Metric 3 (Growth</p>	NYS ELA Exam	Met	<p>Data is not available.</p> <p>Since WHIN served K 2 during SY2018 2019 we were not able to participate in the NYS Exams. As we enter SY2019 and plan to take the NYS Exam we are using our internal data systems (STEP, AMC) to ensure our students are on track to achieve their best. We have also partnered with external consultants to help our staff and students achieve great levels. If we fall short of our benchmarks we will use data to drive individual, class, grade, and school level academics so</p>

	<p>Measure): Each year each grade level cohort of students will reduce by one half the gap between the percentage at Level 3 and 4 on the previous year's state ELA exam and 75 percent at Level 3 and 4 on the current year's state ELA exam.</p>			<p>our students can make the necessary gains to achieve or exceed state level standards. We will also deepen our support for our families so they can fully understand our curriculums and how to best help their children succeed.</p>
<p>Academic Goal 2</p>	<p>WHIN students will perform in mathematics at or above grade level.  Metric 1 (Absolute Measure): At least 80% of students who have been enrolled at WHIN for at least two full academic years will score at Level 3 or higher on the New York State Math Exam each year.  Metric 2 (Comparative Measure): WHIN students will perform at least 10 points higher than students from peer schools in CSD 6 on the New York State Math Exam each year.  Metric 3 (Growth Measure): Each year each grade level cohort of students will reduce by one half the gap between the percentage at Level 3 and 4 on the previous year's state Math exam and 75 percent at Level 3 and 4 on the current year's state Math exam.</p>	<p>NYS Math Exam</p>	<p>Met</p>	<p>Data is not available.</p> <p>Since WHIN served K 2 during SY2018 2019 we were not able to participate in the NYS Exams. As we enter SY2019 and plan to take the NYS Exam we are using our internal data systems (STEP, AMC) to ensure our students are on track to achieve their best. We have also partnered with external consultants to help our staff and students achieve great levels. If we fall short of our benchmarks we will use data to drive individual, class, grade, and school level academics so our students can make the necessary gains to achieve or exceed state level standards. We will also deepen our support for our families so they can fully understand our curriculums and how to best help their children succeed.</p>

<p>Academic Goal 3</p>	<p>Goal 3: WHIN students will perform in social studies and science at or above grade level.  Metric 1 (Absolute Measure): At least 80% of students who have been enrolled at WHIN for at least two full academic years will achieve a score of 3 or 4 on the New York State Science Exam.  Metric 2 (Comparative Measure): WHIN students will perform at least 10 points higher than students from peer schools in CSD 6 on the New York State Science Exam each year.  Metric 3 (Growth Measure): A minimum of 75% of students will achieve proficient or advanced rating on the rubrics for a final project of their Expedition.</p>	<p>NYS Social Studies and Science Exams</p>	<p>Met</p>	<p>Data is not available.</p> <p>Since WHIN served K 2 during SY2018 2019 we were not able to participate in the NYS Exams. As we enter the testing years for Social Studies and Science we will use various data systems to ensure our students are on track to achieve their best. We have also partnered with external consultants to help our staff and students achieve great levels and added a dedicated Science teacher to our instructional team so students receive targeted science instruction. If we fall short of our benchmarks we will use data to drive individual, class, grade, and school level academics so our students can make the necessary gains to achieve or exceed state level standards. We will also deepen our support for our families so they can fully understand our curriculums and how to best help their children succeed.</p>
	<p>Goal 4: WHIN students will achievement in music.  Metric 1 (Absolute Measure): All</p>			<p>Based on our internal metrics students are performing at or above grade level</p>

Academic Goal 4	<p>students will perform in front of an audience as a member of an orchestra (or other musical ensembles such as a choir or an choir) at least 6 times per year.</p> <p>Metric 2 (Absolute Measures): At the end of the year, all students will achieve proficiency in the school’s music assessments based on the NYC Blueprint for Teaching and Learning in Music.</p> <p>Metric 3 (Absolute Measure): At the end of the year, all students in grades 2 5 will score at least 80% on internal music assessments for instrument technique and musicianship,</p>	NYC Blueprint for Teaching and Learning in Music as well as our internal music benchmarks	Met	<p>standards including:</p> <p>89% of K students sing with accurate intonation</p> <p>96% of 1st graders students sing with accurate intonation</p> <p>89% of 1st graders can play required repertoire on a string instrument (violin, viola, cello)</p> <p>75% of 1st graders can play a major scale on a string instrument (violin, viola, cello)</p> <p>100% of 2nd graders sing with accurate intonation</p> <p>83% of 2nd graders can play required repertoire on a string instrument (violin, viola, cello) in a 3 part round 29% score ‘advanced’</p>
Academic Goal 5	<p>Goal 5: WHIN will achieve Adequate Yearly Progress.</p> <p>Metric 1 (Absolute Measure): Each year the school will attain a status of “In Good Standing” under the state’s NCLB accountability system</p>	NYS self assessment	Met	<p>On April 23rd, 2019 we received an official Letter of Good Standing from the New York State Education Department.</p>
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				

Academic Goal 9				
Academic Goal 10				

**2. Do we have more academic goals to add?** No

**3. Do we have more academic goals to add?** No

**4. ORGANIZATIONAL GOALS**

**2018-19 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	WHIN will create and maintain a positive, student centered, and responsive school culture. Metric 1 (Absolute Measure): 85% or more WHIN parents will rate WHIN Music Community School as a 'safe' school on the Department of Education's Learning Environment Survey.	NYC DOE School Quality Survey	Met	Although 'safe' was not an individual metric on the DOE School Quality Survey other metrics were included that highlight the trust, involvement, and safety parents feel at WHIN.  On the 2018 2019 School Survey 94% of WHIN parents rated us having 'Strong Family Community Ties'. Additionally, families reported WHIN in the following areas: Inclusive Principal Leadership:83% Teacher Outreach: 93% Parent Involvement: 97% Parent Teacher Trust:

93%  
Parent Principal Trust:  
85%

Org  
Goal 2

Org  
Goal 3

Org  
Goal 4

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Goal 5

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Goal 6

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Goal 16

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Goal 17

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Goal 18

Org  
Goal 19

Org Goal 20				
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**5. Do we have more organizational goals to add?** No

**6. FINANCIAL GOALS**

**2018-19 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	WHIN's management policies and procedures will ensure fiscal responsibility and appropriate management of the school's revenues and expenditures	End of year budget Audit	Met	WHIN has been working with CSBM since our founding year to ensure the tightest financial responsibility possible. The Finance Committee of the Board of Director meets monthly to review the organizations financial health and alignment to our Financial Policies and Procedures. The expertise of CSBM as well as our Finance Committee helps us maintain fiscal responsibility.
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do we have more financial goals to add?** No

**Thank you.**



# Entry 4 Expenditures per Child

Created: 07/14/2019 • Last updated: 08/02/2019

## WHIN MUSIC COMMUNITY CHARTER SCHOOL Section Heading

### Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2018-19 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:*

*Audit Guide* available within the portal or on the NYSED website at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/auditguide2018.pdf>.

Line 1: Total Expenditures	2879437
Line 2: Year End FTE student enrollment	143
Line 3: Divide Line 1 by Line 2	20171

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2018 19 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

**Notes:**  
***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***  
**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**  
**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	276766
Line 2: Management and General Cost (Column)	269717
Line 3: Sum of Line 1 and Line 2	546483
Line 5: Divide Line 3 by the Year End FTE student enrollment	143

***Thank you.***

**WHIN MUSIC COMMUNITY CHARTER SCHOOL**

**NEW YORK, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2019**

**(With Comparative Totals for 2018)**

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
WHIN Music Community Charter School

### **Report on the Financial Statements**

We have audited the accompanying financial statements of WHIN Music Community Charter School, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of WHIN Music Community Charter School as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited WHIN Music Community Charter School's June 30, 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 30, 2018. In our opinion, the summarized comparative information presented herein as of June 30, 2018 and for the period from June 14, 2016 (date of inception) to June 30, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

**Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 15, 2019 on our consideration of WHIN Music Community Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering WHIN Music Community Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 15, 2019

WHIN MUSIC COMMUNITY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2019

(With Comparative Totals for 2018)

	<u>June 30,</u>	
<u>ASSETS</u>	<u>2019</u>	<u>2018</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 483,369	\$ 418,915
Grants and other receivables	157,807	68,325
Pledges receivable - current portion	25,000	100,000
Prepaid expenses and other current assets	27,213	8,000
TOTAL CURRENT ASSETS	<u>693,389</u>	<u>595,240</u>
<u>OTHER ASSETS</u>		
Property and equipment, net	244,178	197,084
Pledges receivable	-	25,000
Cash in escrow	50,079	-
	<u>294,257</u>	<u>222,084</u>
TOTAL ASSETS	<u>\$ 987,646</u>	<u>\$ 817,324</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 106,647	\$ 178,391
Accrued payroll and benefits	208,702	111,806
Short-term note payable	-	30,000
Current portion of long-term debt	12,030	-
Deferred revenue	4,209	3,721
TOTAL CURRENT LIABILITIES	<u>331,588</u>	<u>323,918</u>
<u>LONG-TERM DEBT, net of current portion</u>	<u>27,067</u>	<u>-</u>
TOTAL LIABILITIES	<u>358,655</u>	<u>323,918</u>
<u>NET ASSETS</u>		
Without donor restrictions	603,991	171,806
With donor restrictions	25,000	321,600
TOTAL NET ASSETS	<u>628,991</u>	<u>493,406</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 987,646</u>	<u>\$ 817,324</u>

The accompanying notes are an integral part of the financial statements.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2019  
(With Comparative Totals for 2018)

	<u>Year ended June 30, 2019</u>			<u>Period from</u> <u>June 14,</u> <u>2016 (date of</u> <u>inception) to</u> <u>June 30, 2018</u>
	<u>Without donor</u> <u>restrictions</u>	<u>With donor</u> <u>restrictions</u>	<u>Total</u>	<u>Total</u>
Operating revenue and support:				
State and local per pupil operating revenue	\$ 2,516,052	\$ -	\$ 2,516,052	\$ 1,328,655
Government grants	420,285	-	420,285	790,183
Private grants	91,455	-	91,455	825,287
Other income	3,696	-	3,696	334
Net assets released from restriction	<u>296,600</u>	<u>(296,600)</u>	<u>-</u>	<u>-</u>
TOTAL OPERATING REVENUE AND SUPPORT	3,328,088	(296,600)	3,031,488	2,944,459
Expenses:				
Program:				
Regular education	1,494,716	-	1,494,716	1,380,283
Special education	777,358	-	777,358	517,766
Management and general	608,800	-	608,800	540,757
Fundraising	<u>15,029</u>	<u>-</u>	<u>15,029</u>	<u>12,247</u>
TOTAL EXPENSES	<u>2,895,903</u>	<u>-</u>	<u>2,895,903</u>	<u>2,451,053</u>
CHANGE IN NET ASSETS	432,185	(296,600)	135,585	493,406
Net assets at beginning of year	<u>171,806</u>	<u>321,600</u>	<u>493,406</u>	<u>-</u>
NET ASSETS AT END OF YEAR	<u>\$ 603,991</u>	<u>\$ 25,000</u>	<u>\$ 628,991</u>	<u>\$ 493,406</u>

The accompanying notes are an integral part of the financial statements.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2019  
(With Comparative Totals for 2018)

