Westinghouse Arts Academy Charter School
Board of Trustees

MEETING MINUTES
Wednesday, July 1, 2020, 6:00 P.M. EDT

Present:
Bill Pricener, Board President/Treasurer (Zoom)
Dexter Hairston, Board Secretary (Zoom)
Don Marinelli, Trustee (Zoom)
Greg Jakub, Trustee (Zoom)
Gloria Raymond, Trustee (Zoom)
Matt Racunas, Solicitor (Zoom)
Dana Moreno, WAACS Principal (Zoom)
Rick Fosbrink, WAACS CEO (Zoom)
Chapree Pagliari, Dean of Students (Zoom)
Nadine Dunn, WAACS Business Admin/Brd Recording Secretary (Zoom)

Excused:
Rachel Booth, Trustee
John Hisiro, Trustee
JP Hernandez, Trustee (Zoom)

Guests:
Michelle Lohner, Charter School Capital (Zoom)
Josette Kurey, WAACS Faculty (Zoom)
Elizabeth Speed, WAACS Faculty (Zoom)
Mary Hoglund, WAACS Faculty (Zoom)
Kim Trevithick, WAACS Guidance Counselor (Zoom)

The Meeting of the Board of Trustees began at 6:05 p.m.

Roll Call of Board Members:
Bill Pricener, Board President, welcomed all attending via Zoom.

Public Comment:
No Public Comment

Introduction of Guest from Charter School Capital:
Bill Pricener, Board President, welcomed Michelle Lohner, our account representative from Charter School Capital. Ms. Lohner thanked the Board for allowing her to join us this evening. She continued by giving us a brief background of the company and concluded by letting us know how Charter School Capital is willing to help during COVID-19. Rick Fosbrink, CEO, stated that he and Ms. Lohner has already been in discussions regarding applying for a small loan to cover the gap from the lack of School Districts checks through the months of June, July, and August. Our PPP loan did help but not enough to cover the summer gap. Mr. Fosbrink continued by stating they have also been discussing future ideas, such as a solar panel project. Mr. Pricener, again thanked her on behalf of her company for the help they provided Westinghouse Arts Academy last year.

Approval of Meeting Minutes:
Bill Pricener, Board President, noted one typo in the minutes from June. On the last page, the meeting date for July was incorrect and asked for it to be changed to the correct date.

Mr. Pricener called for a motion to accept the minutes from the 6/03/2020 meeting.

Motion made: To accept the minutes from 6/03/2020 once corrected - Greg Jakub, 2nd: Gloria Raymond

Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining - Motion Carried.
Board Governance:
Bill Pricener, Board President, asked to table the Approval of CEO Job Description till items could be discussed during this evening’s Executive Session.

School Programs:
Dana Moreno, Principal, presented our School Re-opening Plan to the Board that was created by the Pandemic Team. Dr. Moreno’s slide presentation showed the Hybrid, duel models that we will put into practice for the fall. Dr Moreno said that our team designed these models using the data collected from our parent survey and were supported by recent data released by PDE. The first model is a full online program where the student would participate in live instruction via the internet. The second model is a hybrid combining in school instruction and online instruction. The student body would be split up into art cohorts that will come to the school building for instruction 2 days of the 6 day rotation. That instruction would be primarily for their art concentration with the added academic support if needed. The other days would be academic instruction at home taught in real time. Dr. Moreno commented that by breaking the student body into cohorts, we would be able to control the 12 - 14 students per classroom for social distancing. The students would stay in that assigned room, while the teachers would move through the building. This also breaks the teaching staff into teams that stay with their cohorts. At each Trimester break, the system would be reevaluated and current data reviewed to see if we could move back into a normal school day.

Dr. Moreno continued by stating the CARE grant we received was used to help support these models through the purchase of needed technical equipment and cleaning supplies. To date, our Pandemic Team is now moving onto the formation of our actual policies and will present them to the Board at the Aug. 5 meeting. Dr. Moreno requested that the Board vote in approval of our plan per the guidance of PDE.

