

**Westinghouse Arts Academy Charter School  
Board of Trustees**

**MEETING MINUTES**

Wednesday, December 2, 2020, 6:00 P.M. EDT

***Present:***

Bill Pricener, Board President/Treasurer (Zoom)  
Dexter Hairston, Board Secretary  
John Hisiro, Trustee (Zoom)  
Don Marinelli, Trustee (Zoom)  
Greg Jakub, Trustee (Zoom)  
Gloria Rayman, Trustee (Zoom)  
Matt Racunas, Solicitor (Zoom)  
Rick Fosbrink, WAACS CEO (Zoom)  
Betsy D'Emidio, WAACS Principal/CAO (Zoom)  
Elizabeth Speed, WAACS Faculty & Dir. of  
Marketing (Zoom)  
Nadine Dunn, WAACS Business Admin/Brd  
Recording Secretary (Zoom)

***Excused:***

JP Hernandez, Trustee  
Bernadette Gibson, WAACS Assoc. Principal  
/Special Ed Coordinator  
Chapree Pagliari, Dean of Students

***Guests:***

Westinghouse Arts Faculty, Staff and Parents  
attending via Zoom

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The Meeting of the Board of Trustees began at 6:03 p.m.

***Roll Call of Board Members:***

Bill Pricener, Board President, welcomed all attending via Zoom.

***Public Comment:***

None

***Approval of Meeting Minutes:***

Bill Pricener, Board President, addressed the misspelling of Board member's last name. Mr. Pricener called for a motion to accept the minutes from the 11/4/2020 meeting knowing the typos would be corrected..

Motion made: To accept the minutes from 11/04/2020 - John Hisiro , 2nd: Greg Jakub

Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

***Board Governance:***

Nothing to report

***School Programs & Policies:***

Rick Fosbrink, CEO, shared the state form which our food service is required to fill out and submit. It details how we purchase food supplies. We actually fill out three forms for this submission, the state template, a 386 form, and the procurement code of conduct. The way Westinghouse purchases our food supplies was written into our charter, hence we purchase most of our supplies through EA. Mr. Fosbrink suggested that maybe we need to look at this arrangement again when it's time to renew our charter. Pricener, Board President, called for a motion.

Motion made: To accept the Sponsor to Sponsor agreement, the Procurement Agreement, and the Procurement Code of Conduct. - Dexter Hairston, 2nd: John Hisiro

Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

***School Personnel:***

Rick Fosbrink, CEO, referred the Board to the list of personnel who were hired recently and the departure of a social studies teacher to another school district. Mr. Fosbrink pointed out that we are looking to hire one more special education teacher but are having difficulty finding any. There seems to be truly a shortage of teachers, especially in special education and languages. Bill Pricener, Board President, commented that he is surprised that teachers are not giving 2 weeks notice any longer. Mr. Fosbrink stated that this is a problem for many schools of choice and private schools because we cannot always compete with the high salaries and pensions of the mainstream public schools.

Bill Pricener, Board President, called for a motion to approve the personnel report.

Motion made: To approve the personnel report -Gloria Rayman; 2nd: Greg Jakub

Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

***Report on Facilities:***

Rick Fosbrink, CEO, reported that the plumbing problem we had discussed last month was resolved by purchasing the higher gallon flushing mechanisms. The higher amount of water was needed to push through the distance of the plumbing pipe.

In general facilities is going well and our facilities staff are keeping up with Covid cleaning protocols.

***Report on Finance and Business Services:***

Rick Fosbrink, CEO, presented the reports for the November bills, contracts and payroll.

Mr. Fosbrink reviewed the reports and stated cash on hand to be roughly \$721,969.00. Mr. Fosbrink continued by going over the outstanding invoices owed to us by school districts and that we had just sent out the invoices for December. Another payable invoice that Mr. Fosbrink explained was a payment to the East Allegheny School District. In our charter we agreed to pay EA School District \$150,000 a year to operate the school. Last year this amount was negotiated even due to the lack of School District payment for the EA students that we bill for and various smaller unpaid invoices and deduction allowances. This year because we have gone mostly virtual, we are deducting very little in forms of transportation and food purchasing. So the invoice of \$89,620.48 was larger than most years. The other payment that Mr. Fosbrink brought to the attention of the Board Members was a payment to him of \$219.83 for a Psychology textbook teacher edition that he purchased with his personal credit card because the school procurement card did not have enough in reserve for the purchase.

Mr. Pricener asked for a motion to retroactively approve payroll, contracts, and bills for November.

Motion made: To approve the contracts, bills and payroll for November- Don Marinelli, 2nd: Gloria Rayman

Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

***Report on Marketing and Enrollment:***

Elizabeth Speed, Faculty and Director of Marketing, reviewed the dashboard showing our current pipeline numbers. Ms. Speed mentioned that with the spike in Covid cases and our decision to go virtual through the holidays, our tour numbers in December have gone down. However, the pipeline shows that interest in our school is starting younger and younger. Currently the youngest student in our pipeline is Pre-school. Ms. Speed says currently marketing is quiet but it doesn't mean things have stopped. Currently she is working on our digital marketing and showed a video that was designed by the husband of our Director of Admissions and PR, Susan Maskarinec. Michael Maskarinec not only designed the short video but came to the school to take Covid PR pictures to demonstrate the safety protocols we have in place.

Right now, Ms. Speed is working on promotion items for our upcoming holiday events and moving forward with a major marketing push for January.

***Executive Session:***

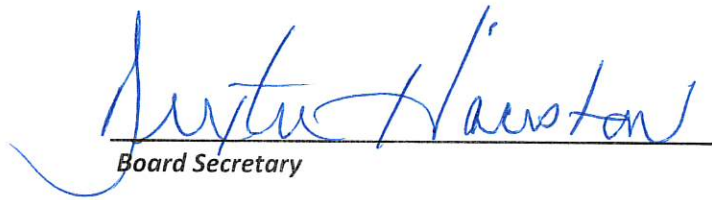
Bill Pricener, Board President, stated that there were personnel issues to be addressed in the Executive session. Mr. Pricener called for a motion to adjourn the public portion of the meeting.

*Motion made:* To adjourn the public portion of the meeting- Greg Jakub

Mr. Pricener thanked everyone for attending. The Board went into the Executive Session and the public meeting adjourned at 6:40 pm.

***Next Meeting: January 6, 2021 at 6:00 pm***

1/12/21  
***Date:***

  
***Board Secretary***