	Year ended June 30, 2019							Period from June 14, 2016 (date of inception) to June 30, 2018 Total
	No. of Positions	Program Services			Supporting Services			
		Regular Education	Special Education	Sub-total	Management and General	Fundraising	Sub-total	
Personnel Services Costs:								
Administrative staff personnel		\$ 309,646	\$ 47,638	\$ 357,284	\$ 276,766	\$ -	\$ 634,050	\$ 816,120
Instructional personnel		<u>639,766</u>		<u>1,101,794</u>		<u>276,766</u>	<u>1,101,794</u>	<u>616,839</u>
Total salaries and wages	8 18	949,412	462,028	1,459,078	276,766	-	1,735,844	1,432,959
Fringe benefits and payroll taxes	26		509,666	339,190	64,339	-	403,529	285,621
Retirement		220,709	118,481	11,416	-	-	13,582	5,274
Legal service		7,428		-	2,166	-	14,185	10,288
Accounting / audit services			3,988	-	14,185	-	64,339	129,673
Other purchased / professional / consulting services				89,781	188,064	-	188,064	76,170
Building and land rent / lease		48,676		-	14,190	15,029	119,000	6,075
Repairs and maintenance		-	41,105	357	-	-	425	98,376
Insurance			125	24,344	-	-	28,914	27,327
Supplies / materials		23,286	-	75,509	4,637	-	75,509	76,255
Equipment / furnishings		62,996		2,221	-	-	2,642	21,739
Staff development			8,458	44,545	-	-	4,546	94,562
Marketing / recruitment		1,445	12,513	47,445	8,450	-	51,991	44,845
Technology		28,985	12,261	58,723	4,546	-	68,674	74,274
Student services		35,184	15,560	36,276	9,951	-	36,276	1,173
Office expense		39,361		24,443	-	-	29,080	10,861
Depreciation		30,266	19,362	58,705	4,637	-	69,841	53,400
Other		15,905	6,010	41	11,136	-	5,352	2,181
		<u>38,199</u>	<u>8,538</u>	<u>41</u>	<u>5,311</u>	<u>-</u>	<u>4,637</u>	<u>2,181</u>
		\$ 1,494,716	\$ 2,507,358	\$ 2,272,074	\$ 608,800	\$ 15,029	\$ 2,895,903	\$ 2,451,053
		32				-	562,829	
			9					

The accompanying notes are an integral part of the financial statements.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2019  
(With Comparative Totals for 2018)

	Year ended June 30, 2019	Period from June 14, 2016 (date of inception) to June 30, 2018
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 135,585	\$ 493,406
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	69,841	53,400
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(89,482)	(68,325)
Pledges receivable	100,000	(125,000)
Prepaid expenses and other current assets	(19,213)	(8,000)
Accounts payable and accrued expenses	(99,270)	178,391
Accrued payroll and benefits	96,896	111,806
Deferred revenue	488	3,721
NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>194,845</u>	<u>639,399</u>
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(41,289)	(250,484)
Increase in escrow account	(50,079)	-
NET CASH USED FOR INVESTING ACTIVITIES	<u>(91,368)</u>	<u>(250,484)</u>
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Repayments on long term debt	(9,023)	-
Repayments on short term note payable	(30,000)	-
Borrowings on short term note payable	-	30,000
NET CASH (USED FOR) PROVIDED FROM FINANCING ACTIVITIES	<u>(39,023)</u>	<u>30,000</u>
NET INCREASE IN CASH	64,454	418,915
Cash at beginning of year	418,915	-
CASH AT END OF YEAR	<u>\$ 483,369</u>	<u>\$ 418,915</u>

WHIN MUSIC COMMUNITY CHARTER SCHOOL

STATEMENT OF CASH FLOWS, Cont'd

YEAR ENDED JUNE 30, 2019  
(With Comparative Totals for 2018)

	Year ended June 30, 2019	Period from June 14, 2016 (date of inception) to June 30, 2018
<u>NON-CASH OPERATING AND INVESTING ACTIVITIES</u>		
Purchases of property and equipment included in accounts payable	<u>\$ 27,526</u>	<u>\$ -</u>
<u>NON-CASH INVESTING AND FINANCING ACTIVITIES</u>		
Purchases of property and equipment financed with long-term debt	<u>\$ 48,120</u>	<u>\$ -</u>

The accompanying notes are an integral part of the financial statements.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

WHIN Music Community Charter School (the “Charter School”) is an educational corporation that operates as a charter school in New York, New York. The Charter School provides a uniquely challenging educational program that incorporates intensive daily music instruction, fosters innovative teaching methods, imbues students with a love of learning and facilitates the development of the community through music, academic, and social inclusion. On June 14, 2016 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years (through June 30, 2022) and renewable upon expiration.

Financial Statement presentation

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities, and net assets are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions*

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School.

*Net Assets With Donor Restrictions* – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had \$25,000 and \$321,600 of net assets with donor restrictions at June 30, 2019 and 2018, respectively, as described in Note D.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
Cont'd

Contributions

Contributions received are recorded in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as revenue without donor restrictions.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at a financial institution located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School is required to maintain cash in an escrow account in accordance with the terms of its charter agreement. The agreement requires \$25,000 to be placed in escrow each of the first three years of operations and a balance of \$75,000 be maintained to fund any audit and legal expenses incurred should the Charter School cease operations and dissolve. The Charter School obtained an extension of time to make the first deposit, which was transferred during August 2018. The amount in escrow was \$50,079 at June 30, 2019.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2019 and 2018.

Pledges receivable

Pledges receivable represent unconditional promises to give. Those that are expected to be collected within one year are recorded at their net realizable value. For amounts to be collected in future years, no discount was considered necessary to record estimated future collections at their present value. There was no allowance for uncollectible pledges receivable at June 30, 2019 and 2018.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

Contributed services

The Charter School is located in a New York City Department of Education facility and utilizes approximately 20,000 square feet at no charge. In addition, the Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees, and received transportation services provided by the local district. The Charter School was unable to determine a value for these services.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2017 through June 30, 2019 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly, it has not recognized any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$52,000 and \$44,800 for the year ended June 30, 2019 and for the period from June 14, 2016 (date of inception) to June 30, 2018, respectively.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Functional allocation of expenses

The costs of programs and supporting services activities have been summarized on a functional basis in the statement of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Comparatives for the period ended June 30, 2018

The financial statements include certain prior period summarized comparative information in total but not by net asset class or functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with Charter School's financial statements for the period ended June 30, 2018, from which the summarized information was derived.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
Cont'd

Change in accounting principle

During August 2016 FASB issued Accounting Standards Update No. 2016-14 “*Not-for-Profit Entities (Topic 958) Presentation of Financial Statements of Not-for-Profit Entities*”. The main provisions of ASU 2016-14 require a Not-For-Profit (NFP) to:

- 1) Present on the face of the statement of financial position amounts for two classes of net assets at the end of the period, rather than three classes. That is, an NFP will report amounts for *net assets with donor restrictions* and *net assets without donor restrictions*, as well as the currently required amount for total net assets.
- 2) Present on the face of the statement of activities the amount of the change in each of the two classes of net assets (noted in item 1) rather than that of the required three classes as in prior years. A NFP would continue to report the currently required amount of the change in total net assets for the period.
- 3) Continue to present on the face of the statement of cash flows the net amount for operating cash flows using either the direct or indirect method of reporting but no longer require the presentation or disclosure of the indirect method (reconciliation) if using the direct method.
- 4) Provide enhanced disclosures about:
  - a) Composition of net assets with donor restrictions at the end of the period and how the restrictions affect the use of resources.
  - b) Qualitative information that communicates how a NFP manages its liquid resources available to meet cash needs for general expenditures within one year of the statement of financial position date.
  - c) Quantitative information, and additional qualitative information, that communicates the availability of an NFP’s financial assets at the statement of financial position date to meet cash needs for general expenditures within one year of the statement of financial position date. Availability of a financial asset may be affected by (1) its nature, (2) external limits imposed by donors, grantors, laws, and contracts with others, and (3) internal limits imposed by Board of Trustee decisions.
  - d) Amounts of expenses by both their natural classification and their functional classification. That analysis of expenses is to be provided in one location.
  - e) Method(s) used to allocate costs among program and support functions.

ASU 2016-14 is effective for financial statements beginning after December 15, 2017 and was applied retrospectively except for disclosures regarding liquidity and availability of resources, which are presented only for the current year. There was no effect on total assets or changes in net assets. The Charter School has adopted the amendments effective July 1, 2018.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
Cont'd

New accounting pronouncements

Revenue from contracts with customers

In May 2014, the Financial Accounting Standards Board (“FASB”) issued a new standard related to revenue recognition. Under the standard, revenue is recognized when a customer obtains control of promised goods or services in an amount that reflects the consideration the entity expects to receive in exchange for those goods or services. For nonpublic entities, the guidance in this new standard is effective for annual reporting periods beginning after December 15, 2018, and interim reporting periods within annual reporting periods beginning after December 15, 2019. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School’s financial position or results of operations.

Leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use (“ROU”) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the guidance in this new standard is effective for fiscal years beginning after December 15, 2019, and interim periods within fiscal years beginning after December 15, 2020. There has been an exposure draft proposed that would delay the ASU from the initial timetable and, if passed, will take effect for fiscal years beginning after December 15, 2020, and for interim periods within fiscal years beginning after December 15, 2021. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School’s financial position or results of operations.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 15, 2019, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School’s main source of liquidity is its cash accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of education and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School’s cash and shows positive cash generated by operations for fiscal year 2019.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE B: LIQUIDITY AND AVAILABILITY, Cont'd

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2019:

	<u>Amount</u>
Cash	\$ 483,369
Grants and other receivables	157,807
Pledges receivable - current portion	<u>25,000</u>
 Total financial assets available to management for general expenditures within one year	 <u>\$ 666,176</u>

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	<u>June 30,</u>	
	<u>2019</u>	<u>2018</u>
Furniture	\$ 101,858	\$ 83,250
Office equipment	67,475	64,406
Leasehold improvements	69,475	69,475
Musical equipment	56,401	7,145
Computer equipment	60,339	26,208
Construction-in-progress	<u>11,871</u>	<u>-</u>
	367,419	250,484
Less accumulated depreciation and amortization	<u>123,241</u>	<u>53,400</u>
	<u>\$ 244,178</u>	<u>\$ 197,084</u>

At June 30, 2019, the Charter School had construction-in-progress of \$11,871 relating to costs for a new facility (see Note F). No provision for depreciation will be made for these costs until the facility is put into use.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE D: NET ASSETS

Net assets without donor restrictions consist of the following:

	<u>June 30,</u>	
	<u>2019</u>	<u>2018</u>
Undesignated net assets (deficiency)	\$ 398,910	\$ (25,278)
Invested in property and equipment, net of related debt	<u>205,081</u>	<u>197,084</u>
	<u>\$ 603,991</u>	<u>\$ 171,806</u>

Net assets with donor restrictions consist of the following:

	<u>June 30,</u>	
	<u>2019</u>	<u>2018</u>
Restricted due to time	\$ 25,000	\$ 125,000
Other purpose restrictions	<u>-</u>	<u>196,600</u>
	<u>\$ 25,000</u>	<u>\$ 321,600</u>

NOTE E: LINE OF CREDIT

The Charter School entered into a \$75,000 line of credit with a credit union in August 2018. The interest rate on the line of credit is fixed at 9.75%. There were no borrowings on the line of credit during the year ended June 30, 2019.

