

**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

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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 Scoteguazza to speak. Mr. Scoteguazza 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. Scoteguazza 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 for a 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***

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***Date:***

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***Board Secretary***