Mr. Pricener called for a motion to approve the two models for re-opening the school.

Motion made: To accept the two educational models to re-open the school in the fall. - Don Marinelli, 2nd: Dexter Hairston
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining - Motion Carried.

School Policies:
No Updates

School Personnel:
No Updates

Report on Facilities:
Rick Fosbrink, CEO, reported that the construction has ruined the newly waxed floors but it is all for the good of the cause. The electric upgrade and the PA System cabling should be completed by the week of next week. Mr. Fosbrink continued by saying the 2nd floor classroom has been divided by a new wall and the 3rd floor classroom has been restored to its original size by removing the wall. Mr. Fosbrink informed the Board that during one of the parapet restoration, the brick were in bad shape and they had to order new. Mr. Fosbrink took great care in making sure the new bricks resembled the old ones that fell apart. The construction team assured Mr. Fosbrink that everything would match the old, including the mortar used. The parapet project should also be completed by the end of next week. Which leads to the roof project and finally the back parking lot reconstruction.

Report on Finance and Business Services:
Rick Fosbrink, CEO, presented the current finance reports and commented that since we moved the meetings to the beginning of every month, we would be looking at the final reports from the month previous. Mr. Fosbrink reviewed the financial reports stating that we have spent down our PPP Loan through our past 8
weeks of payrolls. He said that he would be submitting the paperwork to ask that the remaining be turned into a grant. As stated before, Mr. Fosbrink has already begun discussions with Charter School Capital to secure a loan to cover expenses and payroll during the summer months when we do not receive school district checks. The good news is that Charter School Capital is currently offering loans without financing charges due to COVID.

Rick Fosbrink, CEO, went on to explain the remaining reports and stated that they look good; we are controlling our spending however we still have a cash flow issue due to how Charter Schools are paid. He hopes we can correct that next year. After a brief discussion regarding how school district pay or no pay as the case may be, Mr. Pricener called for a vote.

Motion made: To approve the contracts, bills and payroll for June- Gloria Raymond, 2nd: Greg Jakub
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Report on Fundraising:
Nothing to report

Report on Marketing and Enrollment:
Elizabeth Speed, WACCS Faculty and Director of Marketing, was happy to share that we currently have 83 students accepted for the fall and still more in the pipeline. Ms. Speed was unable to have the board’s dashboard created for this meeting, however in her research she has discovered that “word of mouth” is our biggest draw, however with social distancing, our digital strategy has picked up the lack of personal marketing. She is looking towards the rest of this summer to formalize our marketing strategies into our marketing plan.
In a side note, the company we use to track our marketing data has asked us to be one of their featured clients and tell our story.

Mr. Pricener asked about enrollment paperwork required. Ms. Speed stated that the Admissions and Marketing Team were following up in any way possible to acquire the paperwork needed to enroll the new students. Ms. Speed continued to say they are working on making some changes to old protocols which should make the paperwork flow quicker.

Executive Session:
Bill Pricener, Board President, thanked everyone for attending and asked for the Board Members to join him in Executive Session at 6:57 pm

The Board Meeting adjourned at at the conclusion of the Executive Session.

Next Meeting: August 5, 2020 at 6:00 pm

Date: 08/12/2020

[Signature]
Board Secretary
Westinghouse Arts Academy Charter School
Board of Trustees

MEETING MINUTES
Wednesday, August 5, 2020, 6:00 P.M. EDT

Present:
Bill Pricener, Board President/Treasurer (Zoom)
John Hisiro, Trustee (Zoom)
JP Hernandez, Trustee (Zoom)
Don Marinelli, Trustee (Zoom)
Greg Jakub, Trustee (Zoom)
Gloria Raymond, Trustee (Zoom)
Matt Racunas, Solicitor (Zoom)
Bernadette Gibson, WAACS Interim Principal (Zoom)
Rick Fosbrink, WAACS CEO (Zoom)
Chapree Pagliari, Dean of Students (Zoom)
Nadine Dunn, WAACS Business Admin/Brd
Recording Secretary (Zoom)

Excused:
Dexter Hairston, Board Secretary

Guests:
Joe Leonard, WAACS Student
Amy Beechler, WAACS Parent
Tom Scuoteguazza, WAACS Parent
Elizabeth Speed, WAACS Faculty (Zoom)

Many WAACS Faculty and Parents were on the Zoom meeting

The Meeting of the Board of Trustees began at 6:05 p.m.