NOTE F: SCHOOL FACILITY

From June 14, 2016 (date of inception) through July 30, 2017, the Charter School was located in a space provided by New York City Charter School Center with monthly rent of \$675. During 2017, the Charter School received approval from the New York City Department of Education for use of dedicated and shared space at Middle School 328 Community Math & Science Prep, a New York Public School located at 401 West 164<sup>th</sup> Street, New York, NY. For the year ended June 30, 2019, the Charter School incurred no rent expense. For the period from June 14, 2016 (date of inception) to June 30, 2018, the Charter School incurred rent expense totaling \$6,075.

During 2019, the Charter School began exploring alternative options for a permanent location and in April 2019, the Charter School signed a non-binding letter of intent to enter into a ground lease for a permanent location. As of the date of the financial statements, the Board of Trustees approved expenditure of up to \$214,000 to explore obtaining necessary approvals. No arrangements have yet been finalized.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE G: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE H: CONCENTRATIONS

At June 30, 2019 and 2018, grants and other receivables and pledges receivable are comprised of the following:

	<u>June 30,</u>	
	<u>2019</u>	<u>2018</u>
Foundation A	**	39%
Foundation B	14%	26%
New York State	10%	35%
Charter School Program (CSP) grant	69%	**

\*\*Balance represents less than 10% of total grants and other receivables and pledges receivable

During the year ended June 30, 2019 and the period from June 14, 2016 (date of inception) to June 30, 2018, total operating revenue and support came from the following sources:

	<u>Year ended</u>	<u>Period from</u>
	<u>June 30, 2019</u>	<u>June 14,</u>
		<u>2016 (date of</u>
		<u>inception) to</u>
		<u>June 30, 2018</u>
New York City per-pupil	83%	44%
Charter School Program (CSP) grant	10%	17%
Foundation grant	**	11%

\*\*Revenue represents less than 10% of total operating revenue and support

The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE I: RETIREMENT PLAN

The Charter School sponsors a 403(b) retirement plan (“the Plan”) for its employees. All employees are immediately eligible to participate in the Plan. The Plan allows for the Charter School to make a matching contribution to the Plan. The Charter School contributed approximately \$13,600 and \$5,300 to the Plan for the year ended June 30, 2019 and the period from June 14, 2016 (date of inception) to June 30, 2018, respectively.

NOTE J: OPERATING LEASES

The Charter School entered into non-cancellable lease agreements for office equipment expiring at various dates through February 2022. The future payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ 9,271
2021	4,721
2022	<u>981</u>
Total	<u>\$ 14,973</u>

NOTE K: SHORT-TERM NOTE PAYABLE

During 2018, the Charter School received a \$30,000 non-interest bearing loan from one of its board members. The note was to be repaid when the Charter School received its first installment of per pupil funding in the 2018-2019 school year. The note was paid in full in August 2018.

NOTE L: LONG-TERM DEBT

In August 2018, the Charter School entered into a contract to purchase musical instruments for use in its instructional program. The contract requires quarterly payments of \$3,007 beginning in December 2018 through September 2022. At June 30, 2019, the balance outstanding on this loan was \$39,097.

Future maturities of long-term debt are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ 12,030
2021	12,030
2022	12,030
2023	<u>3,007</u>
Total	<u>\$ 39,097</u>

WHIN MUSIC COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2019

(With Comparative Totals for 2018)

NOTE M: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time, effort, and usage.

**WHIN MUSIC COMMUNITY CHARTER SCHOOL**

**OTHER FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
WHIN Music Community Charter School

We have audited the financial statements of WHIN Music Community Charter School as of June 30, 2019 and have issued our report thereon dated October 15, 2019, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the year ended June 30, 2019.

We have also audited the financial statements of WHIN Music Community Charter School as of June 30, 2018 and for the period from June 14, 2016 (date of inception) to June 30, 2018, and our report thereon dated October 30, 2018, expressed an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the 2018 financial statements as a whole. The 2018 supplemental financial information was presented for purposes of additional analysis and was not a required part of the 2018 financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the 2018 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2018 financial statements or to the 2018 financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. Our report as of the same date, on the 2018 supplemental financial information stated that, in our opinion, such information was fairly stated in all material respects in relation to the financial statements for the period June 14, 2016 (date of inception) to June 30, 2018.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 15, 2019

WHIN MUSIC COMMUNITY CHARTER SCHOOL

SCHEDULE OF ACTIVITIES

YEARS ENDED JUNE 30, 2019 AND 2018,

AND THE PERIOD FROM JUNE 14, 2016 (DATE OF INCEPTION) TO JUNE 30, 2017, AND  
THE PERIOD FROM JUNE 14, 2016 (DATE OF INCEPTION) TO JUNE 30, 2018

	<u>Year ended June 30,</u>		<u>Period from</u>	<u>Period from</u>
	<u>2019</u>	<u>2018</u>	<u>June 14,</u>	<u>June 14,</u>
			<u>2016 (date of</u>	<u>2016 (date of</u>
			<u>inception) to</u>	<u>inception) to</u>
			<u>June 30, 2017</u>	<u>June 30, 2018</u>
Operating revenue and support:				
State and local per pupil operating revenue	\$ 2,516,052	\$ 1,328,655	\$ -	\$ 1,328,655
Government grants	420,285	600,179	190,004	790,183
Private grants	91,455	687,126	138,161	825,287
Other income	3,696	-	334	334
TOTAL OPERATING REVENUE AND SUPPORT	<u>3,031,488</u>	<u>2,615,960</u>	<u>328,499</u>	<u>2,944,459</u>
Personnel services costs:				
Administrative staff personnel	634,050	668,954	147,166	816,120
Instructional personnel	1,101,794	616,839	-	616,839
Total salaries and wages	<u>1,735,844</u>	<u>1,285,793</u>	<u>147,166</u>	<u>1,432,959</u>
Fringe benefits and payroll taxes	403,529	257,170	28,451	285,621
Retirement	13,582	5,274	-	5,274
Legal service	14,185	7,930	2,358	10,288
Accounting / audit services	188,064	109,178	20,495	129,673
Other purchased / professional / consulting services	119,000	57,478	18,692	76,170
Building and land rent / lease	-	675	5,400	6,075
Repairs and maintenance	425	98,376	-	98,376
Insurance	28,914	24,630	2,697	27,327
Supplies / materials	75,509	76,255	-	76,255
Equipment / furnishings	2,642	21,739	-	21,739
Staff development	52,995	91,170	3,392	94,562
Marketing / recruitment	51,991	34,226	10,619	44,845
Technology	68,674	69,884	4,390	74,274
Student services	36,276	1,173	-	1,173
Office expense	29,080	9,986	875	10,861
Depreciation	69,841	53,070	330	53,400
Other	5,352	871	1,310	2,181
TOTAL EXPENSES	<u>2,895,903</u>	<u>2,204,878</u>	<u>246,175</u>	<u>2,451,053</u>
CHANGE IN NET ASSETS	<u>\$ 135,585</u>	<u>\$ 411,082</u>	<u>\$ 82,324</u>	<u>\$ 493,406</u>

**WHIN MUSIC COMMUNITY CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees  
WHIN Music Community Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WHIN Music Community Charter School, which comprise the statement of financial position as of June 30, 2019 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 15, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered WHIN Music Community Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of WHIN Music Community Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of WHIN Music Community Charter School's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether WHIN Music Community Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 15, 2019

WHIN MUSIC COMMUNITY CHARTER SCHOOL  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

JUNE 30, 2019

**Finding 2018-001**

*Statement of condition*

During our audit, we noted the Charter School did not adhere to the terms of their charter agreement, resulting in a late deposit of \$25,000 into the Charter School's escrow account.

*Criteria and effect of conditions*

During our audit, we noted the Charter School's charter agreement required the Charter School to deposit \$25,000 into the escrow account by December 31, 2017. During February 2018, the Charter School requested an extension of time to make the deposit until July 2018, which was approved by NYSED. We noted the Charter School did not deposit the \$25,000 into the escrow account until August 2018.

*Recommendation*

We recommend the second required deposit installment of \$25,000 be made by December 31, 2018.

*Management response*

The Charter School will deposit the remaining escrow installments as required by the charter agreement.

*Current status*

The second deposit installment of \$25,000 was properly made in December 2018.

**Finding 2018-002**

*Statement of condition*

During our audit, we noted the Charter School did not adhere to the terms of their charter agreement as the School's enrollment fell below 85% of the projected enrollment for 2017-2018 academic year and written approval from NYSED was not obtained.

*Criteria and effect of conditions*

During our audit, we noted the Charter School's charter agreement required the School to obtain prior written approval from NYSED prior to commencing or continuing instruction where the total number of students enrolled is less than 85% of the projected enrollment for a given academic year. We noted the Charter School's enrollment was 69% of the projected enrollment for the 2017-2018 academic year.

*Recommendation*

We recommend the Charter School obtain written approval from NYSED if enrollment falls below 85% of projected enrollment for a given academic year.

*Management response*

The Charter School was in communication with NYSED about its enrollment; however, it will ensure to receive written approval should enrollment fall below 85% in future years.

*Current status*

In the current year, enrollment did not fall below 85% of the projected enrollment for the 2018-2019 academic year.



# Annual Financial Statement Audit Report

<b>School Name:</b>	<b>WHIN MUSIC COMMUNITY CHARTER SCHOOL</b>
Date (Report is due Nov. 1):	November 1, 2019
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #6
School Fiscal Contact Name:	Charlie Ortiz
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Mengel Metzger Barr & Co. LLP
School Audit Contact Name:	Jackie Lee
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2018-19
Prior Year:	2017-18

**The following items are required to be included:**

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	N/A
Management Letter Response	N/A
Federal Single Audit (A-133)	The school did not expend federal funds in excess of the Single Audit Th
Corrective Action Plan	N/A



**WHIN MUSIC COMMUNITY CHARTER SCHOOL**  
**Statement of Financial Position**  
**as of June 30**

	<u>2019</u>	<u>2018</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 483,369	\$ 418,915
Grants and contracts receivable	157,807	68,325
Accounts receivables	-	-
Prepaid Expenses	27,213	8,000
Contributions and other receivables	25,000	100,000
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>693,389</b>	<b>595,240</b>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 244,178	\$ 197,084
Restricted Cash	50,079	-
Security Deposits	-	-
Other Non-Current Assets	-	25,000
<b>TOTAL NON-CURRENT</b>	<b>294,257</b>	<b>222,084</b>
<b>TOTAL ASSETS</b>	<b><u>987,646</u></b>	<b><u>817,324</u></b>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 106,647	\$ 178,391
Accrued payroll, payroll taxes and benefits	208,702	111,806
Current Portion of Loan Payable	-	30,000
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	4,209	3,721
Other Current Liabilities	12,030	-
<b>TOTAL CURRENT</b>	<b>331,588</b>	<b>323,918</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ 27,067	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM</b>	<b>27,067</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b><u>358,655</u></b>	<b><u>323,918</u></b>

**NET ASSETS**

Unrestricted	\$ 603,991	\$ 171,806
Temporarily restricted	25,000	321,600
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>628,991</u>	<u>493,406</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>987,646</u></u>	<u><u>817,324</u></u>