Roll Call of Board Members:
Bill Pricener, Board President, welcomed all attending via Zoom. Mr. Pricener announced to all attending that the Board had held an Executive Session on July 16, 2020 to discuss Personnel. Mr. Pricener then introduced Matt Racunas, our solicitor, who presented a meeting statement to all in attendance. Mr. Racunas stated that in light of recent personnel matters, he has directed the Board not to speak on any personnel matters during this meeting. All personnel matters will happen in Executive sessions.

Public Comment:
Bill Pricener, Board President, invited Joe Leonard to speak. Mr. Leonard introduced himself and spoke highly about the school and the support he gets from faculty & staff. Mr. Leonard admitted that he is a bit nervous about next year with all the changes put in place. Bernadette Gibson, WAACS Interim Principal spoke briefly to Mr. Leonard stated that she understands and will be very much involved with caring for the support that the students received in years past and future years.

Next, Mr. Pricener invited Tom Scuoteguazza to speak. Mr. Scuoteguazza also stated that he and his family are happy with the school. However, he had difficulty viewing his student’s grades due to the system change and that they hadn’t fully heard what the plans were for opening the school in the fall. Mr. Scuoteguazza wanted to know how public performances would be done, seeing how we are an art school. Rick Fosbrink, CEO addressed Mr. Scuoteguazza’s concerns by asking our Dean of Students to send Mr. Scuoteguazza’s students report card to them. Mr. Fosbrink continued by explaining about the shift to the new student management system and the improved parent portal that would be available soon. Mr. Fosbrink continued by saying that little information has been recess to the parents because the plans were being approved this evening. “If all goes well tonight, parents would receive an email tomorrow.” said Mr. Fosbrink. Lastly, Mr. Fosbrink assured everyone that performances have been on our plans and we are coming up with creative ways to showcase our talented students this year.
Ms. Amy Beechler was the last speaker for public comment. Ms. Beechler worried about the staff turnover rate, as well as the switch to trimesters, and what Covid Plans we have in place when it comes to the cleaning products we are using. Rick Fosbrink, CEO, assured Ms. Beechler that the cleaning products we are using, and have been using for three years, are approved by the Dept. of Health. If a child is feeling affected by them, the nurse would investigate and make a judgment if the student would need to leave for the day. Mr. Fosbrink continued to say that if the family feels uncomfortable with the cleaning products, they may opt for our online education program this year. The online program for this year would contain more live classes for the students to participate in.

Bill Pricener, Board President, addressed the staff concern by introducing our new interim principal, Bernadette Gibson. Ms. Gibson highlighted her many years of service with the Pittsburgh Public School District and is happy to be here to help Westinghouse continue to grow.

Approval of Meeting Minutes:
Bill Pricener, Board President, called for a motion to accept the minutes from the 7/01/2020 meeting.

Motion made: To accept the minutes from 7/01/2020 - Greg Jakub, 2nd: John Hisiro
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Board Governance:
Bill Pricener, Board President, presented the CEO job description document that was read by the Board members attending prior to the meeting. No discussion was required and Mr. Pricener called for a motion.

Motion made: To accept CEO job description as it was submitted to the Board members- Gloria Raymond, 2nd: John Hisiro
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

School Programs & Policies:
Rick Fosbrink, CEO, presented the 36 page PA State Template plan to reopen our school in the fall. This document was the product of a team made up of School and Community members working together for a month. Our plan, that is needed to be submitted to the state and approved by the Board, combines what the state believes to be the best course of action. Our plan is two options. Option one allows the student to learn completely online with live inperson Zoom classes. Option two is a hybrid model where the student is in the building for two days and online the rest. The in building days would be mostly made up of their arts concentration with academic assistance if needed. Mr. Fosbrink summarized each section pointing out not only the education models but the cleaning and screening processes for the building. He spoke to the grouping of students by grade and art to keep the number of students per class to 15 or less. He explained how the teachers would move but the students would remain in their assigned homeroom for the duration of the day. He concluded with an overview of our plan should a possible case present itself. At which point our school nurse would have to contact the County Department of Health, per PDE guidelines and we would follow the County Dept. of Health advice.

Mr. Pricener called for a motion to approve the state template plan to reopen.

Motion made: To accept the school plan to reopen the school in the fall and submit it to the state. - JP Hernandez, 2nd: Greg Jakub
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Rick Fosbrink, CEO, then summarized the Staff return to work policy created by Westinghouse Arts Human resource department. The staff policy follows the student policy very closely, especially when it comes to distancing and possible cases. Again, the county health department would get involved and take lead on determining any closure and contact tracing. Staff would receive training on PPE, spot cleaning, and hygiene.
The one added feature to the staff reopening plan is the creation of a COVID PTO Bank in case a staff member is required to quarantine due to symptoms or possible exposure. To ensure reduced interaction, some employees will continue to work remotely and stagger their presence in the building. This closely relates to our COVID visitor policy of remote meetings whenever possible.

Bill Pricener, Board President, called for a motion to approve the staff reopening plan.

Motion made: To accept the school plan for staff to return to school. - JP Hernandez, 2nd: Don Marinelli  
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Next, Mr. Fosbrink asked the Board if we could delay the implementation of trimesters until next year due to all the COVID planning that is needed. Also, Mr. Fosbrink asked the Board if we could adjust the 20-21 School calendar to allow us some more time to obtain all the Covid equipment needed for the live streaming classes. Most of the Covid equipment is to be purchased using the CARES grant we received and the funds will not be released until mid August. The first day of school in the building would be September 8th. Teachers would have orientation on Sept. 1 & 2. Student Chromebooks would be handed out on the same days. Student orientation would be done via Zoom on Sept. 3 & 4. The extended time would also allow us to work with home school districts who provide our transportation.

Bill Pricener, Board President, called for a motion to approve the staff reopening plan.

Motion made: To delay the change of semesters to trimesters until 21-22 school year -Greg Jakub; Don Marinelli  
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Motion made: To delay the start of this school year to September. - John Hisiro, 2nd: Gloria Raymond  
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Chapree Pagliari, Dean of Students, presented her updated Attendance and Discipline policies for the coming school year. Ms. Pagliari wants to focus on our attendance issues this year. Her slogan and belief is 90% of success is showing up. This theme is the basis for all the new changes and the well thought out descriptions of policy and consequences. Ms. Pagliari states that with our new student management system, we will have more accurate attendance reporting and empower our teachers to assign consequences should a student cut classes. Ms. Pagliari reviewed the entire policy for the Board, highlighting her positive improvement plans.

Next, Ms. Pagliari, Dean of Students, revealed her positive discipline policy. Using our school values, “Rise Up”, Ms. Pagliari spoke of focusing on positive behaviors instead of reinforcing negative behaviors. Her plan is prevention rather than consequences. Ms. Pagliari summarizes her plan of interventions, levels of infractions and the rated discipline at each level. Both policies would be in the student handbook and outlines of the plans would be in the student planner. The Board was thrilled with both plans and the positive focus both expressed.

Bill Pricener, Board President, called for a motion to approve both policies.

Motion made: To approve the attendance and discipline policies for this school year -Greg Jakub; 2nd: John Hisiro  
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

School Personnel:
Mr. Fosbrink, CEO, referred the Board to the list of personnel that was supplied to the members prior to the meeting. He noted the hiring of our CERTIFIED School Nurse and our new school counselor. Both candidates would be starting next week.
Bill Pricener, Board President, called for a motion to approve the personnel report.