**WHIN MUSIC COMMUNITY CHARTER SCHOOL**  
**Statement of Activities**  
**as of June 30**

	2019			2018
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 2,215,902	\$ -	\$ 2,215,902	\$ 1,079,545
State and Local Per Pupil Revenue - SPED	300,150	-	300,150	220,807
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	410,522	-	410,522	565,120
State and City Grants	9,763	-	9,763	253,366
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	2,936,337	-	2,936,337	2,118,838
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 1,494,716	\$ -	\$ 1,494,716	\$ 1,380,283
Special Education	777,358	-	777,358	517,766
Other Programs	-	-	-	-
Total Program Services	2,272,074	-	2,272,074	1,898,049
Management and general	608,800	-	608,800	540,757
Fundraising	15,029	-	15,029	12,247
<b>TOTAL EXPENSES</b>	2,895,903	-	2,895,903	2,451,053
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	40,434	-	40,434	(332,215)
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ 3,696	\$ -	\$ 3,696	\$ 334
Contributions and Grants	388,060	(296,600)	91,460	825,287
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	391,756	(296,600)	95,156	825,621
<b>Net Assets Released from Restrictions / Loss on Disposal</b>	\$ -	\$ -	\$ -	\$ -
<b>CHANGE IN NET ASSETS</b>	432,190	(296,600)	135,590	493,406
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 171,806	\$ 321,600	\$ 493,406	-
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	-	-	-	-

**NET ASSETS - END OF YEAR**

\$ 603,996 \$ 25,000 \$ 628,996 \$ 493,406

**WHIN MUSIC COMMUNITY CHARTER SCHOOL**  
**Statement of Cash Flows**

as of June 30

	<u>2019</u>	<u>2018</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 135,585	\$ 493,406
Revenues from School Districts		-
Accounts Receivable		-
Due from School Districts		-
Depreciation	\$ 69,841	53,400
Grants Receivable	\$ (89,482)	(68,325)
Due from NYS		-
Grant revenues		-
Prepaid Expenses	\$ (19,213)	(8,000)
Accounts Payable	\$ (99,270)	178,391
Accrued Expenses		
Accrued Liabilities	\$ 96,896	111,806
Contributions and fund-raising activities		
Miscellaneous sources		-
Deferred Revenue	\$ 488	3,721
Interest payments		-
Other	\$ 100,000	(125,000)
Other	-	-
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 194,845</b>	<b>\$ 639,399</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	\$ (41,289)	(250,484)
Other	(50,079)	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (91,368)</b>	<b>\$ (250,484)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	(9,023)	-
Other	(30,000)	30,000
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ (39,023)</b>	<b>\$ 30,000</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 64,454</b>	<b>\$ 418,915</b>
Cash at beginning of year	418,915	-
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 483,369</b>	<b>\$ 418,915</b>

**WHIN MUSIC COMMUNITY CHARTER SCHOOL**  
**Statement of Functional Expenses**  
**as of June 30**

		2019						
		Program Services				Supporting Services		
	No. of Positions	Regular	Special	Other	Total	Fundraising	Management	Total
		Education	Education	Education		and General		
		\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs								
Administrative Staff Personnel	8.00	309,646	47,638	-	357,284		276,766	276,766
Instructional Personnel	18.00	639,766	462,028	-	1,101,794	-	-	-
Non-Instructional Personnel	-	-	-	-	-	-	-	-
Total Salaries and Staff	26.00	949,412	509,666	-	1,459,078	-	276,766	276,766
Fringe Benefits & Payroll Taxes		220,709	118,481	-	339,190		64,339	64,339
Retirement		7,428	3,988	-	11,416		2,166	2,166
Management Company Fees		-	-	-	-	-	14,185	14,185
Legal Service		-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	188,064	188,064
Other Purchased / Professional / Consulting Services		48,676	41,105	-	89,781	15,029	14,190	29,219
Building and Land Rent / Lease		-	-	-	-	-	-	-
Repairs & Maintenance		232	125	-	357	-	68	68
Insurance		15,886	8,458	-	24,344	-	4,570	4,570
Utilities		-	-	-	-	-	-	-
Supplies / Materials		62,996	12,513	-	75,509	-	-	-
Equipment / Furnishings		1,445	776	-	2,221	-	421	421
Staff Development		28,985	15,560	-	44,545	-	8,450	8,450
Marketing / Recruitment		35,184	12,261	-	47,445	-	4,546	4,546
Technology		39,361	19,362	-	58,723	-	9,951	9,951
Food Service		-	-	-	-	-	-	-
Student Services		30,266	6,010	-	36,276	-	-	-
Office Expense		15,905	8,538	-	24,443	-	4,637	4,637
Depreciation		38,199	20,506	-	58,705	-	11,136	11,136
OTHER		32	9	-	41	-	5,311	5,311
<b>Total Expenses</b>		<b>\$ 1,494,716</b>	<b>\$ 777,358</b>	<b>\$ -</b>	<b>\$ 2,272,074</b>	<b>\$ 15,029</b>	<b>\$ 608,800</b>	<b>\$ 623,829</b>

		<b>2018</b>
<b>Total</b>		
\$		\$
	634,050	816,120
	1,101,794	616,839
	-	-
	1,735,844	1,432,959
	403,529	285,621
	13,582	5,274
	14,185	-
	-	10,288
	188,064	129,673
	119,000	76,170
	-	6,075
	425	98,376
	28,914	27,327
	-	-
	75,509	76,255
	2,642	21,739
	52,995	94,562
	51,991	44,845
	68,674	74,274
	-	-
	36,276	1,173
	29,080	10,861
	69,841	53,400
	<u>5,352</u>	<u>2,181</u>
\$	<u>2,895,903</u>	\$
		<u>2,451,053</u>



# Entry 5c Additional Financial Docs

Last updated: 10/31/2019

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

## Section Heading

### 1. Management Letter

(No response)

**Explanation for not uploading the Management Letter.** Management letter not required to be issued.

### 2. Form 990

<https://nysed.cso.reports.fluidreview.com/resp/119040863/FINDqRIBTE/>

**Explanation for not uploading the Form 990.** (No response)

### 3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

**Explanation for not uploading the Federal Single Audit.** School was not required to perform a federal audit.

### 4. CSP Agreed Upon Procedure Report

<https://nysed.cso.reports.fluidreview.com/resp/119040863/dQZm1h8CfC/>

**Explanation for not uploading the procedure report.** (No response)

## 5. Evidence of Required Escrow Account

**Note:** For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

<https://nysed.cso.reports.fluidreview.com/resp/119040863/pN6H0Nalce/>

**Explanation for not uploading the Escrow evidence.** (No response)

## 6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

**Explanation for not uploading the Corrective Action Plan.** Not applicable

**WHIN MUSIC COMMUNITY CHARTER SCHOOL**

**AGREED UPON PROCEDURES**

**YEAR ENDED JUNE 30, 2019**

INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES

To the Board of Trustees of WHIN Music Community Charter School

We have performed the procedures enumerated below, which were agreed to by the management of WHIN Music Community Charter School ("Charter School") and the New York State Education Department ("NYSED") solely to assist the specified parties in evaluating the Charter School's assertion to the NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant. The Charter School's management is responsible for these procedures. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and the related results are as follows:

**Procedure No. 1:** We will obtain the detail of expenditures incurred for the year under review relating to the CSP grant from the Charter School's accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

**Result**

We obtained the detail of expenditures incurred for the year under review relating to the CSP grant from the Charter School's accounting software and the grant revenue recorded by the Charter School. We observed that the CSP grant revenue equaled the grant expenditures.

**Procedure No. 2:** We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the year appear reasonable.

**Result**

We observed the Charter School's approved FS-10, FS-10A, and final expenditure summary, and determined revenue and expenditures recorded for the year were reasonable.

**Procedure No. 3:** We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other expense items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal year.

**Result**

We selected a sample of eight payroll items and ten other expenditures in the year tested. Based on our testing, we noted that the payroll items and other expenditures appear to be in accordance with the purpose of the grant, that the expenditures fall into an approved budget category, and the expenditures were charged to the appropriate fiscal year.

**Procedure No. 4:** We will obtain FS-25 form(s) submitted to NYSED during the year under review and perform the following:

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request.

**Result**

We obtained the Charter School's FS-25 and noted the selected items were appropriately included in the request for reimbursement. The Charter School had one FS-25 during the year which had a balance on Line 4 (Cash Expenditures Anticipated During Next Month). We reviewed the FS-25 submitted for the period from July 1, 2018 to January 31, 2019 and noted the funds were expended within one month following the date of the request.

**Procedure No. 5:** For schools with a weighted lottery during the year under review we will:

- a. Obtain documentation that the school received permission from the NYSED Charter School Office for the weighted lottery.
- b. Obtain the results of the weighted lottery.
  - Note weighted lotteries must be conducted using the NYSED Weighted Lottery Generator (WLG). When the WLG is used, a copy of the “lottery PDF” should be observed. (This PDF is generated after the WLG has conducted the lottery.)

**Result**

We reviewed the Charter School’s initial application which was approved by NYSED and noted the Charter School’s intention to use the WLG within the application. We reviewed the results of the lottery conducted in April 2018 for the 18-19 school year noting the lottery was conducted using the NYSED Weighted Lottery Generator (WLG).

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, on these procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of WHIN Music Community Charter School and the New York State Education Department and is not intended to be and should not be used by anyone other than the specified parties.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 15, 2019

# EXTENSION FILING INSTRUCTIONS

FORM 8868 FOR FORM 990

FOR THE YEAR ENDING

JUNE 30, 2019

<b>Prepared for</b>	WHIN MUSIC COMMUNITY CHARTER SCHOOL 401 WEST 164TH STREET, 4TH FLOOR NEW YORK, NY 10032
<b>Prepared by</b>	MENGEL, METZGER, BARR & CO. LLP 100 CHESTNUT STREET, SUITE 1200 ROCHESTER, NY 14604
<b>Amount due</b>	NOT APPLICABLE
<b>Make check payable to</b>	NOT APPLICABLE
<b>Mail extension and check (if applicable) to</b>	NOT APPLICABLE
<b>Extension must be mailed on or before</b>	NOT APPLICABLE
<b>Special Instructions</b>	THE EXTENSION FOR FORM 990 HAS QUALIFIED FOR ELECTRONIC FILING. FORM 8868 EXTENDS THE DUE DATE OF THE ORGANIZATION'S FORM 990 RETURN UNTIL MAY 15, 2020. THE EXTENSION HAS BEEN TRANSMITTED ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED.

# Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury  
Internal Revenue Service

▶ **File a separate application for each return.**  
▶ **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

	Enter filer's identifying number	
<b>Type or print</b>	Name of exempt organization or other filer, see instructions. <b>WHIN MUSIC COMMUNITY CHARTER SCHOOL</b>	Employer identification number (EIN) or [REDACTED]
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. <b>401 WEST 164TH STREET, 4TH FLOOR</b>	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>NEW YORK, NY 10032</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

**CHARLES ORTIZ**

- The books are in the care of ▶ **401 WEST 164TH STREET, 4TH FLOOR - NEW YORK, NY 10032**  
Telephone No. ▶ [REDACTED] Fax No. ▶ \_\_\_\_\_
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box . If it is for part of the group, check this box  and attach a list with the names and EINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until     **MAY 15, 2020**    , to file the exempt organization return for the organization named above. The extension is for the organization's return for:  
▶ calendar year \_\_\_\_\_ or  
▶ **X** tax year beginning     **JUL 1, 2018**    , and ending     **JUN 30, 2019**    .

**2** If the tax year entered in line 1 is for less than 12 months, check reason:                      Initial return                      Final return  
Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	0.
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	0.
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	0.