Motion made: To approve the personnel report - JP Hernandez; 2nd: Gloria Raymond
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Rick Fosbrink, CEO, informed the Board that we had met with a Charter School Consultant, Ron Sofo. He stated that he could review our school plans to prepare us for the upcoming charter renewal. He would also be able to help with our Principal search. Mr. Fosbrink asked the Board to allow us to hire Mr. Sofo on an as needed/project basis.

Bill Pricener, Board President, called for a motion to hire Ron Sofo.

Motion made: To hire Ron Sofo, Charter School Consultant on an as needed basis - John Hisiro; 2nd: Don Marinelli
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Mr. Fosbrink made a brief statement regarding the current full time principal search to the Board. He stated that we currently have a number of applicants and our goal is to have a principal in early September. The search committee would be himself, Ron Sofo, Nadine Dunn, Bernadette Gibson and one or two Board members if they wished. Mr. Fosbrink would also survey the faculty to get their input on what to look for in a principal.

Report on Facilities:
Rick Fosbrink, CEO, reported that the summer projects are mostly done. The last item will be the lining of the back parking lot. Looking toward our next project, the renovation of the theater & gym, Mr. Fosbrink would be meeting with the architects to discuss grouping the renovation plans. He hopes to start revealing the plans in September.

Report on Finance and Business Services:
Rick Fosbrink, CEO, presented the current finance reports as of June 30th, We are currently preparing to meet with our auditors again. We are in a much better place than we were this time last year. We have $53,000 cash on hand and the school reconciliation payments have started to arrive. Overall, we are managing the budget well. Bill Pricener asked fora motion to approve July payroll & contracts.

Motion made: To approve the contracts, bills and payroll for July- John Hisiro, 2nd: Gloria Raymond
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Report on Fundraising:
Nothing to report

Report on Marketing and Enrollment:
Elizabeth Speed, WAACS Faculty and Director of Marketing, shared that we currently have 101 students in the pipeline almost completed and we have some students already waiting for school year 21-22 & 22-23. Ms. Speed said that some of our current cohorts are maxed out due to Covid guidelines and we have started to use a wait list. Ms. Speed also stated that she and her team are working on solving the paperwork bottle neck. They are reaching out to other charter schools for best practices they are using. They are hopeful to have a completed streamlined plan in place by October.

Ms. Speed stated that the scheduling issues for the current year have almost been completely corrected and all students and staff should have their schedules by mid August. She then concluded her presentation by
announcing that just an hour ago we were nominated for her second Emmy for her work with the Boys & Girls Club.

Executive Session:
Bill Pricener, Board President, thanked everyone for attending and asked for the Board Members to join him in Executive Session. Greg Jakub made the motion and JP Hernandez 2nd. The public meeting adjourned at 8:00 pm.

The Board Full Meeting adjourned at the conclusion of the Executive Session.

Next Meeting: September 2, 2020 at 6:00 pm

Oct. 12, 2020
Date:

[Signature]
Board Secretary
Westinghouse Arts Academy Charter School
Board of Trustees

MEETING MINUTES
Wednesday, September 2, 2020, 6:00 P.M. EDT

Present:
Bill Pricener, Board President/Treasurer (Zoom)
John Hisiro, Trustee (Zoom)
Don Marinelli, Trustee (Zoom)
Greg Jakub, Trustee (Zoom)
Gloria Raymond, Trustee (Zoom)
Matt Racunas, Solicitor (Zoom)
Bernadette Gibson, WAACS Interim Principal (Zoom)
Rick Fosbrink, WAACS CEO (Zoom)
Chapree Pagliari, Dean of Students (Zoom)
Elizabeth Speed, WAACS Faculty & Dir. of Marketing (Zoom)
Nadine Dunn, WAACS Business Admin/Brd Recording Secretary (Zoom)

Excused:
Dexter Hairston, Board Secretary
JP Hernandez, Trustee

Guests:
Alan Hohlfelder, MCF Architects
Bob Russ, MCF Architects
Matthew Radican, MCF Architects
Teri Fazio, FTO President (Zoom)
WAACS Faculty and Parents attending via Zoom

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:
No Public Comment

Report from Guests MCF Architects: Auditorium/Gym Project:
Rick Fosbrink, CEO, welcomed MCF Architects and asked them to present their preliminary fact and projection report for the renovation of the auditorium/gym space. Mr. Alan Hohlfelder started the presentation by stating they had several meetings discussing the project with staff, teachers and community members to gather information on space needs, uses, and visions. Upon compiling this information, Mr. Hohlfelder and his associates created this projection and illustrations of what the space would look like. Mr. Hohlfelder said that the undertaking would be broken into several phases. Each arrangement of each phase would address the immediate need for that space and financial projection. The report was color coded to correspond with the phase breakdown. This renovation would not only address the needs for the school and community, but make the space more ADA accessible. The first phase would address the reconfiguration of the gym space into a rehearsal and “Black Box” style presentation space. The illustration of this phase showed the restructuring of the gym and addressed the usage of the old coaches office and the creation of new bathrooms and lobby space. This phase also addressed the renovation of the auditorium. The next phase addressed would create a 2nd floor rehearsal space, renovation of the auditorium balcony and additional bathrooms. This phase also included the addition of a new scene shop. The last phase would address the basement and old locker rooms. This space would be turned into costume and prop shops, dressing rooms, storage and additional flex space to accommodate large community shows or rehearsal space.

Mr. Hohlfelder stated that in estimating the cost, they erred on a higher scale when factoring costs pertaining to general contractors, cost per square footage, and added fees. He estimates that the first phase would be
roughly 7 to 8.4 Million dollars total; the second phase would be 7 to 8.5 Million dollars total; and lastly the third phase would be roughly 4 Million dollars. Costs could fluctuate depending on construction bids, the type of lighting/sound equipment purchased for the spaces to use, etc.

Mr. Holhfelder concluded his presentation by stating he would make this presentation and renderings into a PDF so that the Board and School could use it for fundraising materials. The next step would be for the Board to discuss and move forward with the plans. A20% fee would need to be secured to start the process of obtaining bids and building out an actual cost projection.

**Approval of Meeting Minutes:**
Bill Pricener, Board President, called for a motion to accept the minutes from the 8/05/2020 meeting.

*Motion made:* To accept the minutes from 8/05/2020 - Greg Jakub, 2nd: Don Marinelli
*Vote:* All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

**Board Governance:**
Rick Fosbrink, CEO, stated that Board members were required by Act 55 to attend board membership training. Through one of our affiliations, he provided a link to a no cost board member training event to be held on September 9th. A question was asked as to why it seemed this training is not always readily available. Mr. Fosbrink is not sure why training like these are seemingly held once or twice a year.

**School Programs & Policies:**
Chapree Pagliari, Dean of Students, presented the school’s new social media policy. Ms. Pagliari stated that this policy, once approved, would be added to the student handbook and shared at student orientation sessions via Zoom. The policy was reviewed and concluded with the statement that students and teachers would not “friend” each other on social media. A question was posed regarding consequences if the policy was not followed. Ms. Pagliari said the consequences were addressed in the student code of conduct, which is also in the handbook.

Mr. Pricener called for a motion to approve the new social media policy.

*Motion made:* To accept the school’s new social media policy. - John Hisiro, 2nd: Gloria Raymond
*Vote:* All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

**School Personnel:**
Mr. Fosbrink, CEO, referred the Board to the list of personnel that was supplied to the members prior to the meeting. He noted the hiring of a new Dance Teaching Artist and the resignations of two teachers who took positions at public schools closer to their homes. Mr. Fosbrink noted that teacher moves are common before the start of a new school year and searches have already begun for a new special ed teacher and the transition of moving a current part-time teacher to full-time filled the social studies vacancy. When the question of school security was posed, Mr. Fosbrink stated that we were continuing our agreement with Universal-Allied Security Company and asked for the return of Mr. Boyd who has worked in the school for the last year and a half.