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Statement Period	Account Number
06/01/19 - 06/30/19	[REDACTED]



Let your Credit Union help you END YOUR YEAR SUCCESSFULLY!

Rapid approval on personal loans, small business loans and emergency loans.

Mail in statements will increase from \$.45 to \$1.50. For free statements or to avoid statement fee, please utilize our online banking.

**STATEMENT SUMMARY**

Deposit Accounts			Total Balance: \$50,079.11		
Account Type	Previous Balance	Deposits	Withdrawals	New Balance	
REGULAR BUSINESS SHARE (00)	54.06	0.00	0.45	53.61	
SECONDARY SHARE BUSINESS (51)	50,021.39	4.11	0.00	50,025.50	
Loan Accounts			Total Balance: \$0.00		
Account Type	Previous Balance	Advances	Payments	New Balance	
*WORKING CAPITAL (22)	.00	0.00	0.00	.00	

**REGULAR BUSINESS SHARE (00) Ending Balance: \$53.61**

ACCOUNT OWNERS/SIGNERS: WHIN MUSIC COMMUNITY CHARTER SCHOOL,  
 CHARLES ORTIZ, GREGORY DAVID

Date	Memo	Description	Deposits	Withdrawals	Balance
06/01		PREVIOUS BALANCE			54.06
06/30		STATEMENT FEE		.45	53.61
06/30		NEW BALANCE			53.61
WITHDRAWALS AND OTHER DEBITS					
Date	Amount	Date	Amount	Date	Amount
06/30	.45				
YTD DIVIDENDS EARNED .00					
ANNUAL PERCENTAGE YIELD EARNED FROM 06/01/19 THROUGH 06/30/19 IS 00.00% BASED UPON AN AVERAGE BALANCE OF 54.05 AND TOTAL DIVIDENDS EARNED OF 0.00					

**SECONDARY SHARE BUSINESS (51) Ending Balance: \$50,025.50**

ACCOUNT OWNERS/SIGNERS: WHIN MUSIC COMMUNITY CHARTER SCHOOL,  
 CHARLES ORTIZ, GREGORY DAVID

Date	Memo	Description	Deposits	Withdrawals	Balance
06/01		PREVIOUS BALANCE			50,021.39
06/30		DIVIDEND	4.11		50,025.50
06/30		NEW BALANCE			50,025.50





Statement Period	Account Number
06/01/19 - 06/30/19	

**SECONDARY SHARE BUSINESS (51) continued**

DEPOSITS AND OTHER CREDITS							
Date	Amount	Date	Amount	Date	Amount	Date	Amount
06/30	4.11						
YTD DIVIDENDS EARNED 24.81							
ANNUAL PERCENTAGE YIELD EARNED FROM 06/01/19 THROUGH 06/30/19 IS 00.10% BASED UPON AN AVERAGE BALANCE OF 50021.39 AND TOTAL DIVIDENDS EARNED OF 4.11							

**\*WORKING CAPITAL (22)**

Ending Balance: \$.00

DLY PERIODIC RATE .026712% \*\*ANNUAL PERCENTAGE RATE 9.7500%\*\* FROM 06/01 TO 06/30  
 LINE OF CREDIT \$ 75,000.00 AVAILABLE LINE OF CREDIT \$ 75,000.00

Date	Description	Advances	Principal Payments	Balance
06/01	PREVIOUS BALANCE			.00
06/30	NEW BALANCE			.00
YTD INTEREST PAID .00				

FEES CHARGED			
Date	Description	Account	Amount
	TOTAL FEES FOR THIS PERIOD		.00

INTEREST CHARGED			
Date	Description	Account	Amount
	TOTAL INTEREST FOR THIS PERIOD		.00

TOTALS YEAR-TO-DATE			
	TOTAL FEES CHARGED IN 2019		.00
	TOTAL INTEREST CHARGED IN 2019		.00

**YEAR TO DATE TAX REPORTING SUMMARY BY TAX REPORTING EIN**

REPORTING EIN	DIVIDENDS EARNED	DIVIDENDS WITHHELD	CERTIFICATE PENALTY	MORTGAGE INTEREST	NON-MORTGAGE INTEREST
XX-XXXXXXX	24.81	0.00	0.00	0.00	0.00







# Entry 5d Financial Services Contact Information

Last updated: 10/31/2019

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## WHIN MUSIC COMMUNITY CHARTER SCHOOL Section Heading

### 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Charlie Ortiz	[REDACTED]	[REDACTED]

### 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
Jackie Lee	[REDACTED]	[REDACTED]	

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
Charter School Business Management	Collin Raymond	[REDACTED]	[REDACTED]	[REDACTED]	3

**WHIN Music Community Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2019 to June 30, 2020**

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	2,170,899	1,213,009	-	-	680,576	4,064,484
Total Expenses	2,143,482	1,172,351	-	-	662,423	4,018,834
Net Income	27,417	40,658	-	-	18,154	45,650
Actual Student Enrollment	170	46				216
Total Paid Student Enrollment	153	46				199

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue	CY Per Pupil Rate
District of Location	\$16,150.00
Mount Vernon	\$18,548.00
School District 3 (Enter Name)	
School District 4 (Enter Name)	
School District 5 (Enter Name)	

1,960,474		-	-	666,554	2,627,028
37,096	-	-	-	-	37,096
-		-	-	-	-
-		-	-	-	-
-		-	-	-	-
<b>1,997,570</b>				<b>666,554</b>	<b>2,664,124</b>

Special Education Revenue	-	1,127,787	-	-	-	1,127,787
Grants						
Stimulus	-	-	-	-	-	-
Other	13,138	3,555	-	-	-	16,692
Other State Revenue	30,185	8,168	-	-	-	38,353

**TOTAL REVENUE FROM STATE SOURCES**

<b>2,040,893</b>	<b>1,139,510</b>			<b>666,554</b>	<b>3,846,956</b>
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**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs	-	22,853	-	-	-	22,853
Title I	63,356	17,144	-	-	-	80,500
Title Funding - Other	15,347	4,153	-	-	-	19,500
School Food Service (Free Lunch)	-	-	-	-	-	-
Grants						
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	-
Other	-	-	-	-	-	-
Other Federal Revenue	-	-	-	-	-	-

**TOTAL REVENUE FROM FEDERAL SOURCES**

<b>78,704</b>	<b>44,149</b>				<b>122,853</b>
---------------	---------------	--	--	--	----------------

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising	32,195	18,726	-	-	9,078	60,000
Erate Reimbursement	17,506	10,182	-	-	4,936	32,625
Interest Income, Earnings on Investments,	27	16	-	-	8	50
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	-	-	-
Food Service (Income from meals)	-	-	-	-	-	-
Text Book	-	-	-	-	-	-
Other Local Revenue	1,574	426	-	-	-	2,000

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

<b>51,303</b>	<b>29,350</b>			<b>14,022</b>	<b>94,675</b>
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**TOTAL REVENUE**

<b>2,170,899</b>	<b>1,213,009</b>			<b>680,576</b>	<b>4,064,484</b>
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management	2.00	152,212	23,417	-	-	58,543	234,172
Instructional Management		-	-	-	-	-	-
Deans, Directors & Coordinators	4.00	209,561	80,601	-	-	32,240	322,402

**WHIN Music Community Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2019 to June 30, 2020**

Please Note The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

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**PROGRAM SERVICES**

**SUPPORT SERVICES**

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	2.00	-	-	-	-	127,500	127,500
Administrative Staff	3.00	-	-	-	-	142,408	142,408
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>11</b>	<b>361,773</b>	<b>104,018</b>			<b>360,691</b>	<b>826,481</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	5.00	289,590	78,360	-	-	-	367,950
Teachers - SPED	6.00	-	391,752	-	-	-	391,752
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	9.00	477,382	129,174	-	-	-	606,556
Aides	-	-	-	-	-	-	-
Therapists & Counselors	1.00	47,222	12,778	-	-	-	60,000
Other	4.00	103,181	27,919	-	-	-	131,100
<b>TOTAL INSTRUCTIONAL</b>	<b>25</b>	<b>917,375</b>	<b>639,983</b>				<b>1,557,358</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>							
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>36</b>	<b>1,279,148</b>	<b>744,000</b>			<b>360,691</b>	<b>2,383,839</b>
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		114,076	66,351	-	-	32,167	212,594
Fringe / Employee Benefits		239,386	139,236	-	-	67,501	446,123
Retirement / Pension		10,233	5,952	-	-	2,886	19,071
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>363,695</b>	<b>211,539</b>			<b>102,554</b>	<b>677,788</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>1,642,843</b>	<b>955,539</b>			<b>463,244</b>	<b>3,061,627</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		-	-	-	-	23,500	23,500
Legal		-	-	-	-	12,000	12,000
Management Company Fee		-	-	-	-	104,500	145,078
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		16,723	9,727	-	-	4,716	31,166
Special Ed Services		-	19,200	-	-	-	19,200
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		10,533	3,167	-	-	-	13,700
<b>TOTAL CONTRACTED SERVICES</b>		<b>27,257</b>	<b>32,094</b>			<b>144,716</b>	<b>244,644</b>

**SCHOOL OPERATIONS**

**WHIN Music Community Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2019 to June 30, 2020**

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Actual Student Enrollment	170	46				216
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**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Board Expenses	-	-	-	-	2,000	2,000
Classroom / Teaching Supplies & Materials	47,546	12,865	-	-	-	60,411
Special Ed Supplies & Materials			-	-	-	-
Textbooks / Workbooks	40,926	11,074	-	-	-	52,000
Supplies & Materials other	7,083	1,917	-	-	-	9,000
Equipment / Furniture	5,366	3,121	-	-	1,513	10,000
Telephone	12,564	7,643	-	-	3,603	23,810
Technology	24,426	11,968	-	-	5,102	41,496
Student Testing & Assessment	13,401	3,626	-	-	-	17,027
Field Trips	3,935	1,065	-	-	-	5,000
Transportation (student)	-	-	-	-	-	-
Student Services - other	162,130	43,870	-	-	-	206,000
Office Expense	8,720	5,072	-	-	2,453	16,244
Staff Development	51,084	29,712	-	-	14,404	95,200
Staff Recruitment	10,034	5,836	-	-	2,829	18,700
Student Recruitment / Marketing	14,171	5,072	-	-	757	20,000
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	268	156	-	-	76	500
Fundraising	12,073	7,022	-	-	3,404	22,500
Other	-	-	-	-	1,500	1,500
<b>TOTAL SCHOOL OPERATIONS</b>	<b>413,727</b>	<b>150,020</b>			<b>37,641</b>	<b>601,388</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	16,460	9,574	-	-	4,641	30,675
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	5,366	3,121	-	-	1,513	10,000
Equipment / Furniture						-
Security	268	156	-	-	76	500
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>22,094</b>	<b>12,851</b>			<b>6,230</b>	<b>41,175</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>37,561</b>	<b>21,847</b>			<b>10,591</b>	<b>70,000</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTIGENCY</b>						-
<b>TOTAL EXPENSES</b>	<b>2,143,482</b>	<b>1,172,351</b>			<b>662,423</b>	<b>4,018,834</b>
<b>NET INCOME</b>	<b>27,417</b>	<b>40,658</b>			<b>18,154</b>	<b>45,650</b>

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	168	46	214
Mount Vernon	2		2
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

**WHIN Music Community Charter School**

**PROJECTED BUDGET FOR 2019-2020**

**July 1, 2019 to June 30, 2020**

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PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	170	46	216			
REVENUE PER PUPIL	12,770	26,370	-			
EXPENSES PER PUPIL	12,609	25,486	-			









**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

*Gregory David*

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

*WHIN Music Community Charter School*

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). *Chair*

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

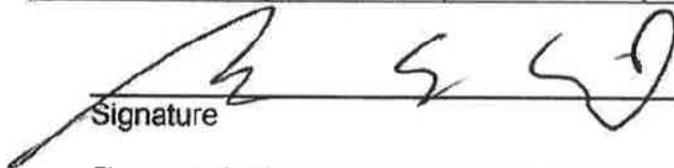
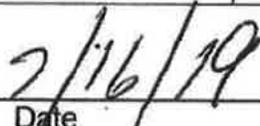
If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p align="center"><i>NONE</i> Please write "None" if applicable. Do not leave this space blank.</p>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write None if applicable. Do not leave this space blank.</i> <b>NONE</b>				


  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

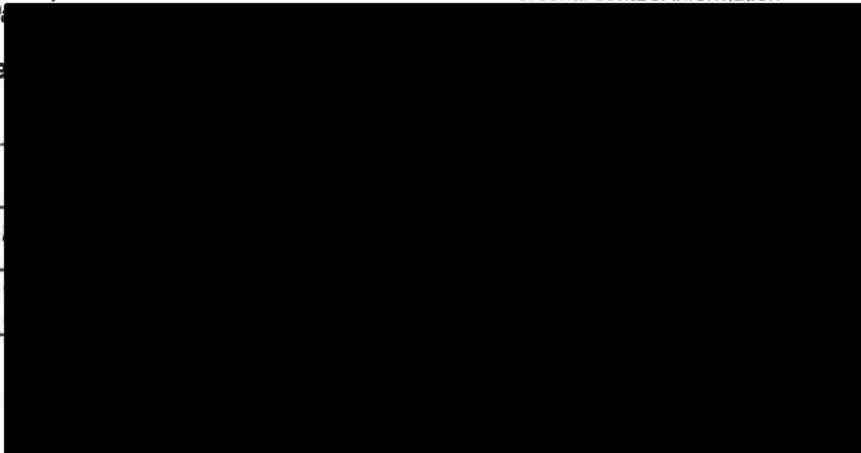
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

Arnold Adlin

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

WHIN Charter Music School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write NONE if applicable. Do not leave this space blank.</i>			

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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><b>NONE</b></p>				

*Charles Adler*

*7/23/19*

Signature

Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

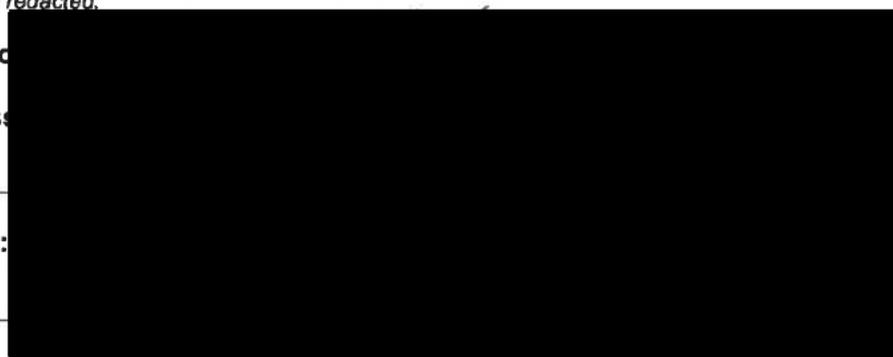
**Business Telephone:**

**Business Address:**

**E-mail Address:**

**Home Telephone:**

**Home Address:**



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Robert GREEN

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

WHIN MUSIC COMMUNITY SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p>Please write <b>NONE</b> if applicable. Do not leave this space blank.</p> <p style="text-align: right; font-size: 2em;">7/23/19</p>			

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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this page blank.</i></p> <p style="text-align: center;"><i>NONE</i></p> <p style="text-align: right;"><i>7/23/19</i></p>				

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

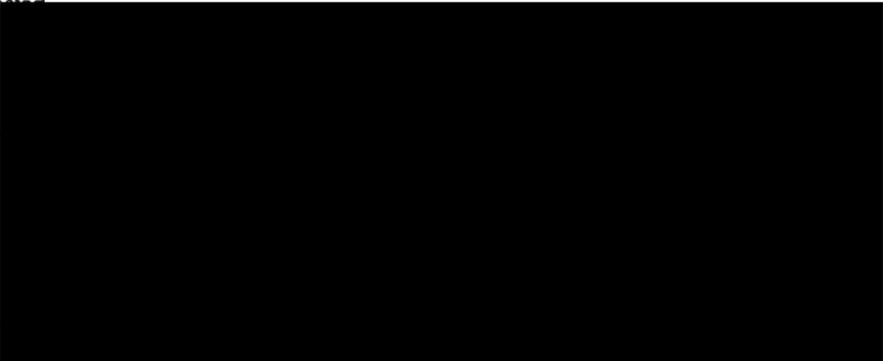
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Kenneth Grover

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

WHIN Music Community Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Trustee, chair, Program Committee, member of Finance Committee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write None if applicable. Do not leave this space blank.</i>			

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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

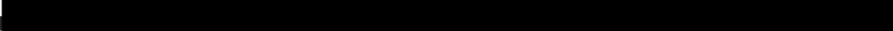
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write NONE if applicable. Do not leave this space blank.</i>				

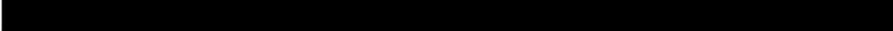
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 \_\_\_\_\_  
 Signature

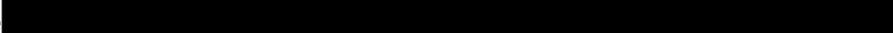
*7/15/19*  
 \_\_\_\_\_  
 Date

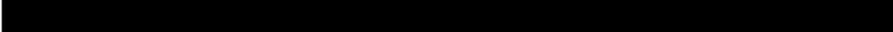
*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** \_\_\_\_\_

**Business Address:** 

**E-mail Address:** 

**Home Telephone:** 

**Home Address:** 

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

IVONNE NORMAN

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

WHIN MUSIC COMMUNITY CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). SECRETARY, FINANCE CIME MEMBER, DEVELOPMENT CIME MEMBER, EXECUTIVE CIME MEMBER

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

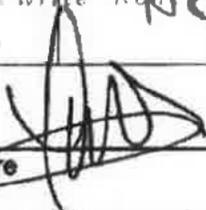
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" applicable. Do not leave this space blank.</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Signature



Date

7/16/19

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

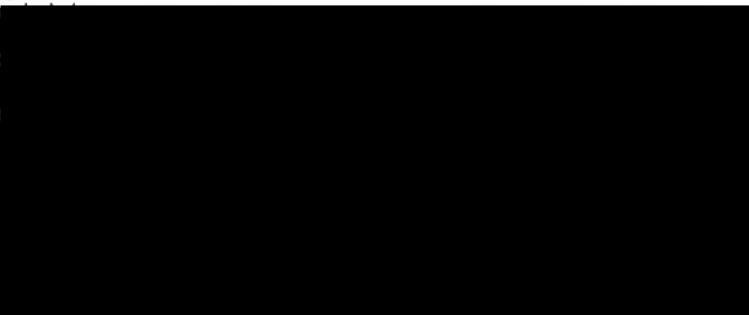
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**  
**Melissa Randazzo**

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**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**  
**WHIN Music Community Charter School**

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member

2. Is the trustee an employee of any school operated by the Education Corporation?  
\_\_\_ Yes \_\_\_ X \_\_\_ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

\_\_\_ Yes \_\_\_ X \_\_\_ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
		NONE	

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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or Immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
		.NONE		

*M. R. [Signature]*

Signature

Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

Business Telephone:

[Redacted]

E-mail Address:

Home Telephone:

[Redacted]

Home Address:

[Redacted]

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Cynthia Ivanick

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

WHIN Music Community Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board Member

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

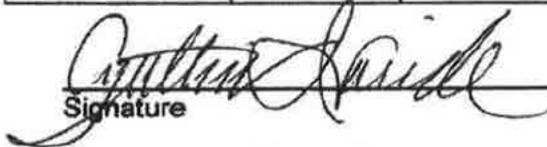
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<del>Please write None if applicable. Do not leave this space blank.</del>			

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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
_____	None	_____	_____	_____
<i>Please write "None" if applicable. Do not leave this space blank.</i>				


7/30/19  
 Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

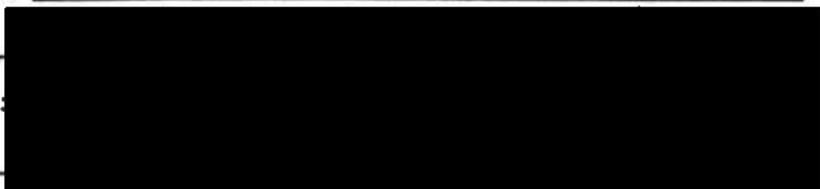
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

Vaughn Nichols

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

WHIN MUSIC COMMUNITY CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board Member

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

  
 \_\_\_\_\_  
 Signature

8-22-2019  
 \_\_\_\_\_  
 Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_  
**Home Telephone:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_



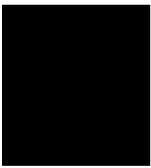
# Entry 8 BOT Table

Created: 07/14/2019 • Last updated: 08/02/2019

1. SUNY AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE AUTHORIZED charter schools are required to provide information for all VOTING and NON VOTING trustees.

## 1. Current Board Member Information (Enter info for each BOT member)

Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2018 19
		A career changer teacher leader, Greg is currently a Fourth Grade Head Teacher at Bank Street School for Children, where he has taught for nine years. Greg also co founded JCC Manhattan's Gift of Math, a free public school after school math support program,					

1	Gregory David / 	Chair	and served as Founding Teacher for five years at two Upper West Side elementary schools. Prior to entering education, Greg spent seventeen years in business, as an entrepreneur, investment manager and financial journalist, and served on several non for profit Boards. Greg holds Masters Degrees from NYU in English and from Bank Street College in Childhood Special and General	Yes	2	06/14/2016	06/14/2019	12
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Education. He received a BS in Economics from the Wharton School, as well as BA in English, at the University of Pennsylvania, where he graduated cum laude in 1992.