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

*Motion made:* To approve the personnel report - John Hisiro; 2nd: Gloria Raymond
*Vote:* All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Rick Fosbrink, CEO, updated the Board on the Principal search process. He stated that a search committee composed of himself, Ms. Gibson (Mr. Pricener thanked Ms. Gibson for becoming the school’s Interim Principal and asked Ms. Gibson if she was enjoying the role. Ms. Gibson quipped back, that she is enjoying the position
but retirement is better.), Ron Sofo (Charter School Consultant), Gloria Raymond (Board Member), and Nadine Dunn (Business Administrator). The committee created a rubric and of the 30 applicants, has invited the top 4 for Zoom interviews. Once the field is broken down to the top 2 or three, a second round of in person interviews will be held. During that round, the candidates will meet with the Leadership Team, created by Ms. Gibson, which represents administration, academic and arts teachers.

Report on Facilities:
Rick Fosbrink, CEO, reported that the summer projects are finished. The staff is enjoying the bell system and having phones in every classroom. In speaking with the landlord, Mr. Fosbrink reported that Mr. Malloy was very happy with the success and completion of the projects. However, the first rent check was a bit daunting but not unexpected.

Report on Finance and Business Services:
Rick Fosbrink, CEO, presented the current finance reports. This report looked a little different since it was pulled from our new financial system which we converted to over the summer. Mr. Fosbrink stated that we are still learning and tweaking the system and reports, but moving forward the reports will be more accessible. Mr. Fosbrink stated that as we are learning, some of the reports may not be 100% accurate (some of the expenses should be marked for the 19-20 SY and not the 20-21 SY. Those items are being fixed), the bottom line is that we are still being cost effective. Mr. Fosbrink also pointed out that the reconciliation payments are starting to trickle in, yet we are still short $304,000 from school districts. A board member asked if we were having the same technology short falls as other districts. Mr. Fosbrink replied that we assumed this to be the case and purchased our chromebooks ahead of the curve, so we were able to provide chromebooks for every students with no delays.

The last item addressed was the large repayment to Mr. Fosbrink. Bill Pricener, Board President, explained that in obtaining the specific technical needs and the fast approach to start this school year, Mr. Fosbrink had to purchase some technology on his personal credit cards in lieu of the fact that the school has not been a client of PNC long enough to obtain a school credit card. Mr. Pricener wanted to make clear that there was no impropriety.

Motion made: To approve the contracts, bills and payroll for August- Greg Jakub, 2nd: Gloria Raymond
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Report on Marketing and Enrollment:
Elizabeth Speed, WAACS Faculty and Director of Marketing, stated that we came close to our goal though we fell short monetarily due to the withdrawal of more students than expected. The withdrawal was for a variety of reasons, but mostly COVID related. She continued by stating the goal that we had set was not based on any record keeping, since enrollment trends were not tracked in previous years. That being said, Ms. Speed quipped that our new marketing strategy did work, even during a pandemic. Our final count was 260 students, just 40 shy of our 300 goal. Of that 260, 100 are brand new students. Moving forward we will be analyzing this data to improve our marketing and admission efforts and creating next year’s student and budget goals.

Ms. Speed continued by stating the she and Ms. Maskarinec, Director of Enrollment & Public Relations have been in contact with fellow charter schools and are creating a new streamlined enrollment process for next year. Ms. Speed concluded by stating we already have new inquiries for the 21-22 school year.

Ms. Gloria Raymond, Board Member, commented that the efforts of the Marketing and Enrollment staff was commendable for advancing the school’s presence during a pandemic.
Executive Session:
Bill Pricener, Board President, thanked everyone for attending and asked for the Board Members to join him in the Executive Session. John Hisiro made the motion and Don Marinelli 2nd. The public meeting adjourned at 7:13 pm.

The full Board Meeting adjourned at the conclusion of the Executive Session.

Next Meeting: October 7, 2020 at 6:00 pm

Date: Oct. 12, 2020

Board Secretary