Bob Green has supported and worked in community organizations in Washington Heights for 20 years. He is a Board Member and Audit Committee Chair of Neighborhood Trust Federal Credit Union. He has developed

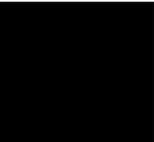
2	Robert Green / 	Treasurer	financial systems and led teams for Brown Brothers Harriman , New York Board of Education, Bankers Trust, Andersen Consulting, and others. He has an MBA from Columbia University. His music education programs have been presented by Carnegie Hall Education/Weill Music Institute (1990 2008) and Lincoln Center Institute/ Education (2002 2016). He has performed in 12 countries , 24 states, at	Yes	2	06/14/2016	06/14/2019	12
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Carnegie Hall, Lincoln Center, Town Hall, Symphony Space, and on PBS

Arnold Adlin has had a 43 year career that includes investments and financings in real estate with affiliates of Oppenheimer & Co., Inc. and discretionary investment management at AllianceBernstein as a financial advisor. He was a partner at Oppenheimer & Co. and a principal at Sanford Bernstein Global Wealth

Arnold

3	Adlin / 	Trustee/Member	<p>management. In addition, he is skilled at completing complex financial transactions with a wide variety of businesses. He has earned and undergraduate degree from Hunter College and a masters degree in city planning also from Hunter College. At the current time Arnold is deeply involved in finding a new and permanent school building for WHIN.</p>	Yes	1	09/24/2018	09/24/2019	11
			Vaughn Nichols works for U.S. Trust Bank of America in New					

4	Vaughn Nichols / 	Trustee/Member	<p>York, NY. Vaughn joined U.S. Trust in 2007 and was recently promoted within Bank of America's Global Wealth &amp; Investment Management Division. Prior to joining U.S. Trust, Vaughn worked in retail banking, in various capacities, for Fleet Bank, Bank of New York, and TD Bank, and brings over 18 years of banking experience to his role with the bank and as a WHIN Board Member. Vaughn resides in Washington Heights</p>	Yes	1	05/18/2018	09/24/2019	8
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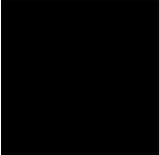
with his partner and second grade nephew who attends WHIN. Vaughn received a B.S. in Finance from New Jersey City University. In addition to serving on WHIN's Board, Vaughn volunteers with other special interests NYC non profits.

Kenneth Grover has been involved in education for more than 45 years in many different capacities. For the past 15 years, he has been an instructor , program

5	Kenneth Grover / 	Trustee/Member	<p>director, and Chair of the Educational Leadership Department at Bank Street College. Prior to that he worked for more than 30 years in the New York City Department of Education as an Instructional Superintendent, Deputy Superintendent, principal, and teacher. Currently he is working with different organizations as an independent educational consultant focusing on leadership development</p>	Yes	1	06/14/2016	06/14/2020	11
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ment.  
Kenneth  
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Professio  
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Diploma  
and a  
Certificat  
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Advance  
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Educatio  
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Leadershi  
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Hofstra  
Universit  
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Ivonne  
Norman,  
Esq. is a  
Senior  
Associate  
at  
Harris/La  
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York City.  
As a civil  
litigator  
she is  
dedicate  
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clients  
injured  
due to  
medical  
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general  
negligenc  
e. Ivonne  
received  
her Juris  
Doctor  
Degree  
from New  
York Law  
School.  
She is

6	Ivonne Norman / 	Secretary	<p>admitted to practice law in the State of New York and the United States District Court for the Eastern and Southern Districts of New York. Ivonne is a Board Finance Committee Member. She is also a founding Board Member and Secretary of the Board of Directors of Orchestrating Dreams, Inc. Ivonne is a native Spanish speaker who has continuously been a supporter of the social advancement of immigran</p>	Yes	1	06/14/2016	06/14/2020	12
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and the  
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Action  
Center at  
New York  
Law  
School.  
Ivonne  
has also  
served as  
member  
of the  
New York  
City Bar  
Associati  
on and  
the New  
York  
State  
Trial  
Lawyers  
Associati  
on.

Cynthia  
Ivanick  
has spent  
her  
professio

7	Cynthia Ivanick / 	Trustee/M	<p>nal career in investment management and client advisory. Cynthia has served as a trusted advisor for complex, sensitive client relationships and sophisticated financial asset portfolios . She has over 27 years of experience advising individuals and families, as a Vice President and Senior Portfolio Manager at Northern Trust in Chicago and, leading the advisory effort, as the Director of Investment</p>	Yes	1	11/20/20	11/20/20	9
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Counseling for the Americas at MIO Partners in New York. She earned her BA in History from DePauw University, Greencastle, IN. Cynthia also has a passion for music. She began studying voice at an early age and has been part of various vocal music groups, both choirs and ensembles, throughout her life. More recently Cynthia has shifted her focus to spending time with family and having a greater

18

19

			impact serving in her community.					
8								
9								

**1a. Are there more than 9 members of the Board of Trustees?** No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2019	7
b.Total Number of Members Added During 2018 19	2
c. Total Number of Members who Departed during 2018 19	1
d.Total Number of members in 2018 19, as set by in Bylaws, Resolution or Minutes	8

**3. Number of Board meetings held during 2018-19** 12

**4. Number of Board meetings scheduled for 2019-20** 12

**Thank you.**



# Entry 9 - Board Meeting Minutes

Created: 08/01/2019 • Last updated: 08/02/2019

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## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2018 June 2019, which should match the number of meetings held during the 2018 19 school year.

### **WHIN MUSIC COMMUNITY CHARTER SCHOOL**

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2018-19 school year, on the charter school's website?** Yes

**A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2018-19 school year.**

[https://whinmusic.org/board\\_meetings/](https://whinmusic.org/board_meetings/)



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/14/2019 • Last updated: 08/02/2019

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2018 19 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2019 20.

### WHIN MUSIC COMMUNITY CHARTER SCHOOL Section Heading

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2018 19	Describe Recruitment Plans in 2019 20
Economically Disadvantaged	<p>WHIN used the NYSED's weighted lottery generator with a preference for economically disadvantaged students. Throughout the year we deepened our relationship with local preschools and daycares that serve ED students and conducted info sessions whenever possible. We also held weekly parent tours from January to June so prospective parents could witness student learning. We also had current WHIN parents speak about their experiences at WHIN. During recruitment for SY 2018 2019 many current families engaged their personal networks to share how happy they are at WHIN and recommend the school to them.</p>	<p>We updated all of our recruitment materials to reflect the growth, quality, and current work of WHIN for the 2019 2020 school year recruitment season. All materials were in multiple languages. We also promoted the school more on digital media, local media, and visible signage near the school building.</p> <p>WHIN used the NYSED's weighted lottery generator with a preference for economically disadvantaged students.</p> <p>As our relationship with local daycares and community organizations has deepened we conducted more info sessions at more locations than in previous years.</p> <p>We also held parent information sessions at the school so potential families could take time learning about all of our programmatic offerings. At these events we had current WHIN students perform music and current WHIN parents speak about their experiences at WHIN.</p> <p>During recruitment for SY 2019 2020 many current families engaged their personal networks to share how happy they are at WHIN and recommend the school to them.</p>

English Language Learners/Multilingual Learners	To recruitment of English Language Learners (ELL), we continued to ensure all recruitment materials were presented in multiple language. We also ensured all parent info sessions and school tours were conducted in multiple languages. We canvassed CSD6 with promotional materials in multiple languages. We also spoke at daycares who serve high ELL populations and asked current ELL WHIN parents to share their pleasure with WHIN's program.	To recruit as many ELL students as possible we spent a lot of time supporting current ELL families who reached out to their personal networks since we believe they are likely connected to other non english speaking families.  We canvassed CSD6 with promotional materials in multiple languages and also spoke at daycares who serve high ELL populations.  We also updated our internal ELL identification systems to better support our incoming ELL students.
Students with Disabilities	To recruit Students with Disabilities (SWD) WHIN canvassed CSD6 sharing materials and speaking with families about our Special Education program. During information sessions, we met individually with parents whose children have an IEP to review all of the specific interventions, extension, and inclusive practices at the school. We showed parents our related services rooms, types of accommodations/resources for SWD and ICT classrooms. Our current parents of SWD also spoke to their friends, families, and neighbors to share their experience at WHIN and recommend it as an inclusive and supporting school.	To recruit and support our incoming SWD's this year we continued to share materials, do information sessions, school tours, and advertise the school but the biggest difference this year was the amount of one on one time and personal attention we were able to spend with perspective families. Our enrollment team and Director of Special Programs were better equipped this year to quickly identify and support families so their questions were clearly answered and they felt very comfortable with our Special Education services and team.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2018 19	Describe Retention Plans in 2019 20
	WHIN built on the foundation we created in our first year and continued to support our economically disadvantaged families by waiving any costs that might surface throughout the year, provide any/all school supplies and uniforms free of charge, and ensure no financial barriers prevent a WHIN student from	Our retention strategy starts on the first day of school and continues every day of the year by providing great education in a safe and joyous environment. Providing a consistency of high level programming ensures our students and families the eager to come to school every day and every year.  WHIN will continue to support our economically disadvantaged families by waiving any costs that might surface throughout the year, including school supplies, uniforms, field trips,

<p>Economically Disadvantaged</p>	<p>success.</p> <p>We also continued to listen with care and respect to the experiences of all our families and work with them to overcome any obstacle they may be facing. We also deepened our partnership with the Columbia Health Center to provide social work, targeted one on one, and small group services to students in need.</p>	<p>instruments, and any other costs that provide a burden to families.</p> <p>To support all of our students Social Emotional Learning (SEL) we will continue to work with the Columbia Health Center to provide social services but have added a full time School Counselor to our team to offer even more supports inside and outside of the classroom.</p> <p>WHIN is also looking to create and maintain various mentor programs for students that include daily check ins, positive reinforcement, and deep relationships between a staff mentor and a student who may be in need.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>WHIN continued all of the supports that proved successful in the 2017 2018 school year and also worked towards creating a school wide translanguaging ideology to help maintain a language inclusive environment. We worked closely with the NYC Charter School Center's Special Education Collaborative to ensure our ELL curriculums are created and taught in a way that allows each ELL student the opportunity to thrive.</p> <p>Halfway through the year WHIN hired a full time ENL Interventionist to provide targeted one on one and small group intervention to our ELL students. Our ENL Interventionist worked in both push in and pull out models.</p>	<p>WHIN has taken great steps to deepen our ENL supports and will continue to have an ENL Interventionist on staff working with students in push in and pull out models.</p> <p>Additionally, our partnership with the Collaborative for Inclusive Education (formerly the SPED Collaborative) will provide a support system for teachers and staff to make sure they are providing the best ENL instructions possible.</p>
<p>Students with Disabilities</p>	<p>WHIN continued to work with the CSE, outside service providers, and families of SWD's to ensure every learner is able to gain full access to our curriculum and enjoy the successes of hard work in a supportive, safe, and kind learning environment. We continued our partnership with the NYC Charter School Center's SPED Collaborative. Through this partnership teachers and school leaders participated in many professional development opportunities. The SPED Collaborative also provided us with onsite consulting for special education best practices, and compliance</p>	<p>Fostering a high quality, rigorous, inclusive, joyous, and safe learning environment for all of our students every day of the year is the best way we can retain all of our SWD's. We spend ample time with families who have children with disabilities. We review all of their child's needs, services, and goals while reviewing student data with them and helping them learn how to best support their children in the learning process., We also offer targeted workshops throughout the year to families with children who have special needs. We also kindly support them through the complexity of CSE evaluations and recommendations.</p> <p>We are also working hard with our Special</p>

support.

We deepened our work and use of data in the ICT classrooms to ensure each student is developing both academically and socially.

Education staff to understand how to best review student data, differentiate learning activities, and meet the needs of all students. Our related services and paraprofessional supports are also well monitored to ensure every student receives what is necessary to thrive.



# Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/30/2019 • Last updated: 08/02/2019

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2018-2019 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2018-2019 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2018; the FTE for any departed staff from July 1, 2018 through June 30, 2019; the FTE for added staff from July 1, 2018 through June 30, 2019; and the FTE of staff added in newly created positions from July 1, 2018 through June 30, 2019 using the tables provided.

### 1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/18	FTE Classroom Teachers Departed 7/1/18 6/30/19	FTE Classroom Teachers Filling Vacant Positions 7/1/18 6/30/19	FTE Classroom Teachers Added in New Positions 7/1/18 6/30/19	FTE of Classroom Teachers on 6/30/19
9	2	2	8	17

### 2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/18	FTE Administrators Departed 7/1/18 6/30/19	FTE Administrators Filling Vacant Positions 7/1/18 6/30/19	FTE Administrators Added in New Positions 7/1/18 6/30/19	FTE Administrative Positions on 6/30/19
7	1	0	1	7

### 3. Tell your school's story

**Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.**

As a growing school we are actively recruiting staff who are highly qualified and mission aligned and supporting those that need help achieving the schools high expectations. As we enter our third year one of our school leaders who has been with us since the beginning has been promoted to Principal. A teacher who started with us last year and showed remarkable skill (and just received her SBL certification) has been promoted to Curriculum Coach. These promotions allow WHIN to maximize the impact of high achievers while also builds a more structured and clear organizational chart where all roles can thrive.

**4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.**

**Have all employees have been cleared through the NYSED TEACH system?**

Yes

**5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?**

	Not Applicable
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**Thank you**



# Entry 12 Uncertified Teachers

Created: 08/01/2019 • Last updated: 08/23/2019

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

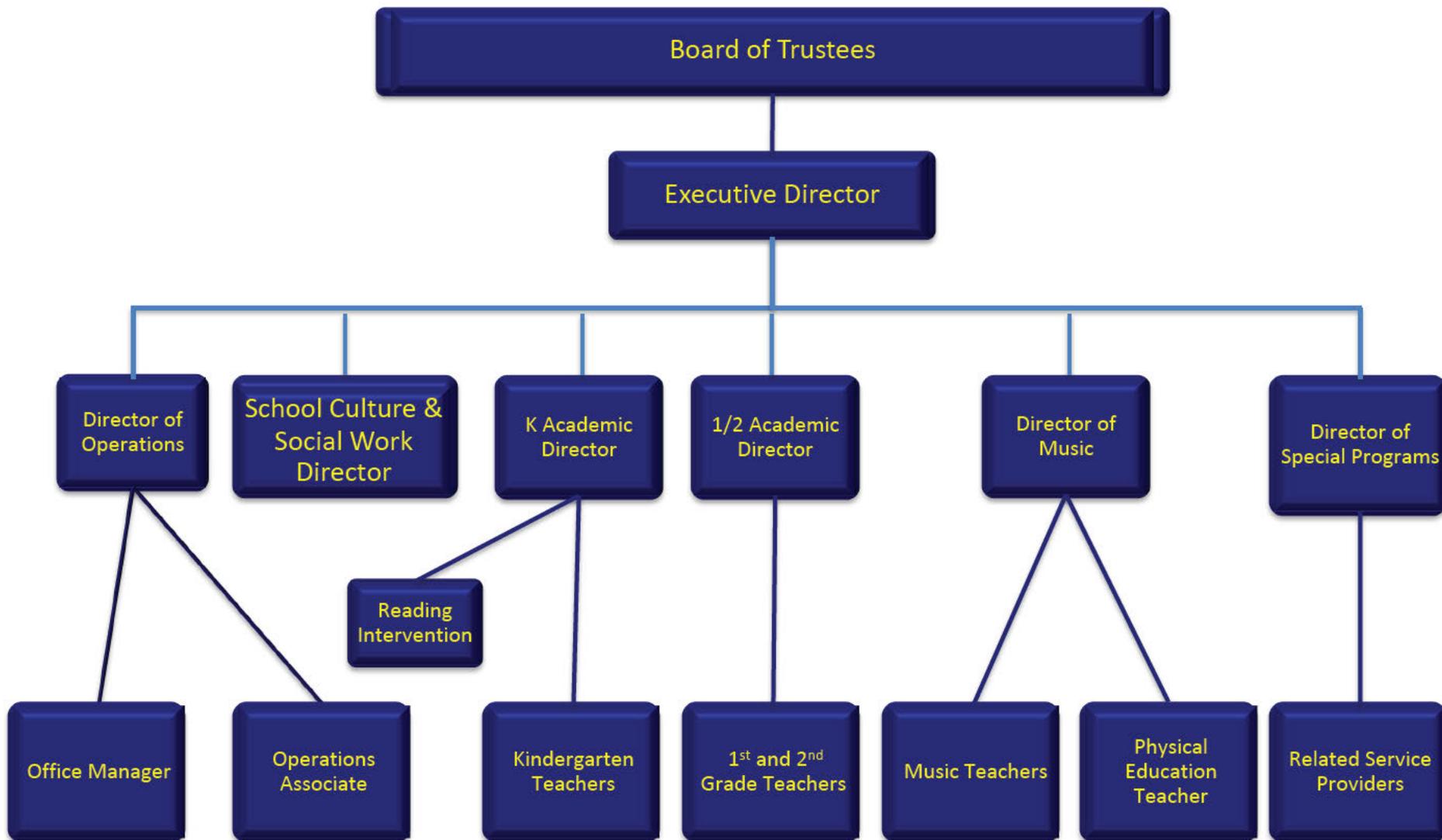
FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

	FTE Count
1. Total FTE count of uncertified teachers (6 30 19)	8.5
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6 30 19)	4
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6 30 19)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6 30 19)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6 30 19)	5
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6 30 19)	1

**FTE Count of All Uncertified Teachers as of 6/30/19** 8.5

**FTE Count of All Certified Teachers as of 6/30/19** 9

**Thank you.**



Place important monthly notices and reminders here

# August 2019

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# September 2019

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<b>2</b> Labor Day	<b>3</b> Optional Day for Teachers	<b>4</b> All Staff Return	<b>5</b> First Day of School Kindergarten Noon Dismissal	<b>6</b>	<b>7</b>	<b>8</b>																																																																																				
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<b>30</b> Rosh Hashanah  School Closed		August '19 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		October '19 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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# October 2019

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Place important monthly notices and reminders here

# November 2019

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<b>4</b>	<b>5</b> STAFF ONLY	<b>6</b>	<b>7</b>	<b>8</b> Q1 Ends	<b>9</b>	<b>10</b>																																																																																											
39		40	41	42																																																																																													
<b>11</b> Veterans Day School closed	<b>12</b>	<b>13</b> Family Teacher Conferences Noon Dismissal	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>																																																																																											
	43	44	45	46																																																																																													
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>																																																																																											
47	48	49	50	51																																																																																													
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Thanksgiving Thanksgiving Recess School closed	<b>29</b> Thanksgiving Recess School closed	<b>30</b>																																																																																												
52	53	54																																																																																															
		October '19 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				December '19 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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Place important monthly notices and reminders here

# December 2019

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60	61	62	63	64																																																																																						
16	17	18	19	20	21	22 Hanukkah begins																																																																																				
65	66	67	68	69																																																																																						
23	24 Christmas Eve Winter Recess School closed	25 Christmas Day Winter Recess School closed	26 Kwanzaa begins Winter Recess School closed	27 Winter Recess School closed	28	29																																																																																				
70																																																																																										
30 Winter Recess School closed	31 New Year's Eve Winter Recess School closed	November '19 <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>		M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		January '20 <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>		M	T	W	T	F	S	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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Place important monthly notices and reminders here

# January 2020

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		<b>1</b> New Year's Day Winter Recess School closed	<b>2</b> Staff/Students Return	<b>3</b>	<b>4</b>	<b>5</b>																																																																																																		
			71	72																																																																																																				
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73	74	75	76	77																																																																																																				
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>																																																																																																		
78	79	80	81	82																																																																																																				
<b>20</b> ML King Day School closed	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Q2 Ends	<b>25</b> Lunar New Year	<b>26</b>																																																																																																		
	83	84	85	86																																																																																																				
<b>27</b> TAFF ONLY - NO STUDENT	<b>28</b>	<b>29</b>	<b>30</b> Family Teacher Conferences Noon Dismissal	<b>31</b>																																																																																																				
	87	88	89	90																																																																																																				
		December '19 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						February '20 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29									
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Place important monthly notices and reminders here

# February 2020

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					<b>1</b>	<b>2</b> Groundhog Day																																																																																											
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>																																																																																											
91	92	93	94	95																																																																																													
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Valentine's Day	<b>15</b>	<b>16</b>																																																																																											
96	97	98	99	100																																																																																													
<b>17</b> Presidents' Day Mid-Winter Recess School closed	<b>18</b> Mid-Winter Recess School closed	<b>19</b> Mid-Winter Recess School closed	<b>20</b> Mid-Winter Recess School closed	<b>21</b> Mid-Winter Recess School closed	<b>22</b>	<b>23</b>																																																																																											
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>																																																																																												
101	102	103	104	105																																																																																													
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# March 2020

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9	10	11	12	13	14	15																																																																																				
111	112	113	114	115																																																																																						
16	17 St. Patrick's Day	18	19	20	21	22																																																																																				
116	117	118	119	120																																																																																						
23	24	25 NYS ELA Test	26 NYS ELA Test	27 NYS ELA Test Q3 Ends	28	29																																																																																				
121	122	123	124	125																																																																																						
30	31	February '20 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		April '20 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
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Place important monthly notices and reminders here

# April 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday																																																																																											
		<b>1</b> April Fool's Day Family Teacher Conferences Noon Dismissal  28	<b>2</b>  129	<b>3</b>  130	<b>4</b>	<b>5</b>																																																																																											
<b>6</b>  131	<b>7</b>  132	<b>8</b>  133	<b>9</b> Passover  Spring Recess School closed	<b>10</b>  Spring Recess School closed	<b>11</b>	<b>12</b> Easter																																																																																											
<b>13</b> Spring Recess School closed	<b>14</b> Spring Recess School closed	<b>15</b> Taxes Due Spring Recess School closed	<b>16</b> Spring Recess School closed	<b>17</b> Spring Recess School closed	<b>18</b>	<b>19</b>																																																																																											
<b>20</b>  134	<b>21</b>  135	<b>22</b> Earth Day  136	<b>23</b>  137	<b>24</b> Ramadan begins  138	<b>25</b>	<b>26</b>																																																																																											
<b>27</b>  139	<b>28</b>  140	<b>29</b>  141	<b>30</b>  142																																																																																														
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Place important monthly notices and reminders here

# May 2020

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				143																																																																																						
4	5 <small>Cinco de Mayo</small>	6	7	8	9	10 <small>Mo her's Day</small>																																																																																				
144	145	146	147	148																																																																																						
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154	155	16	157	158																																																																																						
25 <small>Memorial Day</small> School closed	26	27	28	29	30	31																																																																																				
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# June 2020

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<b>8</b>  168	<b>9</b> Clerical Day (Staff Only)	<b>10</b>  169	<b>11</b>  170	<b>12</b>  171	<b>13</b>	<b>14</b> Flag Day																																																																																				
<b>15</b>  172	<b>16</b>  173	<b>17</b>  174	<b>18</b>  175	<b>19</b>  176	<b>20</b> June Solstice	<b>21</b> Father's Day																																																																																				
<b>22</b>  177	<b>23</b>  178	<b>24</b>  179	<b>25</b>  180	<b>26</b> Last Day Noon Dismissal Last day of school Q4 Ends  181	<b>27</b>	<b>28</b>																																																																																				
<b>29</b>	<b>30</b>																																																																																									
		May '20 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>		M	T	W	T	F	S	S				1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	July '20 <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>		M	T	W	T	F	S	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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